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

Members Present: Ms. Norma E. Garcia, President
Ms. Madeline Shapiro, Vice President
Ms. Vicky Santana, Clerk (Arrived 6:08 p.m.)
Ms. Mary Ann Pacheco, Member
Mr. Gary Mendez, Member
Mr. Pariss Youngblood, Student Trustee

Members Absent: None

Staff Members: Ms. Teresa Dreyfuss, Superintendent/President
Mr. Henry Gee, Vice President, Student Services
Ms. Michelle Bean, Academic Senate President
Ms. Jill Pfeifer, RHCFA President
Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Garcia called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

Student Trustee, Pariss Youngblood, led the pledge of allegiance.

C. Roll Call

All Board members reported present.

D. Approval of Minutes:

63. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the minutes of May 10, 2017.

Student Trustee Advisory vote was aye.

E. Open Communication for Public Comment

There were no public comments made.
F. SWEARING IN OF STUDENT TRUSTEE (Pariss Youngblood)

Ms. Garcia administered the oath for the office of Student Trustee to Pariss Youngblood.

G. Commendations
- Distinguished Faculty Award (Belen Torres-Gil)
- Soroptimist Scholarship Recipients from Whittier, El Monte/South El Monte Chapters

H. Presentations
- Sabbatical Leave (Lily Isaac)
- Student Equity Update (Dr. Juana Mora/Cecilia Rocha)
- 5-Year Construction Plan (John Grow)
- Tentative Budget

II. CONSENT AGENDA

Ms. Shapiro requested that item IIB1 Academic Personnel be removed from the consent agenda.

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 approve the following Consent Agenda with the exception of item IIB1, Academic Personnel.

Student Trustee Advisory Vote was Aye.

A. FINANCE & BUSINESS

1. Finance and Business Reports

2. Authorization for Out of State Travel & Conferences

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

   Michaela Brehm to participate at the Hi-Tec Conference-Center for Collaborative Technical Assistance in Salt Lake City, UT on July 17-21, 2017.

   Michael Dighera to participate at the Annual Honda PACT Instructors Conference in St. Louis Missouri on July 10-14, 2017.

   Shin Liu to participate at the Computer Science Club Student Study Abroad in Tainan, Taiwan on June 27-July 5, 2017.

   Pat Malave to participate at the WAVES 2017 Conference-Western Association of Veterans Educational Specialist in Phoenix, Arizona on July 9-12, 2017.

Michelle Bean, Jorge Huinquez, Mike Munoz, Rose Sanceda, Gary Van Voorhis, and Elizabeth Ramirez to participate at the Hobson University 2017 Conference in Indianapolis, Indiana on July 16-19, 2017.

3. **Memorandum of Agreement (MOA): Classroom Based Programs – Career Training Solutions LLC (CTS)**

The Continuing Education Department would like to have an MOA with Career Training Solutions LLC (CTS) to deliver the following career training programs:

- Clinical Medical Assistant (134 hours classroom training / 38 hours online learning / 160 hours externship)
- Pharmacy Technician (140 hours classroom training / 42 hours online learning / 120 hours externship)
- Veterinary Assistant (35 hours classroom training / 10 hours online learning / 24 hours informal volunteer experience)

The District will set tuition based on the following range:

- Clinical Medical Assistant: $2,399 - $2,599
- Pharmacy Technician: $2,099 - $2,299
- Veterinary Assistant: $699 - $899

The District will pay CTS a per student fee as outlined below:

### A. Clinical Medical Assistant

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Per Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$1,950</td>
</tr>
<tr>
<td>6-7</td>
<td>$1,900</td>
</tr>
<tr>
<td>8-10</td>
<td>$1,800</td>
</tr>
<tr>
<td>11-13</td>
<td>$1,700</td>
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<tr>
<td>14-19</td>
<td>$1,600</td>
</tr>
<tr>
<td>20+</td>
<td>$1,550</td>
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</table>

### B. Pharmacy Technician

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Per Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$1,950</td>
</tr>
<tr>
<td>6</td>
<td>$1,850</td>
</tr>
<tr>
<td>7-8</td>
<td>$1,750</td>
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<tr>
<td>9-11</td>
<td>$1,650</td>
</tr>
<tr>
<td>12-16</td>
<td>$1,550</td>
</tr>
<tr>
<td>17-19</td>
<td>$1,450</td>
</tr>
<tr>
<td>20+</td>
<td>$1,400</td>
</tr>
</tbody>
</table>
C. Veterinary Assistant

<table>
<thead>
<tr>
<th>Enrollment</th>
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<tbody>
<tr>
<td>5-7</td>
<td>$525</td>
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<td>11-19</td>
<td>$425</td>
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<tr>
<td>20+</td>
<td>$400</td>
</tr>
</tbody>
</table>

Term is from June 15, 2017 through June 14, 2018.

The Board of Trustees approved the MOA with Career Training Solutions as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

4. **Approve Student Services Agreement – PIH Health**

The Health Science Department is requesting the services of PIH Health to provide Rio Hondo College Health Science students with clinical experience.

PIH Health is composed of:

A. Presbyterian Intercommunity Hospital, Inc. dba PIH Health Hospital - Whittier

B. Downey Regional Medical Center – Hospital, Inc. dba PIH Health Hospital – Downey

C. Bright Health Physicians of PIH dba PIH Health Physicians

Term of the Affiliation is from July 3, 2017 through July 2, 2019.

The Board of Trustees approved the Student Services Agreement with PIH Health as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

5. **Agreement and Resolution – Delinquent Tax Receivables Resolution #061417**

A district’s total revenue limit is funded from a combination of property taxes and state aid. Since property taxes are counted first, for every additional dollar of property taxes, the district receives a dollar less in state aid. Penalties and interest received on delinquent property taxes are treated just like the property taxes and are also a deduction against state aid. As a result, school districts gain zero benefit from the receipt of penalties and interest on delinquent property taxes.

Government Code Section 6516.6 permits school agencies to form a JPA which will provide payment of the property tax entitlement with state aid funding the balance of the revenue limit whereby the JPA receives the benefit of the penalties and interest and this money is received by the participating districts on top of their revenue limit for Fiscal years 2017 through June 30, 2019.
The Board of Trustees approved the attached resolution approving the assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority.

6. Approve Countywide Household Hazardous Waste Collection Program Siting Liability Agreement – County of Los Angeles and County Sanitation District No. 2 of Los Angeles County

The County of Los Angeles (County) and the County Sanitation District No. 2 of Los Angeles County (Sanitation District) is co-sponsoring a Household Hazardous and Electronic Waste Collection Event (Roundup) to provide Los Angeles County residents an environmentally safe means and place to dispose of household hazardous waste and electronic waste.

Rio Hondo College is supporting this worthwhile project by offering the use of Parking Lot “A” for the Roundup, which is scheduled for August 12, 2017.

The Board of Trustees approved the Agreement with County and Sanitation District for the Roundup and authorized the Administration to sign the appropriate documents on behalf of the District.

7. Approve Modification Nos. 2 and 3 to Agreement No. 16-CO-11050100-007 – USDA Forest Service, Angeles National Forest (U.S. Forest Service)

On January 12, 2016, Rio Hondo Community College signed an Agreement (Agreement No. 16-CO-110510100-007) with USDA, Forest Service, Angeles National Forest (U.S. Forest Service) to provide Wildland Fire Training, which includes but not limited to, Wildland Fire Academies, Emergency Response Training and Incident Command Training available to Forest Service employees. The projected amount to be collected by the District is $40,000.00

Modification No. 1 to Agreement No. 16-CO-11050100-007 was issued in November 10, 2016 to add additional funding in the amount of $21,933.11.

Modification No. 2 to Agreement No. 16-CO-11050100-007 is issued to give U.S. forest Service approval to carryover funds from prior agreements [0501-10-CO-021 - $28,467.59 and 14-CO-11050100-018 - $33,268.55] to Agreement No. 16-CO-11050100-007. Aforementioned amounts are funds not spent prior to expiry of the aforementioned agreements and carried over to the current agreement so that said funds will be used. These amounts are also not related to the amounts described in the original agreement and Modification No. 1.

Modification No. 3 to Agreement No. 16-CO-11050100-007 is issued to extend the term through June 30, 2020.
The Board of Trustees approved the Modification Nos. 2 and 3 to Agreement No. 16-CO-11050100-007 and authorized the Administration to execute the appropriate documents on behalf of the District.


The Government Accounting Standards Board (GASB) has issued GASB Accounting Standards 74 and 75 to replace GASB 43 and 45 for Other Postemployment Benefits (OPEB).

The District requests to have an agreement with Total Compensation Systems, Inc. (TCS) to provide actuarial valuation services to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two (2) years.

The term is from July 1, 2017 through March 30, 2018 with amount not to exceed $7,380.00 to be paid from General Funds.

The Board of Trustees approved the Agreement with TCS in the amount of $7,380.00 to be paid from General Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

9. **Memorandum of Understanding (MOU): Dental Assistant Program – Tri Cities Regional Occupational Program (TCROP)**

The Continuing Education Department would like to have an MOU with Tri-Cities Regional Occupational Program (TCROP) to co-sponsor a Dental Assistant Program.

Under the MOU TCROP will:

- Provide classroom facilities located at Pioneer High School, 10800 Ben Avon Street, Unit E, Whittier, California, 90606, for a Dental Assistant course which will be offered to Rio Hondo Community College (RHCC) students as well as to TCROP adult students. Dates of the two classes are September 5, 2017 to January 31, 2018, plus 3 Saturdays (TBA) and February 5, 2018 to June 7, 2018 plus 3 Saturdays (TBA) for the 2017/2018 school year.

- Provide the Dental Assistant course of 440 hours, as authorized by the State of California Dental Board.

- Provide an instructor(s) for the Dental Assistant course who holds the appropriate teaching credential issued from the California Commission on Teacher Credentialing and is also certified and licensed by the State of California as an RDA.

- Provide a certificate of course completion for those students who successfully complete the Dental Assistant course.

- Provide the student successfully completes the requirements:
• State of California Radiation Safety Certificate
• State of California Infection Control Certificate
• American Heart Association CPR Certificate

Under the MOU Rio Hondo College (RHC) will:

• Collect tuition from its students and will pay TCROP $800.00 (pending funding by the Rio Hondo Region Adult Education Consortium), less the partnership fee of $100.00 for each enrollee.
• Retain all records related to the Dental Assistant course in their original form indefinitely.

Term is from September 1, 2017 through June 30, 2018.

The Board of Trustees approved the MOU with Tri-Cities Regional Occupational program as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

10. **Weapons Firing Range Agreement – El Camino College Community District**

Rio Hondo College attempts to maximize the utilization of its Firing Range facilities by renting 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, 2020. Rates are subject to a 5% increase per year.

The Board of Trustees approved the agreement with the El Camino College Community District, for use of the Firing Range and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Approve Student Clinical Experience Agreement – Children’s Hospital Los Angeles (CHLA)**

The Health Science Nursing Department is requesting approval of a student clinical experience agreement with Children’s Hospital Los Angeles (CHLA) in providing clinical experience for students. The three-year term begins September 1, 2017 and continues through August 31, 2020.

The Board of Trustees approve the student clinical experience agreement with CHLA as presented above and authorized the Administration to execute appropriate documents on behalf of the District.

12. **Auxiliary Services Organization Board of Directors – 2017-2018**

At the end of each fiscal year, it’s necessary to update the Auxiliary Services Organizations (ASO) Board of Directors for the next fiscal year. ASO Board Members meet several times during the year on an as needed basis to review ASO budget additions, budget changes, revenue and expenditures projections and to discuss student life.
The following are the members of the ASO Board for 2017-2018.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bianca Urquidi</td>
<td>Advisor, Athletics</td>
</tr>
<tr>
<td>Steve Hebert</td>
<td>Dean, Kinesiology, Dance &amp; Athletics</td>
</tr>
<tr>
<td>Alyson Cartagena</td>
<td>Advisor, Dance</td>
</tr>
<tr>
<td>Mike Slavich</td>
<td>Dean, Career &amp; Technical Education</td>
</tr>
<tr>
<td></td>
<td>Instructional Operations</td>
</tr>
<tr>
<td>Dale Harvey</td>
<td>Interim Dean, Arts</td>
</tr>
<tr>
<td>Robert Miller</td>
<td>Advisor, Cultural Events / Art Gallery</td>
</tr>
<tr>
<td>Bill Korf</td>
<td>Advisor, Theatre</td>
</tr>
<tr>
<td>TBD</td>
<td>Advisor, Music</td>
</tr>
<tr>
<td>Steve Tomory</td>
<td>Applied Technology</td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
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<tr>
<td>Alice Mecom</td>
<td>Dean, Communication and Languages</td>
</tr>
<tr>
<td>Tom Callinan</td>
<td>Advisor, Writes of Spring</td>
</tr>
<tr>
<td>Jim Matthis</td>
<td>Advisor, Rivers Voice</td>
</tr>
<tr>
<td>Wendy Carrera</td>
<td>Advisor, El Paisano</td>
</tr>
<tr>
<td>Libby Curiel</td>
<td>Advisor, Forensics</td>
</tr>
<tr>
<td>Shaina Phillips</td>
<td>Director of Student Life &amp; Leadership</td>
</tr>
<tr>
<td>TBD</td>
<td>Advisor, VICA</td>
</tr>
<tr>
<td>Vacant</td>
<td>Vice President, Finance &amp; Business</td>
</tr>
<tr>
<td>Stephen Kibui</td>
<td>Director of Accounting</td>
</tr>
<tr>
<td>Mel Mueller</td>
<td>Advisor, Pistol Team</td>
</tr>
<tr>
<td>Martin Covarrubias</td>
<td>AS President</td>
</tr>
<tr>
<td>Tiffany Nunez</td>
<td>AS Vice President</td>
</tr>
<tr>
<td>Bailey Garcia</td>
<td>AS Treasurer</td>
</tr>
</tbody>
</table>

The Board of Trustees approved the members of the Auxiliary Services Board of Directors for the 2017/2018 school year as shown above.

13. **Ratification for Consulting Services – Arborgate Consulting, Inc.**

Consulting services from Arborgate Consulting Inc. were required to assess the (a) Site demolition for the new access road, (b) Site grading for the new access road and (c) Emergency vehicle access road asphalt paving for the L Tower Project.

The cost of consulting services will be paid from Bond Funds at a not to exceed amount of $1,350.00.

The Board of Trustees ratified the consulting services with Arborgate Consulting Inc. at a cost not to exceed $1,350.00 and to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

14. **Amendment No. 1: Campus Security and Tram Driver Services – U.S. Security Services**

On January 8, 2015, the Board of Trustees approved the agenda for the award of Bid No. 2040 – Campus Security and Tram Driver Services to U.S. Security Associates with a not to exceed amount of $463,710.52
per year to be paid from General/Parking Funds (Item II.A.34).

Amendment No. 1 is issued to adjust the fee schedule to comply with the Los Angeles County Code Chapter 8.100.040 Minimum Wage Increase; and cost not to exceed $573,000.00 per year to be paid from General/Parking fund.

Below are the adjusted fees:

<table>
<thead>
<tr>
<th>Position</th>
<th>Bill Rate</th>
<th>O/T &amp; Holiday Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>$24.17 per hour</td>
<td>$36.25 per hour</td>
</tr>
<tr>
<td>Assistant Supervisor</td>
<td>$19.72 per hour</td>
<td>$29.58 per hour</td>
</tr>
<tr>
<td>Tram Driver</td>
<td>$19.72 per hour</td>
<td>$29.58 per hour</td>
</tr>
<tr>
<td>Security Officer</td>
<td>$16.90 per hour</td>
<td>$25.35 per hour</td>
</tr>
</tbody>
</table>

Annual Contract Amount:

Original Annual Amount - $463,710.52
Plus Amendment No. 1 - $110,000.00

Total Annual Amount - $ 573,000.00

The Board of Trustees approved the Amendment No. 1 of the Campus Security and Tram Driver Services Agreement with U.S. Security Associates with cost not to exceed $573,000.00 per year and to be paid from General/Parking Fund and authorized the Administration to execute the appropriate documents on behalf of the District.

15. **Amendment No. 1: Enterprise Resource Planning/ Management Information Systems Software Maintenance Agreement – Ellucian Company LP**

On June 20, 2007, the Board of Trustees approved the agenda for the award of RFP Bid No. 1103 to SunGard (now known as Ellucian Company LP). The award included the purchase of the software and maintenance.

Amendment No. 1 is issued to extend the term of the maintenance agreement through June 30, 2024.

Annual cost for the extended term will be at not to exceed $312,021.00 (with an annual escalator of no more than 4%) to be paid from General Funds.

The Board of Trustees approved Amendment No. 1 with Ellucian Company LP with cost not to exceed $312,021.00 per year (with an annual escalator of no more than 4%) and to be paid from General Funds and authorized the Administration to execute the appropriate documents on behalf of the District.
16. **Ratify Agreement: Elevator Service – Schindler Elevator Corporation**

Rio Hondo College requires the services of Schindler Elevator Corporation to raise the elevator located at the L Tower for Pinner Construction, who is the General contractor for the L Tower Project to verify and confirm dimensions for a Deferred Approval submittal that will be submitted to DSA for approval.

Work was scheduled on May 15, 2017 with a cost not to exceed $1,369.00 (plus applicable taxes) to be paid from Bond Funds.

The Board of Trustees approved the Agreement for Elevator Service with Schindler Elevator Corporation at cost not to exceed $1,369.00 (plus applicable taxes) to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

17. **Energy Construction and Utilities Deputy Sector Navigator Grant – Pasadena Unified Foundation**

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

The Deputy Sector Navigator Grant is sponsoring a mini-grant to Pasadena Unified Foundation in the amount of $15,000.00 for the 2017 Summer Transportation Academy at Cal State – LA to be paid from Deputy Sector Navigator Grant No. 16-160-003-1070.

The Board of Trustees approved the mini-grant to Pasadena Unified Foundation in the amount of $15,000.00 for the 2017 Summer Transportation Academy at Cal State - LA to be paid from the Deputy Sector Navigator Grant No. 16-160-003-1070 and authorized the Administration to sign the appropriate documents on behalf of the District.

18. **Energy Construction and Utilities Deputy Sector Navigator Grant – Los Angeles Southwest Community College (LASC)**

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

The Deputy Sector Navigator Grant is sponsoring a $15,000.00 ECU Champion mini-grant for LASC Summer 2016-2017 “Architecture & Engineering Summer Camp” to be paid from Deputy Sector Navigator Grant No. 16-160-003-1070.
The Board of Trustees approved the ECU Champion mini-grant in the amount of $15,000.00 to LASC Summer 2016-2017 “Architecture & Engineering Summer Camp” to be paid from the Deputy Sector Navigator Grant No. 16-160-003-1070 and authorized the Administration to sign the appropriate documents on behalf of the District.

19. **Energy Construction and Utilities Deputy Sector Navigator Grant – East Los Angeles Community College (ELAC)**

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

The Deputy Sector Navigator Grant is sponsoring a $25,000.00 ECU Champion mini-grant for ELAC Summer 2016-2017 “East Los Angeles College Engineering – STEM Academy” to be paid from Deputy Sector Navigator Grant No. 16-160-003-1070.

The Board of Trustees approved the ECU Champion mini-grant in the amount of $25,000.00 to ELAC Summer 2016-2017 “East Los Angeles College Engineering – STEM Academy” to be paid from the Deputy Sector Navigator Grant No. 16-160-003-1070 and authorized the Administration to sign the appropriate documents on behalf of the District.

20. **Renewal of Grant Funding – California Community College Chancellor’s Office Workforce and Economic Grants Division**

The California Community College Chancellor’s Office Workforce and Economic Grants Division renewed grant funding for the following:

a. Grant agreement #17-156-004 Deputy Sector Navigator Health Los Angeles Region. Funding source is SB1402, Economic and Workforce Development. The objective of the grant is to collaborate with the consortia and the respective Sector Navigator that have identified Health as a priority technology sector, assemble advisory boards to establish needs assessment and defined accountability based performance outcomes and measurements. The total amount of the grant is $200,000.00 for the term of July 1, 2017 through June 30, 2018.

b. Grant agreement #17-160-003 Deputy Sector Navigator Energy Efficiency and Utilities Los Angeles County. Funding source is SB1402, Economic and Workforce Development. The objective of the grant is to collaborate with the consortia and the respective Sector Navigator that have identified Energy (Efficiency) and Utilities as a priority or emerging technology sector, assemble advisory boards to establish needs assessment and defined accountability based performance outcomes and measurements. The total amount of the grant is $200,000.00 for the term of July 1, 2017 through June 30, 2018.
c. Grant agreement #17-164 Career Technical Education Pathways. Funding Source is SB1070. The purpose of these funds is to continue to fund activities for the colleges in the LA County Ring College Consortium, focusing on collaboration and articulation between California’s middle and high schools, postsecondary education, and regional business and labor organizations in order to increase student success in postsecondary education. The total amount of the grant is $250,000.00 for the term of July 1, 2017 through June 30, 2018.

The Board of Trustees approved the renewal of grant funding from the California Community Colleges Chancellor’s Office as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

21. **Memorandum of Understanding (MOU) for Concurrent/Dual Enrollment Offering to High School Students**

Rio Hondo Community College (RHCC) will work collaboratively with (a) Montebello Unified School District (MUSD), (b) Downey Unified School District (DUSD), (c) Hacienda La Puente Unified School District (HLPUSD) and (d) Baldwin Park Unified School District (BPUSD) to promote the enrollment of student in graduation equivalency courses offered by RHCC according to the educational needs of the students and accept credit earned at RHCC toward meeting graduation requirements as set by the aforementioned school districts.

The term is from July 1, 2017 through June 30, 2019 with a three (3) annual renewal options.

The Board of Trustees approved the MOUs for concurrent/dual enrollment courses with MUSD, DUSD, HLPUSD and BPUSD as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

22. **Space Use Agreement – County of Los Angeles Department of Public Works**

The Rio Hondo College – Applied Technology Department plans to offer Geographic Information Systems (GIS) Certificate of Achievement and other educational programs at the County of Los Angeles – Department of Public Works Headquarters located at 900 South Fremont Avenue, Alhambra, CA 91803.

The County of Los Angeles charges rental for use of its facility. Rental of the space commencing on August 22, 2017 will be $27.24 per week. The first eight weeks will cost $217.92 paid from the general fund.

Staff recommends approval of a one-year agreement through June 30, 2018.

The Board of Trustees approved a one-year space use agreement with the County of Los Angeles – Department of Public Works as summarized above and authorized the Administration to sign the appropriate documents on behalf of the District.
23. **Payroll Warrant – Stale Dated Warrants – Barbara Mikalson**

Payroll Warrant dated December 6, 2002 issued to Barbara Mikalson; in the amount of $420.13;

Payroll Warrant dated January 3, 2003 issued to Barbara Mikalson; in the amount of $420.13;

Payroll Warrant dated November 7, 2003 issued to Barbara Mikalson; in the amount of $453.67;

And Payroll Warrant dated August 1, 2004 issued to Barbara Mickalson; in the amount of $3,322.29

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

The Board of Trustees approved the Replacement Warrant to Barbara Mikalson in the amount of $4,616.22.

24. **Approve Agreement: Enconomizer Train-the-Trainer Program for Heating Ventilation Air conditioning & Refrigeration (HVACR) Faculty – OMNI Rancho Mirage**

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

The Deputy Sector Navigator Grant is sponsoring a Train-the-Trainer Program for Heating Ventilation Air Conditioning & Refrigeration (HVACR) Faculty on June 23-25, 2017 at OMNI Rancho Mirage with cost not to exceed $10,000.00 to be paid from Deputy Sector Navigator Grant No. 16-160-003-1402.

The Board of Trustees approved the agreement with OMNI Rancho Mirage for the economizer Train-the-Trainer Program for HVACR Faculty with cost no to exceed $10,000.00 to be paid from the Deputy Sector Navigator Grant No. 16-160-003-1402 and authorize the Administration to sign the appropriate documents on behalf of the District.

25. **2017-2018 Budget Augmentation – Classified Positions**

During fiscal year 2016/2017, the District went through classified staffing request process to identify, prioritize and augment the following classified personnel positions from District Unrestricted General Fund.
The Board of Trustees approved the 2017/2018 budget augmentation of classified positions listed above from District Unrestricted General Fund.

26. **2017-2018 Additional Budget Augmentation**

During fiscal year 2016-2017, the District went through Facilities and other request process to identify, prioritize and augment the following from District Unrestricted General Fund, Capital Outlay Fund and State Schedule Maintenance Fund if applicable.

The Board of Trustees approved the additional Budget Augmentation from Unrestricted General Fund, Capital Outlay Fund and State Schedule Maintenance Fund.

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>$ Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td></td>
<td>Sweeper</td>
<td>3,500</td>
</tr>
<tr>
<td>Custodial</td>
<td>4 Vacuums</td>
<td>2,000</td>
</tr>
<tr>
<td></td>
<td>1 Shampoo Machine</td>
<td>830</td>
</tr>
<tr>
<td></td>
<td>2 Spray Buff Machines</td>
<td>6,000</td>
</tr>
<tr>
<td></td>
<td>3 Carpet Extractors</td>
<td>4,800</td>
</tr>
<tr>
<td></td>
<td>4 Floor Machines</td>
<td>2,500</td>
</tr>
<tr>
<td>Facilities &amp; Security</td>
<td>Two Way Radios</td>
<td>13,000</td>
</tr>
<tr>
<td>Marketing</td>
<td>Camcorder</td>
<td>3,300</td>
</tr>
<tr>
<td>Inst. Research &amp; Planning</td>
<td>Tableau Training</td>
<td>18,000</td>
</tr>
<tr>
<td>Student Success</td>
<td>15 Panic Buttons</td>
<td>2,500</td>
</tr>
<tr>
<td>Student Success</td>
<td>Annual Pathway to Law Membership</td>
<td>5,000</td>
</tr>
<tr>
<td>CTE Marketing &amp;</td>
<td>CTE Heavy Machine Maintenance</td>
<td>10,000</td>
</tr>
<tr>
<td>Communications</td>
<td>Annual Computer Refresh</td>
<td>275,000</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>$362,430</td>
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</table>

27. **Budget Augmentation – Instructional Equipment**

The 2016-17 Budget Act established funding for the Instructional Support Program. This program is to assist districts with their need for instructional equipment and library materials on community college campuses. These funds are to be used for either repair or replacement of instructional equipment and library materials.
At the January 11, 2017 Board meeting (Item II.A.6), the Board approved items totaling $510,219.00 for instructional equipment. However, after ordering all the approved items, it was determined there is a $141,976 unused funds balance. Through the planning process, the Planning and Fiscal Council reviewed additional instructional equipment requests. The following items in the amount of $138,568.06 were recommended for Instructional Equipment Funding:

1. Summary of Replacement Equipment

<table>
<thead>
<tr>
<th>Division</th>
<th>Product(s)</th>
<th>Item Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>Interior Office Solutions (IOS) (Vendor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100 Sit On It Rowdy Stack Chair, Plastic Shell, Armless (Student Chairs)</td>
<td>$6,615.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 SAFCO Scoot Multi-Purpose Lecterns (Instructor Podiums)</td>
<td>$5,168.46</td>
<td>$22,968.73</td>
</tr>
<tr>
<td></td>
<td>Sit On It Inflex Task Stools, Fully Upholstered, Armless (Instructor Chairs)</td>
<td>$5,751.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Installation &amp; Sales Tax</td>
<td>$5,434.27</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**SUB-TOTAL</td>
<td>**$32,597.67</td>
<td></td>
</tr>
<tr>
<td>Various</td>
<td>KI (Vendor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 All Terrain 44” Binder Tower (Computer Carts)</td>
<td>$3,869.75</td>
<td>$9,628.94</td>
</tr>
<tr>
<td></td>
<td>15 Activity Tables, Rectangular, Adj. Leg, 30x60” (Art Tables)</td>
<td>$3,234.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Installation &amp; Sales Tax</td>
<td>$2,524.74</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**SUB-TOTAL</td>
<td>**$32,597.67</td>
<td></td>
</tr>
</tbody>
</table>

2. Summary of Additional Small Instructional Equipment Requests by Division

<table>
<thead>
<tr>
<th>Division</th>
<th>Product(s)</th>
<th>Item Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Cultural Programs</td>
<td>1 Allerair Air Purifier</td>
<td>$799.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 GTI PDV-3e/SW Professional Desktop Viewer</td>
<td>$755.25</td>
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</tr>
<tr>
<td></td>
<td>5 OttLite L139AB Task Lamps</td>
<td>$199.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>25 Flash Furniture Mesh Computer/Desk Chairs</td>
<td>$2,824.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shipping &amp; Sales Tax</td>
<td>$425.09</td>
<td>$5,003.84</td>
</tr>
<tr>
<td>Behavioral &amp; Social Science</td>
<td>2 Classroom Computers – (1) in CDCS &amp; (1) Instruct.</td>
<td>$2,026.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Faculty HP LaserJet Printers &amp; Cartridges</td>
<td>$1,096.72</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Document Camera for A224</td>
<td>$300.00</td>
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</tr>
<tr>
<td></td>
<td>Recycle Fee &amp; Sales Tax</td>
<td>$295.04</td>
<td>$3,717.76</td>
</tr>
<tr>
<td>Communications &amp; Languages</td>
<td>1 Projector for A210</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Pay-Per-Use Printer for Writing Center LR124</td>
<td>$1,179.99</td>
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<tr>
<td></td>
<td>2 Replacement Computers for LAC Front Desk</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Classroom Divider (A202/A204)</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>34 Headsets with Microphone for Language</td>
<td>$391.00</td>
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<tr>
<td></td>
<td>Sales Tax</td>
<td>$34.21</td>
<td>$3,717.76</td>
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<tr>
<td>Division</td>
<td>Item Description</td>
<td>Cost</td>
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</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Disabled Students Programs &amp; Services</td>
<td>1 Read&amp;Write Gold 12-Month Premium Subscription</td>
<td>$1,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Basic-O V5 Braille Embosser</td>
<td>$3,695.00</td>
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</tr>
<tr>
<td></td>
<td>Shipping &amp; Sales Tax</td>
<td>$423.31</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$8,605.20</strong></td>
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<tr>
<td>Health Science &amp; Nursing</td>
<td>3 Round Tables w/ Attached Seats</td>
<td>$3,419.00</td>
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</tr>
<tr>
<td></td>
<td>3 Umbrellas</td>
<td>$804.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Umbrella Bases</td>
<td>$354.00</td>
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</tr>
<tr>
<td></td>
<td>1 6,000 FT CAT6 4/24 CMP</td>
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<tr>
<td></td>
<td>20 Panduit CAT6 RJ45</td>
<td>$2,338.30</td>
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</tr>
<tr>
<td></td>
<td>20 Siemon CAT6 RJ45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 Panduit 4-Port Faceplate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 Caddy Single Gang Metallic Wall Brackets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Labor</td>
<td>$9,216.43</td>
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<tr>
<td></td>
<td>Sales Tax</td>
<td>$610.97</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$16,742.69</strong></td>
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</tr>
<tr>
<td>Kinesiology, Dance, &amp; Athletics</td>
<td>1 10 RU Equipment Rack</td>
<td>$560.00</td>
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</tr>
<tr>
<td></td>
<td>1 Power Conditioner</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 2 Zone Mixer</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Wall-Mounted Remote Controls</td>
<td>$120.00</td>
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<tr>
<td></td>
<td>3 CD Players</td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Wireless Microphone System</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Headset Mic</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Amplifier</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Rack Lockbox</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 Speakers</td>
<td>$1,680.00</td>
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</tr>
<tr>
<td></td>
<td>1 Set of Remote Cables</td>
<td>$500.00</td>
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<tr>
<td></td>
<td>1 Set of Speaker Cables</td>
<td>$400.00</td>
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<tr>
<td></td>
<td>1 Set of Miscellaneous Hardware/Cables</td>
<td>$200.00</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$7,790.00</strong></td>
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<tr>
<td>Library</td>
<td>HP Designjet Z5600ps (44&quot; wide)</td>
<td>$3,650.00</td>
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<td>Sales Tax</td>
<td>$328.50</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>$3,978.50</strong></td>
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<tr>
<td>Mathematics &amp; Science</td>
<td>97 Microscopes Preventive Service</td>
<td>$5,335.00</td>
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<td></td>
<td>4 Microscopes Repair (1 Nikon E-300, 3 CH30)</td>
<td>$600.00</td>
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<tr>
<td></td>
<td>21 A/O Microscopes Preventive Service</td>
<td>$1,155.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 A/O Microscopes Repair</td>
<td>$1,400.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 Burettes, Kimax</td>
<td>$5,700.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Burette Washers (Pipette Basket, 22.75&quot; H)</td>
<td>$611.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Burette Washers (Pipette Basket, 30.75&quot; H)</td>
<td>$611.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 Mechanical Waves Experiment</td>
<td>$5,100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 Disarticulated Skeletons</td>
<td>$11,600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 Skeleton Storage Cases</td>
<td>$680.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 Balances, 1mg</td>
<td>$5,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 Prism Spectrophotometer Kit (Blackbody Light Source &amp; Prism Mount)</td>
<td>$2,040.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 PASPORT Broad Spectrum Light Sensor</td>
<td>$1,680.00</td>
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</tr>
<tr>
<td></td>
<td>12 Vacuum Stations (Pump, Air Admiral)</td>
<td>$3,570.72</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Spectrophotometers</td>
<td>$4,035.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 Human Ovary Slides</td>
<td>$290.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 Smooth Muscle Slides</td>
<td>$146.16</td>
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</tr>
<tr>
<td></td>
<td>24 Human Scalp Slides</td>
<td>$189.36</td>
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</tr>
<tr>
<td></td>
<td>24 Cardiac Muscle Slides</td>
<td>$138.96</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shipping, Sales Tax, &amp; Fuel Surcharge</td>
<td>$4,630.99</td>
<td></td>
</tr>
</tbody>
</table>
The Board of Trustees approved additional Budget Augmentation in the amount of $138,568.06 from Instructional Equipment Fund.

28. Continuing Education
   a. Nadina Picarella – To instruct Baby/Toddler Learning Classes. Bonding and interactive learning through music and activities, your baby will gain mother skills, vocabulary, building blocks for memory and plenty of fun for all involved. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

29. Consultants
   a. Juan Felipe Alvarez – To present/train Foster and Kinship Care Education (FKCE) Trainings/workshops/classes in English and Spanish on various topics such as: D-Rate Pre-Service, Sexual Abuse, Active Parenting; AB12; Cultural Diversity & Identity; Bullying; Grief & Loss; LGBTQ Youth in Foster Care; Discipline; Attachment Parenting; Teen Pregnancy Prevention; Reactive Attachment Disorder (RAD); Special Education (IEP); Caring for children who Have Experienced Trauma; as well as other specialized topics in Foster Care and parenting and class/curriculum translation services as needed. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $3,000.00 from FKCE 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: July 1, 2017 – June 30, 2018. Cost not to exceed $1,000.00 from FKCE Grant.
   c. Maria Dolores Alvidrez – To present/train/facilitate/recruit Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics in English/Spanish such as: D-Rate Pre-Service; F-Rate Pre-Service; Recognizing Abuse; Preventing and Managing Allegations; AB12 Extended Foster Care; Cultural Diversity & Identity; Bullying; Grief & Loss; Gang 101; Chemical and Substance Abuse; Behavior Management/Modification; Attachment Parenting; Conflict Management; working with the System; Working with Birth Parents; Teen Pregnancy Prevention; Special Education (IEP); Caring for Children who Have Experienced Trauma; Permanency Planning; Caring for Young Adults; as well as other specialized topics in foster care/parenting and class/curriculum translation as needed. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $10,000.00 from FKCE Grant.
   d. Maria Dolores Alvidrez – Additional funding to assist in planning, recruitment, training and facilitating of Foster and Kinship Care Education trainings/workshops/classes on various topics in English/Spanish such as: Cultural Diversity & Identity; Bullying; Grief & Loss; Behavior Management/Modification; Attachment Parenting; Conflict Management;
June 14, 2017

18

Rio Hondo Community College District

Board of Trustees Regular Meeting

Working with the System; working with Birth Parents; Teen Pregnancy
Prevention; special Education (IEP); Caring for children who Have
Experienced Trauma; Permanency Planning; Caring for Young Adults; as
well as other specialized topics in foster care/parenting and
class/Curriculum translation as needed. Dates of service: June 15, 2017
– June 30, 2017. Cost not to exceed $6,000.00 from FKCE Grant.

e. Walter Allen, III – To conduct operations and management of the District’s
Police Academy. Dates of service: June 1, 2017 – May 31, 2018. Payment
not to exceed $95,520.00 from the General Fund.

f. Virginia Carol Baker – To present/train Foster and Kinship Care Education
(FKCE) Trainings/workshops/classes on such topics as: D-Rate Pre-
Service/DCFS & Caregiver Roles, rights, Responsibilities; Working with the
System, Special Education; as well as resources and other specialized
topics in Foster Care and Parenting. Dates of service: July 1, 2017 – June
30, 2018. Cost not to exceed $2,000.00 from FKCE Grant.

g. Deborah Patrice Brown – To present/train Foster and Kinship Care
Education (FKCE) Trainings/workshops/classes in English and Spanish on
various topics such as: True Parenting; Understanding Personality and
Temperament Styles; Behavior Management/Modification; working with
Parents; School Success; as well as other specialized topics in Foster Care
Cost not to exceed $2,000.00 from FKCE Grant.

h. Betsy A. Cisneros – To present/train Foster and Kinship Care Education
(FKCE) Trainings/workshops/classes in English, Spanish & Bi-lingual on
various topics such as: When Children Grieve Series (Grief Recovery
Institute Curriculum); Helping Children with Loss; Holiday Blues; Conflict
Resolution; Habits of Highly Effective Families/Teens; Building Self-
Esteem; Taking Care of the Caregiver (Self-Care); Stress Management;
Back to School Preparation; Loving Discipline; Working with Birth Parents;
Effective Communication; Attachment Parenting; Pregnancy Prevention;
Co-Train Parent Expectations Support-Birth Parents; Effective
Communication; Attachment Parenting; Pregnancy Prevention; Co-train
parent Expectations Support-Achievement PESA-LACOE; Managing
Crisis; Parenting and Managing Allegations; AB12 Extended Foster Care;
Cultural Diversity & Identity; bullying; Grief & Loss; Holiday Depression;
Ages and Stages; Caring for Teens; Behavior Management/Modification;
Chemical and Substance Abuse; LGBTQ Issues in Foster Care;
Attachment Development & Therapeutic Parenting; Conflict Management;
Working with the System; Teen Pregnancy Prevention; Caring for Children
who Have Experienced Trauma; as well as other specialized topics in
Cost not to exceed $6,000.00 from FKCE Grant.

i. Maria De Leon – To present/train Foster and Kinship Care Education
(FKCE)Trainings/workshops/classes in English and Spanish on various
topics such as: Recognizing Abuse; The Effects of Abuse; Suicidal and
Homicidal Behaviors; Domestic Violence in the Home; Bullying and other
Aggressive Behaviors; Lying, Cheating & Stealing; Grief & Loss; Mental
Health Conditions/Disorders; Behavior Management/Modification; Anger
Management; Conflict Management; Effective Communication; The Effects
of Trauma; Nurturing the Mind; as well as other specialized topics in Foster
not to exceed $2,500.00 from FKCE Grant.

j. Hector L. De Paz – To present/train Foster and Kinship Care Education
(FKCE) Trainings/workshops/classes in English and Spanish on various topics such as: Domestic Violence; Recognizing Abuse; The Effects of Abuse; Child Abuse/Neglect; Chemical & Substance Abuse; Sexuality Issues; Behavior Management/Modification; Family Systems Family Change; Working with Birth Parents; Foster Youth Emancipation/Independent Living Skills; as well as other specialized topics in Foster Care/Parenting and Class Curriculum translation as needed. Dates of service: June 15, 2017 – June 30, 2017. Cost not to exceed $500.00 from FKCE Grant. This is in addition to $2,500 approved on board date 6/8/2016.

k. Hector L. De Paz – To present/train foster and Kinship Care Education Trainings/workshops/classes in English and Spanish on various topics such as: Domestic Violence; Recognizing Abuse; The Effects of Abuse; Child Abuse/Neglect; Chemical & Substance Abuse; Sexuality Issues; Behavior Management/Modification; Family Systems (Family Change; Working with Birth Parents; Foster Youth Emancipation/Independent Living Skills; as well as other specialized topics in foster care/parenting and class/Curriculum translation as needed. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,500.00 from FKCE Grant.

l. Karen Dixon – To present/instruct trainings/workshops/classes to youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as: Education/College, daily living, financial literacy, employment, financial aid; taking care of yourself; mental health issues; as well as other specialized topics in Foster Care and Independent Living. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,500.00 from YESS-ILP Grant.

m. Karen Dixon – To present/train Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: Whole Foster Family Home (W-Rate Pre-Service); The Effects of Abuse; AB12 Extended Foster Care; child Abuse/Neglect; Allegation Prevention; foster Parent Roles, Rights, Responsibilities; Chemical & Substance Abuse; Sexuality Issues; Behavior Management/Modification; Attachment Parenting; Taking Care of the Caregiver-Self are; Permanency Planning/Options; IEP Process; Successful Visitations; Teen Pregnancy/working with Teen Parents; Working with the System; working with Birth Parents; Lesbian, Gay Bisexual, & Transgender Youth (LGBTQ); Caring for Children Who Have Experienced Trauma; Foster Youth Emancipation/Independent Living Skills; Caring & Empowering Young Adults; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $3,000.00 from FKCE Grant.

n. Claudia Garcia – To present Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: Parent Project: Changing Destructive Adolescent Behavior; AB12; Caring for Young Adults; Preparing Youth to be Independent as well as other specialized topics in Foster Care and Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,500.00 from FKCE Grant.

o. Demontray Hankins – To present and provide speaker services at Youth Empowerment Strategies for Success (YESS-ILP) workshops/events. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $400.00 from YESS-ILP Grant.

p. Demontray Hankins – To present and provide speaker services to caregivers at Foster/Kinship Care Education FKCE workshops/events. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $400.00
q. Robbin Hatten – To present/instruct up to four (4 hour) Life book trainings/workshops/classes to Foster Parents, Caregivers and children through the Foster/Kinship Care Education Program (FKCE). Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,000.00 from FKCE Grant.

r. Robbin Hatten – To present/train/facilitate Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as Family Time; Self-Esteem; Permanency Options; Adoption Process; Working with Birth Parents; working with the System; Reunification; as well as other specialized topics in Foster Care/Parenting as needed. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,000.00 from FKCE Grant.

s. Mary L. Hibbard – To present/train/Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: Fetal Alcohol Spectrum disorders; Recognizing Abuse; The Effects of Abuse; Permanency Options; Positive Family Visits; Chemical & Substance Abuse; Behavior Management/Modification; Self-Care; Working with the System; Working with Birth Parents; Teen Pregnancy Prevention; D & F Pre-Service Trainings; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,000.00 from FKCE Grant.

t. Oswaldo Piceno – To present/train foster and Kinship Care Education (FKCE) Training/workshops/classes in English and Spanish on various topics such as: Recognizing Abuse The Effects of Abuse; Suicidal and Homicidal Behaviors; Domestic Violence in the Home; Bullying and other Aggressive Behaviors; Lying, Cheating & Stealing; Grief & Loss; Mental Health Conditions/Disorders; Behavior Management/Modification; Anger Management; Conflict Management; Effective Communication; The Effects of Trauma; Nurturing the Mind; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,500.00 from FKCE Grant.

u. Oswaldo Piceno – To present/instruct trainings/workshops/classes to youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/College, daily living, financial literacy, employment, financial aid, taking care of yourself; mental health issues; as well as other specialized topics in foster care and independent living. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,500.00 from YESS Grant.

v. Deena H. Robertson – To present/train Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: D-Rate Pre-Service; Recognizing Abuse; The Effects of Abuse; AB12 Extended Foster Care; Child Abuse/Neglect; Allegation Prevention; Foster Parent Roles, Rights, Responsibilities; Chemical & Substance Abuse; Sexuality Issues; Behavior Management/Modification; Attachment Parenting; Self-Care/Mindfulness; Working with the System; working with Birth Parents; Active Parenting; Allegation/Documentation; Caring for Children who Have Experienced Trauma; other Youth Emancipation/Independent Living Skills; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $3,000.00 from FKCE Grant.

w. Maribel Romero – To present/train Foster and Kinship Care Education (FKCE) Training/workshops/classes in English and Spanish on various
topics such as: Recognizing Abuse; The Effects of Abuse; Suicidal and Homicidal Behaviors; Domestic Violence in the Home; Bullying and other Aggressive Behaviors; Lying, Cheating, & Stealing; Grief & Loss; Mental Health Conditions/Disorders; Behavior Management/Modification; Anger Management; Conflict Management; Effective Communication; The Effects of Trauma; Nurturing the Mind; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,500.00 from FKCE Grant.

x. Ana Patricia Silva – To present/train/facilitate Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics in English/Spanish such as: Preparing Your Child for School; Working with Your Child’s Teacher; School Success; IEP Process/Team; Parent Expectations Support Achievement PESA-LACOE Curriculum as well as other specialized topics in education/school; foster care/parenting and class/curriculum translation as needed. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,000.00 from FKCE Grant.

y. Lori Switanowski – To coordinate, present, instruct trainings/workshops/classes to youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/College, daily living, financial literacy, employment, financial aid, taking care of yourself, mental health issues; as well as other specialized topics in Foster Care and Independent Living. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,000.00 from YESS-ILP Grant.

z. Lori Switanowski – To present, train Foster and Kinship Care Education FKCE)Trainings/workshops/classes on various topics such as: D-Rate Pre-Service; Recognizing Abuse; The Effects of Abuse; AB12 Extended Foster Care; Sexual Exploitation of children; Cultural Diversity & Identity; Bullying and other Aggressive Behaviors; Lying, Cheating & Stealing; Grief & Loss; Mental Health Conditions/Disorders; (ADD/ADHD), Autism, Bipolar, Tourette’s Syndrome, Depression; Anxiety; Reactive Attachment Disorder (RAD); Anxiety Disorders; Fetal Alcohol Effects; Parent Project; The Teen Brain; Anger Management; Learning Disabilities; Allegation Prevention; Foster Parent Roles, Rights, Responsibilities; Chemical & Substance Abuse; Sexuality Issues; Behavior Management/Modification; Attachment Parenting; Conflict Management; Working with the System; working with Birth Parents; Teen Pregnancy Prevention; Special Education (IEP); Caring for Children Who Have Experienced Trauma; Dangerous Teen Trends; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $8,000.00 from FKCE Grant.

aa. Lori Switanowski – Additional funds to present/train Foster and Kinship Care Education Trainings/workshops/classes on Commercial Sexual Exploitation of Children for the remainder of the academic year. Dates of service: June 15, 2017 – June 30, 2017. Cost not to exceed $500.00 from Commercial Sexual Exploitation of Children Grant. This is in addition to $1,650 approved on board date 11/9/2016.

bb. Yajayra Tovar – To present, instruct trainings, workshops, classes to youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/College, daily living, financial literacy, employment, financial aid; taking care of yourself; mental health issues; as well as other specialized topics in Foster Care and Independent Living. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed
$2,000.00 from YESS Grant.

cc. Yajayra Tovar – To present, train Foster and Kinship Care Education (FKCE) Trainings/workshops; classes on various topics such as: Higher Education Options; Preparing your child for College, Financial Aid Options; Foster Youth Emancipation/Independent Living Skills; Caring & Empowering Young Adults; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,000.00 from FKCE Grant.

dd. Marcelina Valenzuela – To co-present, co-train Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: Successful Visitations; Working with the System; Foster Youth Emancipation/Independent Living Skills; Advocating for Youth; Caring & Empowering Young Adults; AB-12; Permanency Options; Preparing Youth for college; as well as other specialized topics in Foster Youth, Foster Care and Kinship/Relative Caregiving. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,500.00 from FKCE Grant.

e. Marcelina Valenzuela – To outreach, recruit to YESS Students/youth as well as to present/train/trainings/workshops/classes to youth/students in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/College, daily living, financial literacy, employment, financial aid; advocacy; self-care and wellness; as well as other specialized topics in Foster Care and Independent Living. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,000.00 from YESS-ILP Grant.

ff. Ana M. Vargas – To present, train, facilitate prepare Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics in English/Spanish such as: Nutrition; Family Time; Self-Esteem; Permanency Options; Adoption Process; Working with Birth Parents; Working with the System; Reunification; Kinship Orientation; Reading First; Advocating for Your Child; as well as other specialized topics in Foster Care/Parenting and Class Curriculum translation as needed. Dates of service: July 1, 20167 – June 30, 2018. Cost not to exceed $5,000.00 from FKCE Grant.

gg. Alexander J. Vracin – To present, train, provide American Red Cross Adult/Infant/Child CPR & First Aid Certification as well as American Red Cross Water Safety Trainings for the Foster and Kinship Care Education Program (FKCE). Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,000.00 from FKCE Grant.

hh. Valerie Williams – To present, train Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: Working with the System; working with Birth Parents; Family Visits; Mental Health Issues; Foster Youth Emancipation/Independent Living Skills; Caring & Empowering Young Adults; as well as other specialized topics in Foster Care & Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,500.00 from FKCE Grant.

ii. Valerie Williams – To present, instruct trainings/workshops/classes to youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/ College, daily living, financial literacy, employment, financial aid; taking care of yourself, mental health issues; as well as other specialized topics in Foster Care and Independent Living. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,000.00 from YESS-ILP Grant.

jj. Kelly E. Wood – To present, instruct Yoga Trainings/workshops/classes on
Teaching Children to Breath with Calm and Compassion; Introduction to Yoga benefits and stress reducing techniques to Foster Parents, Caregivers and Children through the Foster/Kinship are Education Program. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $1,000.00 from FKCE Grant.

kk. Ana Rodriguez-Zimmer – To present, speak to Foster and Kinship Care Education (FKCE) Trainings/workshops/classes in English/Spanish on various topics such as: Working with the System (DCFS); Working with Biological Families/Supporting Family Visits; Foster Parent/Kinship are Provider Roles/Responsibilities; Understanding Social Services and Therapeutic Services; Parenting Strategies in Modifying Difficult Behavior; State/county Care Licensing Requirements, Mental Health topics, as well as other specialized topics in Foster Care and Parenting. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,000.00 from FKCE Grant.

II. Education Strategic Planning – To provide leadership and technical assistance for Career Pathways Program. This program is part of the LA Co Strong Workforce Regional Program including the 19 community colleges in LA Co. Also includes serving as Project Director for the LA Co. Ring College Consortium. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $120,000.00 from Regional Strong Workforce Program Grant.

mm. Armando M. Rivera-Figueroa – To provide Faculty Mentor Training. Original contract with amount of $2,000.00 and term 3/9/2017 – 5-25-2017 was approved by the Board on 3/8/2017, adding to the amount of $4,000.00. Increase in cost from $2,000 to $6,000 from MESA Grant.

nn. Robert S. LoParo – To provide sign language interpretation for Cyber Patriots Breakfast; meeting hosted colleagues from surrounding high schools interested in partnering with Rio Hondo College for a Cyber Patriots Program. Date of service: April 20, 2017. Cost not to exceed $150.00 from General Funds.


qq. Sylvia Stacey Gonzalez – To present to CARE Students “How to Advocate for your Child’s Education”. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $500.00 from EOPS/CARE.


ss. LINKS Sign Language & Interpreting Services – To provide sign language interpreters for DSPS. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $2,750.00 from General Fund.

tt. Center for Wellness – To serve as the college physician. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $12,000.00 from Student Health Services Fund.

uu. Lori Holleran – To coordinate and develop a signature course program. Date of service: September 15, 2017. Cost not to exceed $1,500.00 from Title V Grant.

Patricia Micks – To coordinate & develop a signature course program. Date of service: September 15, 2017. Cost not to exceed $1,500.00 from Title V Grant.

Eligio Martinez – To provide the research team to assist with a training and intervention for Latino males at Summer Bridge. Dates of service: June 2, 2017 – August 1, 2017. Cost not to exceed $3,250.00 from SSSP Grant.

Adrian Hernandez Huerta – To provide the research team to assist with a training and intervention for Latino males at Summer Bridge. Dates of service: June 2, 2017 – August 1, 2017. Cost not to exceed $3,250.00 from SSSP Grant.

HVACRedu.net – To provide “Train the Trainer” Instruction for Southern California HVACR Collaborative faculty on Air Handling/Economizer operation and service. Dates of service: June 23-25, 2017. Cost not to exceed $6,000.00 from DSN Grant.

Quick Caption, Inc. – To provide real-time captioning for deaf and hard of hearing. Dates of service: July 1, 2016 – June 30, 2017. Cost not to exceed $15,551.00 from General Fund.

30. **Approval of the 2019-2020 Five-Year-Capital Construction Plan**

The Administrative Staff has updated the District’s 2019/2020 Five-Year Capital Construction Plan (“Plan”). The Plan provides a perspective for the academic years 2019-2020 to 2023-2024 and includes projects that the District proposes to undertake as part of its Capital Construction Program. The Plan is a required component, and prerequisite for securing state funding for certain construction projects, and the basis for qualifying for maintenance and operations monies.

The Board of Trustees approved the 2019/2020 Five-Year Capital Construction Plan and authorizes the Administration to execute the appropriate documents on behalf of the District.

B. **PERSONNEL**

1. **Academic – Removed from Consent Agenda**

2. **Management & Confidential**

   a. **Employment**

   **Categorically Funded (E.C. 87470)**

   The following employees will continue in the designated capacity with dedicated funding, effective July 1, 2017 through June 30, 2018. If continued funding should not be available, appropriate notice will be served prior to the end of funding:

   BROUSSEAU, Beth, Interim Director of Children Development Center, Child Development Center
   CHAVEZ, Lisa, Grant Manager, Student Success and Support Programs, 47.5%, Counseling and Student Success
   MARTINEZ, Maria Lea, Interim Project Manager, Career and Technical Education
   NOBLE, Bruce, Grant Manager, Deputy Sector Navigator, Career and Technical Education
   ROCHA, Cecilia, Grant Manager, Student Equity
SALAZAR, Barbara, Assistant Dean of Student Success and Retention, Student Success and Retention
SUAREZ, Francisco, Project Manager, Adult Education Consortium, Pico Rivera Educational Center

**Hourly as Needed, 2017-2018**

MAGNUS, Shari, Human Resources

b. **Retirement**

FERNANDEZ, Dr. Jennifer, Interim Dean of Student Affairs, Student Affairs. Her last day of employment will be August 31, 2017, with her first day of retirement being September 1, 2017.

c. **Resignation**

ARMSTRONG, Myeshia, Vice President, Finance and Business. Her last day of employment will be June 30, 2017.

d. **New Job Descriptions**

Executive Director, Human Resources
Executive Dean, Institutional Research and Planning
Executive Dean, Counseling and Student Equity

See attached job descriptions.

3. **Classified**

a. **Employment, 2017**

**Regular Classified**

BALCOM, Abby, Clerk Typist III, Arts and Cultural Programs, 47.5%, 12 months, effective May 15, 2017

JIMENEZ, Suzanne, Clerk Typist II, Evening/Weekend College, 25%, 10 months, effective June 8, 2017

**Continued Employment, Regular Classified, 2017-2018**

The following employees will continue in the designated capacity with dedicated funding through June 30, 2018. If continued funding should not be available, 60-day notice shall be served:

ACOSTA, Monika, Financial Aid Coordinator, Financial Aid
ACOSTA, Robin, Student Services Assistant, Counseling and Student Success
AGUILAR, Monique, Food Services Worker, Child Development Center
AMARO, Anabel, Clerk Typist III, Counseling and Student Success
AYALA, Nancy, Clerk Typist III, Continuing Education
BATTLES, Ethel, Interpreter/Coordinator, Disabled Students
BECERRA-VARELA, Jonae, Student Services Assistant, Counseling and Student Success
BELIS, David, Student Services Assistant, Counseling and Student Success
BELMAL, Erik, Educational Advisor, Math and Science
BENAVIDES, Bryan, Student Services Assistant, Counseling and Student Success
BLAKE, Gillian, Clerk Typist III, Disabled Students
BUSTAMANTE, Rosemarie, Clerk Typist III, Health Science and Nursing
CALDERON, Rose, Student Services Assistant, CalWORKS
CARLOS, Frank, Student Services Assistant, Financial Aid
CASAS, Michelle, Senior Financial Aid Assistant, Financial Aid
CEDILLOS, Mauricio, Student Services Assistant, Counseling and Student Success
CHAVEZ-GONZALEZ, Monica, Student Services Assistant, Counseling and Student Success
COTE, Sarah, Research Specialist, Institutional Research and Planning
CRUZ, Sonia, Sr. Food Services Worker, Child Development Center
DELGADO, Anthony, Research Specialist, Institutional Research and Planning
DENNIS, Shawneece, Children’s Center Aide, Child Development Center
DURAND, Jennifer, Clerk Typist II, CalWORKS
FARFAN, Mark, Clerk Typist III, SSS TRIO/PASS
FERRUFINO, Reina, Student Services Assistant, Basic Skills Academic Affairs
FIGUEROA, Vanessa, Student Services Assistant, Counseling and Student Success
FLORES, Eder, Student Services Assistant, Counseling and Student Success
FREDERICKSON, Suzanne, Instructional High Tech Access Microcomputer Lab Technician, Disabled Students
GARCIA, Elvia, Child Development Teacher, Child Development Center
GARCIA, Norma, Testing Technician, Counseling and Student Success
GARCIA AGUILAR, Angel, Student Services Assistant, Counseling and Student Success
GARCIA-CABALLERO, Irma, EOP&S/CARE Evaluator, EOP&S/CARE
GONZALEZ, Elizabeth, Children’s Center Aide, Child Development Center
GONZALEZ, Lupe, Children’s Center Aide, Child Development Center
GONZALEZ, Martin, Student Services Assistant, Counseling and Student Success
HURTADO, Araceli, Clerk Typist III, Counseling and Student Success
JARAMILLO, Corinna, Senior Financial Aid Assistant, Financial Aid
KHAMKONGSAY, Ryan, Research Analyst, Institutional Research and Planning
LEE, Jennifer, Clerk Typist III, Child Development Center
LINARES, Isaac, Student Services Assistant, Counseling and Student Success
LUCERO, Andrea, Student Services Assistant, Counseling and Student Success
LUNA, Michelle, Instructional Assistant, Disabled Students
MALAVE, Pat, Senior Financial Aid Assistant, Financial Aid
MARINO, Rose, Children’s Center Aide, Child Development Center
MARTINEZ, Alyssa, Clerk Typist III, Counseling and Student Success
MARTINEZ, Teresa, Clerk Typist II, Staff Development
MENCHACA, Eva, Lead Testing Technician, Counseling and Student Success
MENDEZ, Marina, Student Services Assistant, Financial Aid
MOLINA, Hector, Instructional Assistant, Office of Student Success and Retention
PALLINI-QUEZADA, Cynthia, Educational Advisor, SSS TRIO/PASS
PASILLAS, Guadalupe, Student Services Assistant, Counseling and Student Success
PATINO, Cynthia, Career Center Specialist, Counseling and Student Success
PEREA, Jessica, Research Specialist, Institutional Research and Planning
PEREZ, Denise, Clerk Typist III, CalWORKS
RECENDEZ, Christine, Clerk Typist I, Communication and Languages
REYES-LUERA, Gloria, Secretary, EOP&S/CARE
REYES, Blanca, Children’s Center Aide, Child Development Center
RIVAS, Rosemary, Account Clerk II, Accounting
RIVERA-RINGO, Andrea, Special Education Aide-Physically Disabled, Disabled Students
SALMERON, Odila, Testing Technician, Counseling and Student Success
SANCHEZ, Elvira, Child Development Teacher, Child Development Center
SILVA, Adriana, Children’s Center Aide, Child Development Center
SLAVICH, Patricia, Clerk Typist III, Health Science and Nursing
SMITH, Dawn, Child Development Teacher, Child Development Center
TAPIA, Erika, Student Services Assistant, Basic Skills Academic Affairs
TELLES, Elizabeth, Clerk Typist III, Student Success and Retention
TOY, Grace, Financial Aid Assistant, Financial Aid
ULLOA, Amy, Clerk Typist III, Disabled Students
VASQUEZ, Johana, Children’s Center Aide, Child Development Center
VELASQUEZ-SAENZ, Rocio, Clerk Typist III, EOP&S
VERDUGO, Laura, CARE Specialist, EOP&S/CARE
VILLANUEVA, Jennifer, Children’s Center Aide, Child Development Center
VILLEGAS-GOMEZ, Ayari, Clerk Typist III, Counseling and Student Success
ZAVALA, Jasmine, Senior Financial Aid Assistant, Financial Aid

Substitute, 2016 – 2017 and 2017 – 2018

BECKMAN, Randy, Athletic Trainer, Kinesiology, Dance and Athletics, effective July 1, 2017
BREITENBUCHER, Miguel, General Maintenance Worker, Facilities Services, effective June 2, 2017
BREITENBUCHER, Miguel, Custodian, Facilities Services, effective July 1, 2017
CHACON, Esmeralda, Children's Center Aide, Child Care Center, effective July 1, 2017
CHOW, Lisa, Clerk Typist III, Behavioral and Social Sciences, effective May 2, 2017.
DAVILA, Jaquelyn, Children's Center Aide, Child Care Center, effective July 1, 2017
DIAZ, Juan, Athletic Trainer, Kinesiology, Dance and Athletics, effective July 1, 2017
FLORES, Alfonso, Athletic Trainer, Kinesiology, Dance and Athletics, effective July 1, 2017
FLORES, Gabriel, Fire Academy Training and Operations Specialist, Public Safety, effective July 1, 2017
FUKUSHIMA, Kristen, Instructional Assistant, Mathematics, effective July 1, 2017
FUKUSHIMA, Lance, Instructional Assistant, Mathematics, effective July 1, 2017
GARCIA, Silvia, Child Development Center Assistant Teacher, Child Care Center, effective July 1, 2017
HERNANDEZ, Fernando, Custodian, Facilities Services, effective July 1, 2017
HINOJOSA, Luis, Custodian, Facilities Services, effective July 1, 2017
JONES, Carl, Police Academy Training and Operations Specialist, Public Safety, effective July 1, 2017
LEPE, Dallana, Children’s Center Aide, Child Care Center, effective July 1, 2017
LIVESAY, Kelly, Switchboard Operator Clerk I, Purchasing, effective July 1, 2017
LOPEZ VALDEZ, Sandra, Custodian, Facilities Services, effective July 1, 2017
MADRID, John, General Maintenance, Facilities Services, effective July 1, 2017
MCBRIDE, Christopher, Athletic Trainer, Kinesiology, Dance and Athletics, effective July 1, 2017
MEDINA, Sarah, Children’s Center Aide, Child Care Center, effective July 1, 2017
MEJIA, Oscar, Custodian, Facilities Services, effective July 1, 2017
MERCADO, Maria, Custodian, Facilities Services, effective July 1, 2017
MILLER, Matthew, Athletic Trainer, Kinesiology, Dance and Athletics, effective July 1, 2017
MORALES, Bryant, Utility Worker, Facilities Services, effective April 28, 2017
MORALES, Diana, Children’s Center Aide, Child Care Center, effective July 1, 2017
PAPAVERO, Andrea, Clerk Typist III, Career and Technical Education, effective July 1, 2017
RAMIREZ, Johnpaul, Custodian, Facilities Services, effective July 1, 2017
RAMOS, Oscar, Grounds Worker, Facilities Services, effective July 1, 2017
ROMERO-LEDEZMA, George, Instructional Assistant, Mathematics, effective July 1, 2017
SAGASTUME, Valerie, Instructional Assistant, Mathematics, effective July 1, 2017
SEDILLO, Steven, Custodian, Facilities Services, effective July 1, 2017
STANKEVITZ, Diane, Athletic Trainer, Kinesiology, Dance and Athletics, effective July 1, 2017
ZAMORA, Joseph, Electrician, Facilities Services, effective July 1, 2017

b. Promotion

MUNNERLYN, Jacqueline, from Clerk Typist II, 25%, to Clerk Typist III, Academic Affairs, Evening College, 37.5%, 12 months, effective June 5, 2017.

c. Retirement

MUNOZ, Margie, Instructional Division Secretary, Kinesiology, Dance and Athletics. Her last day of employment will be August 16, 2017, with her first day of retirement being August 17, 2017.
d. **Resignations**

ALFARO, Victor, Registration Clerk, Admissions and Records. His last day of employment was May 30, 2017.

CHANG, Kerri, Child Development Teacher, Child Development Center. Her last day of employment was June 6, 2017.

GARCIA, Raymond, Police Academy Training and Operation Specialist, Public Safety. His last day of employment was May 24, 2017.

HASAWEANG, Malinee, Scheduling and Educational Planning Analyst, Academic Affairs. Her last day of employment will be June 30, 2017.

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

a. **Employment, Summer 2017**

**Basic Skills Transformation Grant**

**Tutors II (June 5, 2017 – August 11, 2017)**

CAMPOS, Cynthia Guadalupe  
CASTRO, Hiram  
CHHOA, Mollie Lay  
COBOS, Andres Lin  

ISLAS, Jasmine Rain  
OLVERA, Daniel  
ORTIZ, Jhovany Guadalupe  
VALLES, Sabrina Noemi  

**Student Health and Psychological Services**

Recruit Training Officers  
BENDER, Sydney  
JOHNSON, Phillip  

**Student Success & Retention (Basic Skills)**

**Tutors II – Summer Bridge (June 2 – August 3, 2017)**

DOMINGUEZ, Veronica  
HERNANDEZ, Ruth Abigail  
LOPEZ, Albert  
LOPEZ, Alexandria  
MENDOZA, Brandon  
PARRA, Linda  

RAYGOZA, Arlette  
RODRIGUEZ, Gabriela  
SANTOYO, Richard  
VALDEZ, Veronica  
YOUNGBLOOD, Pariss  

b. **Employment, 2017–2018**

**Arts and Cultural Programs**

**Accompanists**

LIN, Ma-Li  
RANTUNG, Timothy  

SHAPOVALOV, Ivan  
SHIN, Howon  

**Models**

BECK, Johnathan  
BONANNI, Cathy  
COLE, John  
DEVAI, Trace  
EVERETT, Andrew  
GOMEZ, Marissa  
HALE, Susan  
HOUSTON, Yuko  

LOVE, Jazmyn Rachel  
MARTINENKO, Sergejs  
REICHMAN, Fey  
SWIFT, Bonita  
TEO, Cheen Jee  
TURNER, Kem  
TURNER, Tracey  
WORRILOW, Lynn
Cal SOAP

Student Success Coaches I
ANAYA JURADO, Laura  MORA, Lauren
CHAVEZ, Anthony  PENA, Diana
CHOI, Aimee  PEREZ BUGARIN, Maria
FREGOSO, Marilyn  RODRIGUEZ, Arlene
GOMEZ, Denise  RODRIGUEZ, Israel
HOANG, Jason  VAZQUEZ, Marilyn
LUJAN, Joseph  YEPIZ TORRES, Ana
MADRID SANCHEZ, Marlon

Communications and Languages (LAC)

Tutors II
BARRERAS, Margali  MENDEZ, Xavier
BELTRAN, Erick  MURILLO, Daniel
CASTILLO, Silvia  NEELY, Christopher
CASTRO, Hiram  NEELY, Michael
CHI, Jianshu  OLVERA, Daniel
CONTRERAS, Thomas  OSUNA, Jesus
DE GUZMAN, Henri  PARRA, Linda
DIAZ, George  PEREZ, Brando
DIAZ, Maria Del Carmen  PHAM, Hanh Hong
DOMINGUEZ, Veronica  REYNOSO, Jose
ENGLISH, Barry  REYNOSO, Santiago
FABELA, Ilse  ROMO, Kristina
FRONDARINA, David  SALDANA, Dianne
GRIGORIAN, Maria  SOFFE, Morganna
HAMMOND, Robert  SOLVES, Epifania
HERNANDEZ-SAUL, Cynthia  TENA, Barbara
HUMMEL, Zack  TIU, Terry
JIMENEZ VILLASENOR, Ana  UGWU, John Emmanuel
LIN COBOS, Andres  VALENNY, Steffy
LIU, Jieni  VITELA, Zulema
LOPEZ, Raul  YOSHIMURA, Julianne
MENDEZ, Juan  ZARAGOZA, Rudy
MENDEZ, Paul

Counseling

Student Success Coaches II
ALVARADO, Gilbert  JACOBO, Luis
CEPEDA, Rebecca  MARTINEZ, Betzabel
ESPINOZA, Anthony  NG, Jonathan
ESTRADA, Reasey  PALACIOS, Pablo
GARCIA, Amanda  SALCEDO LOPEZ, Dulce
GAUCIN, Jovanny  SARUWATARI, Tori
HERNANDEZ, Joe Louis  SOKEN, Kristina

Disabled Students

Interpreters/Translators for Deaf
ALBA, Jennifer L  PHYLOW, Ronneisah
ANDERSON, Dorie  PRICE, Kimberli
GARCIA, Sandra  WEISSMAN, Kimberleh
HENDERSON, Eileen
Kinesiology, Dance and Athletics

Coaching Specialists
ALCALA-SNEE, Christine  BEVERLY, Troy
CANO, Amanda R.       MALDONADO, Jose
COLLINS, Charles       MCDONALD, Loretta
ELLIOTT, Justin A.     MONROY, Ernest
GUZMAN, Michael        RUIZ, Christopher
HURTARTE, Gary         TERAN, Dondi
LOPEZ, Carlos A.       VILLA, Uriel
LOPEZ, William

Lifeguard
GRIJALVA, Samantha

Math and Sciences

Supervisors
CHAPA, Irene          TRANG, Dat
LOYA VILLALPANDO, Alvaro A.

Tutors II
ALCALA, Diego         OCHOA, Fabio
CAMACHO, Peter         PEREZ, Margaret
CARRILLO, Abelardo     PROHROFF, Jacob
CHAPA, Irene V.        PULIDO, Alejandra
CONSTANZO, Adan        REGALADO, Louis
FUKUSHIMA, Kristen     ROMERO-LEDEZMA, George
FUKUSHIMA, Lance       SAAVEDRA, Suzanne
GALLARDO, Marlinda     SAGASTUME, Valerie
GONZALEZ BARRALES,     SALESJOYA, Jessica
Faustino
HIDAJAT, Richard       SCIANNI, Andrew Raymond
MANCILLA, Mark         SIGALA, Joseph
MASIA, Christian       SPARKS, Jeremy
MAYORGA, Steve         TRAN, Jackie
MONTES, Jacqueline     TRANG, Tu
NGO, Tien              VARGAS, Jorge
NGUYEN, James T.       VILLALON, Victor

Non-Credit/ Continuing Education Lecturers
ALAEI, Shahnaz         KIM, Grace
ARGUETA, Hilda         LAI, Dolly
BARATTA, Carl          LOPEZ, Alejandro
BAUGHMAN, Trissia      NORENA, David
CHUNG, Hannah          OLEA, Eugene
GARDNER-LEMUS, Leslie  PEREZ, Nataly
IKEDA, Susan           ROMERO, Peter
JAY, Lisa              USARY, Patricia
KANE, Lynne            WHERRY, Christina

Personal and Academic Support Services Program (PASS)

Student Success Coaches I
LARIOS, Jessica        NUNEZ, Emilio
### Public Safety

**Recruit Training Officers**

<table>
<thead>
<tr>
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<td>BAIRES, Rey</td>
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<td>SUITCLIFFE, Andrew</td>
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<td>KOVACH, Luke</td>
<td>VIRAMONTES, Frank</td>
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### Student Health and Psychological Services

**Recruit Training Officers**

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<tr>
<td>BENDER, Sydney</td>
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<td>GONZALEZ, Saul</td>
<td>TUMAX, Alessandria</td>
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### Student Success & Retention (Basic Skills)

**Tutors II**

<table>
<thead>
<tr>
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<tr>
<td>BARRAGAN, Emily</td>
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<td>COUTINHO, Lucca</td>
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<td>SOFFE, Morganna</td>
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<td>JIMENEZ VILASENOR, Ana</td>
<td>USUI, Yuko</td>
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<td>JUAREZ, Andrew</td>
<td>VALDEZ, Veronica</td>
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<tr>
<td>LIN COBOS, Andres</td>
<td>VALENNY, Steffy</td>
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</table>
C. ACADEMIC AFFAIRS

1. Curriculum Items

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

a. Hour/Unit Change

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

ADN 290: Cooperative Work Experience/RN Transition
Unit Change: FROM: 1 – 4
TO: 4

Hour Change: FROM: 3 Lecture, 60 to 300 Other Hours
TO: 5 Lecture, 240 Other Hours

b. New Non-Credit Course

The following non-credit course has been recommended for inclusion in our offerings and the catalog:

NVOC 300: Refinery and Petroleum Safety Overview
(20 Lecture Hours)

c. New Program

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

Certificate of Achievement – Graphic Design: Advertising Design
(12 Units)

Certificate of Achievement – Graphic Design: Branding and Identity Design
(12 Units)
Certificate of Achievement – Graphic Design: Publication Design (12 Units)

Certificate of Achievement – Graphic Design: Website Design (12 Units)

ITEM REMOVED FROM CONSENT AGENDA

II. B. PERSONNEL

1. Academic

65. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by vote of all five members present (Garcia, Pacheco, Mendez, Santana and Shapiro) to approve the following item IIB1, Academic Personnel. Ms. Shapiro abstained.

Student Trustee Advisory Vote was Aye.

a. Special Assignments, Summer 2017

The following instructors will be paid a $100 stipend for their involvement in facilitating workshops for members of the Boys and Girls Club of Whittier when they visit Rio Hondo College in June.

ARAIZI, Dana, Communications and Languages
BEAN, Michelle, Communications and Languages
BECK, Karen, Behavioral and Social Science
BRENES, Orlando, Kinesiology, Dance, and Athletics
HERERRA, Rene, Kinesiology, Dance, and Athletics
HOUSTON, Yuko, Art and Cultural Programs
JAY, Lisa, Kinesiology, Dance, and Athletics
LINDY, David, Career and Technical Education
MINDES, Aimee, Mathematics and Science
RAMIREZ, Robert, Administration of Justice
ROBERTS, Warren, Career and Technical Education
SMITH, Stephen, Kinesiology, Dance, and Athletics

Each of the following instructors will be paid a stipend, not to exceed $4,705, paid out of the Title V Grant, for facilitating a series of Math workshops during the Summer Bridge Program.

ENGLISH, Cameron, Math and Sciences
MONTIEL, Gerson, Math and Sciences
PITASSI, Matt, Math and Sciences

Each of the following instructors will be paid a stipend, not to exceed $4,275, paid out of the Basic Skills Student Outcomes Transformation Grant, for facilitating a series of Math workshops during the Summer Bridge Program.

GARCIA, Nancy – Math and Sciences
LITTRELL, Mark – Math and Sciences

The following faculty will be paid a $2,250 stipend for being a key faculty member on the Zero Textbook Cost (ZTC) Degree Planning Team, paid out of the ZTC Degree Grant.
SEVILLA-MARZONA, Judy, Library

The following faculty will be paid an $800 stipend, paid out of the Teacher Preparation Pipeline Grant, to facilitate sessions at the Middle School Summer Academy from July 17–21, 2017.

MI, Joyce

Each of the following instructors will be paid a $750 stipend, paid out of the Title V Grant, for their participation in the Avance First-Year Seminar Faculty cohort, which will include training in Project-Based Learning.

BETHEL, Robert, Math and Sciences
DUARTE, Jeanette, Communications and Languages
ECKSTROM, Marie, Communications and Languages
LIU, Jeannie, Business
MADRIGAL, Ea, Behavioral and Social Sciences
MONTIEL, Gerson, Math and Sciences
PIERSON, Kenn, Communications and Languages
RIFINO-JUAREZ, Melissa, Behavioral and Social Sciences
RIOS, Rodolfo, Business
SCHLEICHER, Matthew, Arts and Cultural Programs

Each of the following instructors will be paid a stipend, not to exceed $2,280, 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
NAVA, Michelle - Communications and Languages
NULL, Nicolas - Communications and Languages
OKAMOTO, Tyler - Communications and Languages
OLIVAS, Sally - Communications and Languages
PARSEGHIAN, Levon - 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 $500, paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in the development of the instructor guide for the new course, Math 62: Pre-Statistics, including content pacing, common activities, lesson plans and common assessment. This work is culminating in the summer of 2017.

ARCHAMBAULT, Alan, Math and Sciences
ENGLISH, Cameron, Math and Sciences
GONZALEZ, Lydia - Math and Sciences
GRIFFITH, Leah, Math and Sciences
HSAIO, Jupei, Math and Sciences
IRWIN, Erin, Math and Sciences
MILLER, Greg, Math and Sciences
MONTIEL, Gerson, Math and Sciences

Each of the following instructors will be paid a $300 stipend, paid out of the Basic Skills Student Outcomes Transformation Grant, for organizing and facilitating the Technology Day for Math 62: Pre-Statistics on July 21, 2017.

GONZALEZ, Lydia, Math and Sciences
IRWIN, Erin, Math and Sciences

Each of the following instructors will be paid a stipend, not to exceed $150, paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in the Technology Day for Math 62: Pre-Statistics on July 21, 2017.

AGUINIGA, Javier, Math and Sciences
GRAHAM, Lynne, Math and Sciences
GRIFFITH, Leah, Math and Sciences
HSAIO, Jupei, Math and Sciences
JOHNSON, Johnny, Math and Science
MI, Joyce, Math and Science
MILLER, Greg, Math and Science
MONTIEL, Gerson, Math and Science
RAMIREZ, Claudia, Math and Science

Each of the following instructors will be paid a stipend, not to exceed $300, 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
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 $150 stipend, paid out of Basic Skills, for attending a one-day Reading Apprenticeship workshop on June 1, 2017, and subsequent of a reflection paper describing how they will implement what they learned.

OROPEZA-FUJIMOTO, Maria, Counseling and Student Success
HO, Hsing Ring, Communications and Languages
LIM, Joyce, Communications and Languages
MARKOSSIAN, Marina, Communications and Languages
NAVA, Michelle, Communications and Languages
VALVIDIA, Irma, Social Science

Each of the following instructors will be paid a $250 stipend to participate in the decision making process for the English redesign course content at the May 26, 2017 meeting. This course redesign includes the incorporation of themes, active-learning strategies, and critical readings in order to improve student retention, completion, and persistence rates into college-level ENG 101. In Summer 2017, faculty will provide input for course content and activities to the English Redesign Coordinator. The Coordinator will submit the updated English 35 course outline to Curriculum in September 2017.

CALLINAN, Tom, Communications and Languages
ECKSTROM, Marie, Communications and Languages
FREIJE, Theresa, Communications and Languages
GARCIA, Alonso, Communications and Languages
JEFFREY, Lorraine, Communications and Languages
MARKOSSIAN, Marina, Communications and Languages
MATTHIS, Jim, Communications and Languages
Each of the following instructors will be paid a stipend, not to exceed $700, paid out of the Basic Skills Pilot Partnership Grant, for activities related to the Cal State LA-Rio Hondo Summer Program.

NIKOLAYCHUK, Konstantin, Math and Sciences
ESQUIVEL, Ray, Math and Sciences
CHOI, Ying, Math and Sciences
TRAN, Lynn, Math and Sciences

The following instructor will be paid a $2,700 stipend for maintaining the SLOlutions software for Rio Hondo College for the 2016-2017 academic year.

KOUTROULIS, Mathew, Mathematics & Science

**Hourly as Needed, 2016 – 2017**

**Public Safety**

ARTEAGA, Adam  
CHAO, Jason TeHul  
CIRILO, Joseph  
ENCINAS II, Anthony*  
FUKUZAWA, Leigh Allan  
GONZALES-MAGANA, Jaime  
HERNANDEZ, Cruz III  
STIGER, Jody Kevin*

*Minimum qualifications met by established equivalency

**Student Health and Psychological Services**

KHY, Irene

**Part-Time, Summer 2017**

**Business**

SEYMOUR, Lawrence

**Math and Science**

JUNG, Duhwa  
NIKOLAYCHUK, Konstantin

**Assignments, Summer 2017 (1st Session)**

See attached list

**Assignments, Summer 2017 (2nd Session)**

See attached list

**Hourly as Needed, Summer 2017**

**Communications and Languages**

GARCIA, Fatima
Counseling

GUTIERREZ, Jose

Staff Development

O’BRIEN, Katie

Hourly as Needed, 2017-2018

Academic Affairs (Evening/Weekend College)

ARANGUNDI, Karl
HERRERA, Rene
HEMENWAY, Steve

CalWORKS

GONZALES, Citlali
VILLA, Monica
SANCHEZ, Kristina

Career and Technical Education

ANDERSEN, Jill
BROOK, Dafna

Counseling

ALFARO, Maria
ARANDA, Elizabeth
ATILANO-RAMIREZ, Rosanne
AVALOS, Marsha
BERNTHAL, Wyatt
CUEVAS, Victoria
GARCIA-SEARS, Carmen
HART, Jeremy
HEILEMAN, Violetta
HENDERSON, Edward
LOPEZ, Melanie
MARTINEZ, Angeles
MENDEZ-CHACON, Marlene
MORALES, Elizabeth
OCOHA, Catherine
QUEZADA, Jacqueline
RAMIREZ-HOLLINGSHEAD, Lisaa
RODARTE, David
SANDATE, Edelmira
SALAZAR, Diana
SANDOVAL, Flor
SIERRA, Norma
SOTO, Gabriella
TORRES, Anacany

Disabled Students Program and Services

SAPOSNEK, Lloyd

EOPS/CARE

SAIKALI, Leina

LIBRARY

ARENA-VELLANOWETH, Vivian
BOURGAIZE, Karen
BEELER, Gabriel
BIDWELL, Jennifer
ENRIGHT, William
GARCIA, Trish
GUTER, Bruce
GUTIERREZ, Jessi
HOLT, Jillian
OLDHAM, Carolyn
RIVAS, Claudia
SINGH, Bindiya
YOUNG, Brian
Public Safety

See attached lists

Student Health and Psychological Services

KHY, Irene                VILLAFUERTE, Thomas
OLMOS, Sonia              SCHILLING, Jeannie

Student Success and Retention

DE LEON, Maribel, Summer Bridge Coordinator
KOGER, Michael, Summer Bridge Faculty Coordinator
LYNCH, Sheila, First-Year Seminar Coordinator
OBRIEN, Katie, Faculty Development Coordinator

Temporary Full-Time Categorically Funded (E.C. 84770), 2017 – 2018

ALVARADO, Delmis, Counselor, Counseling and Student Success
CASTANEDA, Arely, Counselor/Coordinator, Veterans Service Center
CHAVEZ, Vanessa, Counselor, Counseling and Student Success
LAMPERT, Katherine, Counselor, Disabled Students Program
MAKI, Lauren, Counselor, Counseling and Student Success
RAMIREZ, Michelle, Interim CalWORKS Counselor/Coordinator, CalWORKS
ROMO, Claudia, Interim Counselor, Counseling/Career and Technical Education

b. Academic Rank

The Academic Rank Committee of the Academic Senate met to review the applications for Faculty Advancement in Academic Rank. The name below was omitted from the Academic Ranks approved on the March 8, 2017 Board agenda.

Professor

Cynthia Lewis, Arts & Cultural Programs

c. Retirement

MIKALSON, Barbara, Full-Time Instructor, Behavioral and Social Sciences. Her last day of employment will be August 11, 2017, with her first day of retirement being August 12, 2017.

d. Minimum Qualifications and Equivalency E.C. 87359(b)

Orthopedic Technician

All of the following may serve as equivalencies for the Faculty Services Area in the discipline above:

National Certification AND six years of work experience as an Orthopedic Technician AND informal teaching experience.

III. ACTION ITEMS
A. FINANCE AND BUSINESS

1. Tentative Budget 2017/2018

On motion of Ms. Santana, seconded by Mr. Mendez, the
Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the 2017/18 Tentative Budget as presented for submission to the County Superintendent of Schools pursuant to Education Code 85023.

**Student Trustee Advisory Vote was Aye.**

2. **Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee**

   Item postponed to next meeting.

**B. PRESIDENT’S OFFICE**

1. **Revision of Board Policies 2010, 2110, 2200, 2210, 2220, 2305, 2310, 2315 (Final Adoption)**

   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 final adoption:

   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.**

2. **Revision of Board Policies 2330, 2340, 2345, 2350, 2355, 2360, 2365, 2410, 2430, 2431, 2432, 2435, 2510, 2610, 2710, 2715, 2716, 2717, 2720, 2725, 2730, 2735, 2740, 2745, 2750 (First Reading)**

   On motion of Ms. Shapiro, seconded by Ms. Pacheco, 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 2330  Quorum and Voting
   BP 2340  Board Meeting Agenda
   BP 2345  Public Participation at Board Meetings
   BP 2350  Speakers at Board Meetings
   BP 2355  Decorum
   BP 2360  Board Meeting Minutes
   BP 2365  Recording of Board Meetings
   BP 2410  Board Policies and Administrative Procedures
   BP 2430  Delegation of Authority
   BP 2431  Superintendent/President Selection
   BP 2432  Superintendent/President Succession
   BP 2435  Evaluation of Superintendent/President
   BP 2510  Participation in Local Decision Making
   BP 2610  Presentation of Initial Collective Bargaining
BP 2710  Conflict of Interest
BP 2715  Code of Ethics/Standards of Practice
BP 2716  Political Activity
BP 2717  Personal Use of Public Resources
BP 2720  Communications Among Board Members
BP 2725  Board Member Compensation
BP 2730  Board Member Health Benefits
BP 2735  Board Member Travel
BP 2740  Board Education
BP 2745  Board Self-Evaluation
BP 2750  Board Member Absence from the State

Student Trustee Advisory Vote was Aye.

IV. INFORMATION ITEMS
1. Building Program
   a. Bond Expenditure Report – The Bond reviewed and accepted the Bond Expenditure Report as attached.

2. Discussion of ACCJC Midterm Report
   The Board of Trustees received the ACCJC 2017 Midterm Report - First Draft.

3. Discussion of District’s Representative to serve on Whittier Area School Trustees Association (WASTA) Board
   Ms. Santana agreed to serve as the District’s Representative to serve on the Whittier Area School Trustees Association Board.

4. Budget Development Calendar 2017-18 (See attached)

V. STAFF AND BOARD COMMENTS
   - Board Development Reporting
   - Action Items for Future Board Meetings – The Board of Trustees agreed to have a special Board meeting on Wednesday, August 2, 2017 at 6:00 p.m.

VI. CLOSED SESSION
Ms. Garcia recessed the meeting to Closed Session at 8:38 p.m. Upon returning from Closed Session, the following action was reported out:

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

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

Pursuant to Section 54957
- PUBLIC EMPLOYEE EMPLOYMENT
  o Full Time Veteran’s Counselor/Coordinator

69. On motion of Mr. Mendez, seconded by Ms. Pacheco, the
Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Arely Castaneda as the Full Time Veteran’s Counselor/Coordinator effective August 18, 2017.

- **(4) FT Tenured Track General Counselors**

70. On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Julio Rene Flores as Full Time General Counselor, Tenure Track effective August 18, 2017.

71. 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 the employment of Angela Sotelo as Full Time General Counselor, Tenure Track effective August 18, 2017.

72. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Diana Valladares as Full Time General Counselor, Tenure Track effective August 18, 2017.

73. On motion of Ms. Pacheco, seconded by Ms. Shapiro, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Christine Waugh as Full Time General Counselor, Tenure Track effective August 18, 2017.

- **Vice President Academic Affairs**

74. 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 the employment of Dr. Laura Ramirez as Vice President of Academic Affairs.

- **Vice President Finance & Business**

75. On motion of Ms. Santana, seconded by Ms. the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Yulian Ligioso as Vice President of Finance and Business.

- **Executive Director, Human Resources**

76. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Loy Nashua as Executive Director, Human Resources effective July 1, 2017.

- **Executive Dean, Institutional Research and Planning**

77. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Howard Kummerman as Executive Dean, Institutional Research and Planning effective July 1, 2017.
Executive Dean, Counseling and Student Equity

On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to approve the employment of Dr. Michael Munoz as Executive Dean, Counseling and Student Equity effective July 1, 2017.

PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

Evaluation of Public Employee
- Superintendent/President

Pursuant to Section 54957.6:

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

On motion of Ms. Pacheco, seconded by Ms. Shapiro, the Board voted unanimously by vote of all five members present [Garcia, Pacheco, Mendez, Santana and Shapiro] to ratify the tentative agreement between the Rio Hondo College Faculty Association and the Rio Hondo Community College District dated May 15, 2017 regarding part time seniority rights as attached.

VII. ADJOURNMENT

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.
EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities and operations of the Human Resources Division including recruitment and selection, employer-employee relations, classification and pay, performance evaluation, equal employment opportunity, workers' compensation, fringe benefits, and unemployment insurance; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the President.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

a. Provide leadership and direction and assume full management responsibility for Human Resources Division services and activities including recruitment and selection, employer-employee relations, classification and pay, performance evaluation, discipline, equal employment opportunity, workers' compensation, fringe benefits, and unemployment insurance.

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

c. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct human resources needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

d. Represent the Human Resources Division to other District divisions and outside agencies; explain and interpret Human Resources Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

e. Select, train, motivate, counsel, and evaluate Human Resources Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

f. Plan, direct, and coordinate the Human Resources 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.

g. Manage and participate in the development and administration of the Human Resources
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

h. Investigate and resolve complaints of unlawful discrimination based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, sexual harassment and other protected classes covered under Federal and State statutes. E

i. Advise complainant of his/her rights under the law; assist with the preparation of the complaint; interview the person charged and any witnesses; summarize findings; notify the complainant, Chancellor’s Office, and any Federal or State agencies, as appropriate, of the District’s resolution of the matter. E

j. Coordinate Human Resources Division activities with those of other divisions and outside agencies and organizations. E

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

l. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Human Resources programs, policies, and procedures as appropriate. E

m. Serve as a District representative to organized employee groups; interpret collective bargaining contracts; serve as a contract administrator for classified and faculty contracts; process grievances up to, and including, arbitration. E

n. Plan, organize, direct, coordinate, and monitor the recruitment, screening, and hiring process and orientation program for new employees. E

o. Plan, organize, administer, and evaluate College personnel and employee relations policies and procedures; propose revisions for Board approval. E

p. Manage the classification and pay program for existing and new positions; administer classifications within the classified service; direct reclassification procedures; ensure appropriate advancement through salary ranges for employees. E

q. Administer insurance and benefits activity for employee contracts; supervise the coordination of open enrollment; serve as liaison between insurance companies; participate as primary or alternate in Joint Powers Agreement for fringe benefits. E
r. Assume responsibility for personnel records and coordinate performance evaluations for employees; serve as custodian of records. E

s. Participate as primary or alternate in Joint Powers Agreement for workers’ compensation; generate records necessary to ensure that employees receive appropriate medical treatment; coordinate with claims administrator for continued treatment and handling of claims, including legal defense. E

t. Receive District subpoenas; respond to legal charges pertaining to employment and various other areas relating to personnel activities or records; work with District Counsel, County Counsel, and counsel for various insuring agencies including workers’ compensation. E

u. Interpret, follow, promote adherence to, and recommend improvement in College procedures and Board policies, rules, and regulations. E

v. Assume responsibility for personnel portions of Board agendas, Board policies and College procedures; provide documentation and assistance to President for personnel closed agenda. E

w. 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

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

y. 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 human resources. E

z. Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community. E

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

bb. Administer applicable collective bargaining agreements. E

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Operational characteristics, services, and activities of a comprehensive Human Resources program.
- Organization and management practices as applied to the analysis and evaluation of Human Resources programs, policies, and operational needs.
- Modern and complex principles and practices of Human Resources program development and administration.
- Federal and State statutes and regulations related to California community colleges and education codes.
- Federal and state labor law including FMLA, ADA, HIPPA, Workers’ Compensation, and CA Pregnancy Disability Act.
- Applicable fringe benefits, including HMO, PPO, Dental, Vision, STD, LTD, AD&D, Life, and COBRA.
- Negotiations, mediation, contractual bargaining agreements, and labor relations.
- Safety principles and concepts, including CalOSHA and OSHA regulations.
- Techniques of recruiting, interviewing, and selecting applicants for employment.
- Wage and salary/benefit administration principles and practices.
- Principles of job evaluation and job analysis.
- Principles and methods of training and education.
- Principles of mathematical and statistical computations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- 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 Human Resources Division.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Human Resources services.
- Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to Human Resources issues, concerns, complaints, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed
actions, and implement recommendations in support of Human Resources goals.

- Research, analyze, and evaluate new Human Resources service delivery methods, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and Human Resources reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Human Resources programs and functions.
- Communicate clearly and concisely, 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:**
- Three years of responsible professional human resources experience.
- 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:** 57-59

**Effective Date:** May 11, 2005, **February 16, 2006,** June 14, 2017

**Revised Date:** February 16, 2006

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.
RI O HONDO COMMUNITY COLLEGE DISTRICT

EXECUTIVE DEAN, INSTITUTIONAL RESEARCH AND PLANNING

DEFINITION

Under the direction of the Superintendent /President, plan, design, organize, control and direct operations and activities in the research, review, analysis, interpretation and reporting of various data and information used in assessing institutional effectiveness. Coordinate institutional master planning efforts and program review. Responsible for development and dissemination of analytical data related to academic, student and administrative programs, data supportive of educational master planning, student learning outcomes, enrollment trends, and required internal and state/federal external reports. Provide assistance and counsel in the analysis and interpretation of academic, student and administrative data in support of data-driven decision-making. Serve the College as the Accreditation Liaison Officer, providing leadership for the institutions Self-Evaluation Report, Mid-term Report, Annual Report, and other special reports. Lead campus software implementation related to institutional planning, student learning outcomes, enrollment management, research, and data visualization. Responsible for campus-wide strategic planning efforts for the College Mission, Vision, and Values statements as well as for other special strategic initiatives as they arise.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

a. Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of variety data and information used in assessing institutional effectiveness. E

b. Coordinate, develop and maintain planning materials, goals and objectives; research, interpret, analyze and explain student data and information to assist administrators developing and monitoring college plans; develop and monitor an enrollment management plan. E

c. Update the educational master plan documents and fact book as needed. E

d. Monitor and keep administrators current concerning demographics and community information and adequacy and effectiveness of college service; develop, maintain and ensure the integrity of students, staff and program databases for use in reports, planning and decision-making; ensure mandated data and reports are completed and submitted according to established time lines and requirements. E
e. Develop, maintain and use institutional database to support decision making, budgeting, assessments and evaluations, program review, student learning outcomes, enrollment management and planning.

f. Analyze and review departmental budgetary and financial data; control and authorize expenditures in accordance with established limitations.

g. Provide technical information and assistance to the Superintendent/President regarding institutional assessment, research and planning activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

h. Maintain current knowledge of laws, codes, ordinance, regulations and pending legislation related to institutional assessment, research, and planning; modify projects, studies, functions and procedures to ensure compliance with local, state and federal requirements as appropriate.

i. Use spreadsheets and other software to set up files for monitoring, format, and retrieve data related to statistical enrollments, demographics and other reports.

j. Provide direction and support for electronic communications such as the college home page and videos.

k. Gather and analyze regional and institutional demographics and psychographics and design various research strategies to meet enrollment and institutional goals.

l. Assist in the development of annual FTES projections for new, continuing, and returning students; provide updates periodically.

m. Provide consultation to administrators, personnel, committees and others concerning institutional research and enrollment planning; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related data, research, projects, reports, studies, systems, practices, measures, programs, policies and procedures.

n. Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations.

o. Develop, implement, plan, and document procedures for qualitative and quantitative data collection, analysis, and interpretation.

p. Identify primary institutional, local, state, federal and national demographics, economic trends, and other data to be used in research projects, reports, presentations, educational planning, and development.
q. Provide formative and summative feedback on institutional functioning and outcomes; synthesize information and report findings. E

r. Document, write, and present research findings on such topics as student retention, cohort tracking, student and institutional learning outcomes, placement and outcomes assessment, matriculation, program review, and enrollment (Weekly Student Contact Hours (WSCH), Daily Student Contact Hours (DSCH), Positive Attendance Hours, Weekly Census (WS), Daily Census (DH), Actual Hours (AH), and Unit Attendance (UA) data). E

s. Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community. E

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

u. 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

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

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

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**KNOWLEDGE OF:**
- Planning, organization and direction of institutional assessment, research and planning.
- Organization, policies and objectives projects, surveys and studies used in assessing institutional effectiveness, assisting with College enrollment planning and decision-making
- Advance principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.
- Data collection information system and statistical software.
- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions.
• Practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making.
• Survey, study and statistical analysis instruments, techniques and methodology.
• Administration principles and concepts.
• California Community College System and functioning on State, local, and institutional level.
• District accounting practices.
• Enrollment Management.
• 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 support to the President's office.
• Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
• Select, supervise, motivate, counsel, train, and evaluate staff.
• Identify and respond to staff issues, concerns, and needs.
• Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
• Prepare comprehensive narrative and statistical reports.
• Communicate effectively both orally and in writing.
• Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
• Establish and maintain cooperative and effective working relationships with others.
• Meet schedules and time lines.
• Work independently with little direction.

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 in research-related field (such as statistics, mathematics, business, economics, social science or education).

• Three or more years of increasingly responsible experience involving statistical research, review, analysis, interpretation and reporting including work with institutional assessments, research and planning functions.

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: 57–59

Effective Date: May 11, 2005 (Executive Director, Planning & Development) June 14, 2017
Revised Dates: February 16, 2006

*The Americans with Disabilities Act (ADA) requires us to identify the essential (E) of the job duties/functional of the position. We have indicated those duties with an E on the job description.
EXECUTIVE DEAN, COUNSELING AND STUDENT SUCCESS EQUITY

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of Counseling and Student Success Equity Division programs and services; 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 Student Services.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

a. Provide leadership and direction and assume full management responsibility for Counseling and Student Equity Division programs, services and activities including General Counseling, Career Development Center for Career and Re-entry, Pathway to Law School, Puente, Transfer Center, Student Success and Support Program and Student Equity. E

b. Manage the development and implementation of General Counseling, goals, objectives, policies, and priorities; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E

c. Continuously monitor and evaluate the efficiency and effectiveness of General Counseling department 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

d. Represent the Counseling and Student Success Equity Division to other District divisions and outside agencies; explain and interpret instructional programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. E

e. Select, train, motivate, counsel, and evaluate General Counseling, Transfer Center, Career Development Center, Freshman Success Center, Outreach and Educational Partnerships Counseling and Student Equity Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E

f. Plan, direct, and coordinate the Counseling and Student Success Equity 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
g. Manage and participate in the development and administration of the Counseling and Student Success Equity budgets; 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

h. Provide leadership and direction for the Rio Hondo College Promise program in partnership with Outreach. E

i. Direct the preparation of annual application integrated plan for Student Success and Support Program, Student Equity and Basic Skills Initiative funding, reports and other documents as required by the College and State Chancellor's Office. E

j. Oversee the development and implementation of the Student Success and Support Program MIS data as required by the State. E

k. Ensure the collection and reporting of the Student Success Initiative. E

l. Implement and continuously monitor Student Services software platforms dedicated to enhancing student success, student equity and basic skills completion. E

m. Coordinate Counseling and Student Success Equity division activities with those of other divisions and outside agencies and organizations. E

n. Coordinate with other Student Services leadership, Student Success and Support Program and Student Equity activities and programs with other College divisions, outside agencies and organizations. E

o. Provide staff assistance to the Vice President of Student Services; prepare and present staff reports and other necessary correspondence. E

p. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Counseling, and other department programs, policies, and procedures as appropriate. E

q. Monitor assigned programs for Title V and Education Code compliance. E

r. Prepare, provide, and distribute data for mandated College, State, Federal, or program funding service reports. E

s. Ensure compliance with Homeland Security laws. E

t. Coordinate and schedule counseling classes on the College campus and at off campus sites. E
u. Enhance student access and knowledge of transfer and career/workforce placement services provided by the College. E

v. 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

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

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

x. Promote creativity and innovation in the development and delivery of Counseling, and other assigned program areas. E

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

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

aa. Prepare, develop, write, coordinate, and administer grants. E

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

c. Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community. E

dd. Respond to and resolve difficult and sensitive student inquiries and complaints. E

ee. Administer applicable collective bargaining agreements. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

• Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
• Operational characteristics, services, and activities of comprehensive Counseling and Student Equity division.
• Organization and management practices as applied to the analysis and evaluation of Counseling, and assigned programs, policies, and operational needs.
• Modern and complex principles and practices of Counseling, and assigned program development and administration.
• Pedagogical techniques and trends.
• California Community College System and functioning on State, local, and institutional level.
• Community needs and resources as related to classes and subjects.
• School and community college systems, including K-12 and upper division institutions.
• District accounting practices.
• 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 Counseling and Student Success Equity division and other assigned programs.
• Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
• Assist with the implementation of a wide range of programs and services designed to facilitate student community college access, retention, and success.
• Develop and monitor multiple program budgets in compliance with College, State, and Federal fiscal expenditure regulations and guidelines.
  • Advocate College programs and services to College community organizations, K-12 educational institutions.
• Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Counseling, and other assigned program services.
• Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel; delegate authority and responsibility.
• Select, supervise, motivate, counsel, train, and evaluate staff.
• Identify and respond to Counseling, and other assigned program issues, concerns, and needs.
• Analyze problems, identify alternative solutions, project consequences of proposed
actions, and implement recommendations in support of Counseling, and other assigned area program goals.

- Research, analyze, and evaluate new instructional program service delivery methods, procedures, and techniques.
- Prepare and administer Counseling, and other assigned program budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and Counseling, and other assigned area program reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Counseling, and other assigned programs and functions.
- Communicate clearly and concisely, 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: 57 59
Effective Date: December 12, 2007; December 12, 2013
Revised Effective Date: December 3 12, 2007; December 11, 2013 (Board Approved), June 14, 2017

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.
## Summer 2017, First Session

### Part-time

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DISABLED STUDENTS
ENVIRONMENTAL TECHNOLOGY
HEALTH SCIENCES AND NURSING

KINESIOLOGY, DANCE & ATHLETICS

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5/30/2017 Total Records on Report: 69
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.

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

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.

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.

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

Sources/References:
Education Code section 72023, 72103, and 72104
ACCJC Accreditation Standard IV.C.66
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 1905; 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 Board 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).
I. 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 a(n) 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 1005: Education Code Section 72000(d); Government Code 54952.2, 54953, 54953(b) et seq., and 54961.
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. A quorum of the Board of Trustees shall consist of simple majority (three) members.

II. The Board shall act by majority vote of all the members of the Board, except as noted below.

III. No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

IV. The following actions require a two-thirds majority vote of all members of the Board:

   A. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
   B. Resolution of intention to dedicate or convey an easement;
   C. Resolution authorizing and directing the execution and delivery of a deed;
   D. Action to declare the District exempt from the approval requirements of the planning council; or other local land use body;
   E. Appropriation of funds from an undistributed reserve;
   F. Resolution to condemn real property.

V. The following actions require a unanimous vote of all members of the Board:

   A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or any other school or community college district;
   B. Resolution authorizing lease of District property under a lease for the production of gas;
B. The following changes were made by the Board subcommittee:

A. In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the District College, or to permit the continuance of existing College District classes, or to avoid danger to life or property, the Board may by unanimous vote, with the approval of the county superintendent of schools, do any of the following:

- Make a contract in writing or otherwise on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

- Notwithstanding Section 20576, authorize the use of day labor or force account for the purpose.

- (b) Nothing in this section shall eliminate the need for any bonds or security otherwise required by law.

B. "Emergency," as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

VI. Source/References:

Education Code Section 72000(d) (3); 81310 et seq.; 81365, 81511, 81432; Government Code Section 53094, 54950 et seq; Code of Civil Procedure Section 1245.240; Public Contract Code Section 20654(a); Public Contract Code Section 1102; Former Board Policy 1005.
I. Agendas shall be developed by the Superintendent/President in consultation with the President of the Board of Trustees. An agenda shall be posted adjacent to the place of meeting as well as on the District's website (CCLC) at least seventy-two (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

II. No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an “emergency situation” as defined for emergency meetings;
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- An item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.

III. The order of business may be changed by consent of the Board of Trustees.

IV. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

V. Members of the Board may request a matter directly related to the business of the District as an item on the agenda. The Board must provide the item to the President of the Board eighteen (18) days prior to the regularly scheduled Board of Trustees meeting. The Board President will consult with the Superintendent/President to determine if the item may need advisory review by the shared governance process. If the item has potential funding and/or policy implications, the Superintendent/President, in consultation with the Board President, will determine whether the item is agendized as an action or informational item. Failure to adhere to this policy may result in a violation of Code of Ethics/Standards of Practice (BP No. 2715) - Aligned with AP-2340-

VI. Members of the public may submit a written request to the Superintendent/President requesting an item to be placed on an agenda for a regular scheduled Board of Trustees meeting on a matter directly related to the business of the District. If the item has potential funding and/or policy implications, the Superintendent/President, in consultation with the President of the Board, will determine whether the item is agendized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled Board meeting. Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by
staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

VII. Source/Reference:

Government Code Sections 5495 et seq., 6250 et seq.;
Education Code Sections 72121, 72121.5;
Administrative Procedure 2340
I. The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board. Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

A. There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda. If the District places a limit on the amount of time allocated for each individual speaker, the District must provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the Board, unless simultaneous translation equipment is used to allow the body to hear the translated public testimony simultaneously. (CCLC) Members of the public wishing to present such items shall submit a written request at the beginning of the meeting to the Superintendent/President that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

B. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340. A written summary of the item must be submitted to the Superintendent/President at least eighteen (18) days prior to the Board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

II. Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than seventy-two (72) hours prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

III. If requested, writings that are public records shall be made available in appropriate alternative format to be accessible to persons with a disability.

IV. Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

V. The Board recognizes that there are district groups among the parties interested in Board actions. These include:

A. The administrative staff that have input through established administrative channels which requires channeling such through the Superintendent/President.

B. Elected representation of College District or CollegeDistrict-related organizations, specifically the President of the Academic Senate, President of
the Rio Hondo College Faculty Association, President of the California School Employees Association, and President of the Associated Students of Rio Hondo College.

1. The organization representatives, each elected by a recognized College constituency will sit in specially designated seats that differentiate them from the general public or the administrative staff. As such, they are afforded special privileges to participate in the Board’s deliberative process.

2. In each case, administrative staff, elected representatives, and general public may provide input when directly requested by the Board to do so.

C. Action items are considered individually and are so noticed in advance. The general public interested in speaking to an agenda item is asked to fill out a card indicating name, affiliation, item to address, and time requested. This gives the Board some indication of the magnitude of the concern and the time required. Faculty and staff seated in the audience have the same privilege as members of the public, unless queried by the Board of Trustees. Requests to address the Board should be presented on provided cards to the Superintendent/President prior to the beginning of the meeting, but in no case later than when the item is addressed by the Board.

D. Organizational representatives, the President of the Academic Senate, President of the Rio Hondo Faculty Association, President of the Rio Hondo California School Employees Association, and President of the Associated Students of Rio Hondo College need only raise their hands to be recognized by the President of the Board.

VI. Source/Reference:

Government Code Section 54954.3, 54957.5;
Education Code 72121.5, Former Policy-1007.
I. Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

II. Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

III. Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment. The following protocol shall be used for responding to needs or complaints expressed in Board meetings during public comment on non-agenda items:

   A. The Board President will thank the speaker(s) and acknowledge that the need or complaint has been heard by the Board.
   B. If appropriate, the Board President may make a brief statement about the issue.
   C. The Board President will ask the Superintendent/President if there are any comments from the administration.
   D. The Board President will ask the Superintendent/President to look into the issue and report back to the Board if necessary. The Board President will determine what form the report will take (e-mail, formal written report, etc.).
   E. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda for discussion or action.

IV. Those wishing to speak to the Board are subject to the following:

   A. The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

   B. Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

   C. Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

V. Persons wishing to speak to an agenda item or non-agenda item, shall complete a written request to do so at the beginning of the meeting at which they wish to speak. "Request to Address the Board of Trustees" cards are provided for this. The request shall include the person’s name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
SPEAKERS AT BOARD MEETINGS

VI. No member of the public may speak without being recognized by the President of the Board.

VII. Each speaker will be allowed a maximum of three (3) minutes per topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.

VIII. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

IX. Source/Reference
   Board Protocols
   Policy Government Code Section 54950, et seq.,
   Education Code Section 72121.5, former 1005.
DECORUM

Board Adopted: 3/13/02; 11/12/03

I. The President of the Board of Trustees will rule the following out of order:
   A. **Outside of open communication for public comments**, remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session;
   B. Profanity, obscenity and other offensive language;
   C. Physical violence and/or threats of physical violence directed towards any person or property.

II. In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

III. Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

IV. Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

V. If order cannot be restored by the removal in accordance with these rules, of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media and constituent group representatives except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

VI. Source/Reference

   - Education Code Section 72121.5;
   - Government Code Section 54954.3(b); former Policy 1005.
RIO HONDO COMMUNITY COLLEGE DISTRICT

BOARD MEETING MINUTES

Board Adopted: 3/13/02; 11/12/03; 2/20/08

I. The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board and shall also record names of those present, all motions, names of those making and seconding motions, votes, and may include major discussion points.

II. The minutes shall be public record and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

III. Source/Reference

Education Code Section 72121(a), Government Code 54957.5.

RIO HONDO COMMUNITY COLLEGE DISTRICT

RECORDING OF BOARD MEETINGS

Board Adopted: 3/13/02; 11/12/03; 1/9/13

I. Any audio or video recording of an open and public Board of Trustees meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, and et. seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty (30) days following the taping or recording.

II. Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

III. Source/Reference

Government Code Sections 54953.5, 54953.6; Education Code Section 72121(a)
I. The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction. The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

II. Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote; however, they shall not be included in the Consent Agenda. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended and should undergo the review process outlined in Administrative Procedure 2410 unless the Board finds there are special circumstances. The Board shall regularly assess its policies for effectiveness in fulfilling the District’s mission.

III. Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policies. Administrative procedures may be revised as deemed necessary by the Superintendent/President after undergoing the review process outlined in Administrative Procedure 2410.

IV. The Board will regularly review and evaluate Board policies to ensure that they are consistent with the mission of the College and are in compliance with requirements established by appropriate external agencies. In addition, policies will be evaluated for their effectiveness as measured by specific outcomes, and clarity of language and intent. The process for review is delineated in Administrative Procedure 2410. All constituent groups (administrators, faculty, staff, and students) shall be provided the opportunity to participate effectively in the formulation and development of District policies and procedures. Proposed changes to Board policies and new Board policies shall be reviewed by the President’s Cabinet, President’s Council, Administrative Council, and Planning and Fiscal Council, for input before adoption. Should the Board wish to revise a Board policy, an amended version will go through the review process and should return to the Board within three (3) months. For Board policies related to academic and professional matters as defined by Title V, Section 53200, the Board will consult collegially with the Academic Senate.

V. The Superintendent/President shall provide each member of the Board with copies of administrative procedures and advise the Board of any revisions as they are established. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies. Copies of all policies and administrative procedures shall be readily available through the Superintendent/President’s Office, the College website, and the campus library.
VI. Where the Board has not adopted a specific policy governing any aspect of the operation of Rio Hondo College, applicable provisions of the Education Code of the State of California, and Title 5, Administrative Regulations, will prevail.

VII. Each policy, once adopted, shall remain in force until modified or deleted by action of the Board of Trustees.

IX. Sources/References:
Education Code Section 70902, former Policy 1000 and 1020.
I. The Board of Trustees delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

II. The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, including the administration of educational centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

III. The Superintendent/President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the President and/or the whole Board of such action and to recommend written Board policy if one is required.

IV. The Superintendent/President is expected to perform the duties contained in the Superintendent/President’s job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

V. The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

VI. The Superintendent/President shall make available any information or give any report requested by the President and/or the whole Board. Individual Trustee requests for information shall be met if, in the opinion of the Superintendent/President in consultation with the Board President, they are not unduly burdensome or disruptive to District operations. Information provided to any Trustee shall be available to all Trustees.

VII. The Superintendent/President shall act as the professional advisor to the Board in policy formation and keep the Board President or the whole Board informed of news, events, and actions that may concern the Board.

VIII. All employee communications and reports to the Board and Board communications and reports to the employees shall be coordinated through the Superintendent/President.

IX. In the absence of the Superintendent/President, his/her duties shall be assumed by the Vice President of Academic Affairs.

X. In the event the Office of the Superintendent/President becomes vacant because of resignation, termination, or death of the existing Superintendent/President, or by an extended and incapacitating illness as certified by medical documentation, the Board shall appoint an Interim Superintendent/President.
XI. Sources/References:
Education Code Sections 70902(d), 72400;
ACCJC Accreditation Standards IV.B.5., IV.C.12, and IV.D.1 (formerly IV.B.1.j and IV.B.2), former Policy 1000 and 1030.

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I. In the case of a Superintendent/President vacancy, the Board of Trustees has established a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations. (See AP 2431)

II. Source/Reference:
ACCJC Accreditation Standards IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1.j)
Title 5, Sections 53000 et seq.; AP 2431
RIO HONDO COMMUNITY COLLEGE DISTRICT

SUPERINTENDENT/PRESIDENT SUCCESSION

BP No. 2432

Board Adopted: 3/15/06; 1/15/14

I. The Board of Trustees delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his or her absence for short periods of time, not to exceed fourteen (14) calendar days at a time.

II. In the absence of the Superintendent/President and when an acting Superintendent/President has not been named, administrative responsibility shall reside with:

1. Vice President, Academic Affairs
2. Vice President, Finance and Business
3. Vice President, Student Services

III. The Board shall appoint an acting Superintendent/President for periods exceeding fourteen (14) days.

IV. Source/Reference:

Education Code Sections 70902(d), 72400;
Title 5, Section 53021(b.)

RIO HONDO COMMUNITY COLLEGE DISTRICT

EVALUATION OF SUPERINTENDENT/PRESIDENT

BP No. 2435

Board Adopted: 3/13/02, 11/12/03; 1/13/16

I. The Board of Trustees shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President, as well as this policy.

II. The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

III. The criteria for evaluation shall be based on Board policy, the Superintendent/President's job description, and performance goals and objectives developed in accordance with Board Policy 2430 (Delegation of Authority)

IV. Sources/Reference

Accreditation Standard IV.C.3 (formerly IV.B.1)
Board Policy 2430 (Delegation of Authority).
I. The Rio Hondo College Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

A. Participatory/Shared governance furthers the Vision, Mission, and Values of the District. In keeping with the spirit and intent of Assembly Bill 1725, the Board recognizes the unique role of the faculty, acting through the Academic Senate, in participatory/shared governance at Rio Hondo College. The Board affirms the District’s commitment to maintaining and following the agreements developed with the Academic Senate to achieve the implementation of Title V, Section 53200. In addition, the Board encourages and recognizes the active participation of other District constituencies in those participatory/shared governance activities most appropriate to their interests and expertise.

B. Definition of Participatory/Shared Governance

Participating effectively in District and College governance is shared involvement in the decision-making process. It does not imply total agreement; the same level of involvement by all is not required; and final decisions rest with the Board or designee.

II. Each of the following shall participate as required by law in the decision making processes of the District, as stated in AB1725 (commonly known as the “10+1” legislation):

A. Academic Senate (Title 5, Sections 53200-53206)

1. The Board and its designees will consult collegially with the Academic Senate with respect to academic and professional matters. Academic and professional matters include the following:

   a) Curriculum, including the establishment of prerequisites and placing courses within disciplines;
   b) Degree and certificate requirements;
   c) Grading policies;
   d) Educational program development;
   e) Standards regarding student preparation and success;
   f) Governance structures as related to faculty roles;
   g) Faculty involvement in accreditation;
   h) Policies for faculty professional development activities;
   i) Policies for program review;
   j) Processes for institutional planning and budget development, and;
RIO HONDO COMMUNITY COLLEGE DISTRICT

PARTICIPATION IN LOCAL DECISION MAKING

Board Adopted: 11/12/03; 1/15/14; 1/13/16

k) Other academic and professional matters as mutually agreed upon between the Academic Senate and the Board.

B. Staff (Title 5, Section 51023.5)

1. Classified staff shall be provided with the opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the California School Employees Association (CSEA) will be given every reasonable consideration.

2. Management/Confidential staff shall be provided with the opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Management/Confidential Council (MCC) will be given every reasonable consideration.

C. Students (Title 5, Section 51023.7)

1. The Associated Students of Rio Hondo College (ASRHC) shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the ASRHC will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the ASRHC.

III. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups (administrators, faculty, staff, and students) have been provided the opportunity to participate as referenced in BP 2410 (Board Policy and Administrative Procedure).

IV. Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act. (Government Code Sections 3540, et seq.)

V. Sources /References:
Education Code Section 70902 (b)(7)
Government Code Sections 3540, et seq
Title 5 Sections 53200 et seq. (Academic Senate); 51023.5 (Staff) and 51023.7 (Students)
ACCJC Accreditation Standards IV.A., and IV.D.7
I. The Superintendent/President shall establish administrative procedures (AP 2610) that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

II. Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines found in the District’s collective bargaining agreements or those prescribed by the rules and regulations of the California Public Employment Relations Board.

III. In consultation with the Superintendent/President, the Board shall appoint and maintain a Negotiations Team to be its sole spokesperson in reference to employer/employee relations covered by the Government Code, Div. 4 of Title 1, and Sections 3540 to 3599.

IV. Communications among the Board, Negotiations Team, and Collective Bargaining units shall be as follows:
   A. All District responses to exclusive bargaining units shall be from the Board through its Negotiation Team on collective bargaining matters.
   B. Individual Board members shall not discuss employer/employee relations on an individual basis with any representatives, designated or otherwise, of any employee organization in the District.
   C. Other than initial proposals, all communications from exclusive bargaining units dealing with employer/employee relations shall be directed to the Board through the Negotiation Team.

V. Source/Reference:
   Government Code Section 3547; Former Policy 1015.
I. Members of the Board of Trustees shall not have a financial interest in any contract made by the Board or in any contract they make in their capacity as Board members.

II. A Board member shall not be considered to have a financial interest in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091, or is limited to interests defined by Government Code Section 1091.5.

III. A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

   Board members are encouraged to seek counsel from the District’s legal advisor in every case where any question arises.

IV. A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. Upon leaving the Board, former members shall not, for a period of one year, act as an attorney, agents or otherwise represent for compensation others appearing before the Board.

V. In compliance with law and regulation, the Superintendent/President has established administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

VI. Board members shall file statements of economic interest with the Superintendent/President or designee identified by the administrative procedures.

VII. Source/Reference

   Government Code Sections 1090, et seq., 1126, 87200, et seq.; Title 2, Sections 18730 et seq.; Former Policy 1004.
I. The Board of Trustees maintains high standards of ethical conduct for its members and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Superintendent/President, based upon mutual trust and support. Members of the Board are responsible to:

- Act only in the best interest of the District;
- Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
- Prevent conflicts of interest and the perception of conflicts of interest;
- Support the District mission;
- Ensure that students receive the highest quality education;
- Exercise authority, not as individuals, only as a Board;
- Use appropriate channels of communication;
- Respect others and act with civility;
- Remain informed about the District, educational issues, and responsibilities of Board membership;
- Devote adequate time to Board work and preparing for meetings;
- Maintain the confidentiality of closed sessions;
- Deal with any violations;
- Adhere to the established Board protocols; and
- **Adhere to responsibilities and legal requirements as elected officials or appointed college representatives (Board Retreat, 3/4/17)**.

II. The Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

If a Board member feels BP 2715, Code of Ethics/Standards of Practice has been violated, the Board member should go to the President of the Board, or Vice President of the Board if the President of the Board is in violation. The President (or Vice President) of the Board shall go to the Board member (or Board President) who violated the policy and have a discussion to resolve the violation.

If not resolved, the President of the Board/Vice President of the Board, in open session at the next regularly scheduled Board meeting, will appoint a committee of two Board members to hear the case within a two-week period of the notification to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion and follow the censure process associated with Robert’s Rules of Order, the Board’s chosen method of handling the Board’s official business (Board Study Session 6-14-13 and reaffirmed at the Board Retreat on August 10, 2013).

If the alleged behavior violates laws, the President of the Board/Vice President of the Board may seek legal counsel and the violations referred to the District Attorney or Attorney General, as provided for in law.
RIO HONDO COMMUNITY COLLEGE DISTRICT

CODE OF ETHICS/STANDARDS OF PRACTICE

Board Adopted: 11/12/03; 5/14/08; 1/15/14, 1/13/16

(Reviewed at Board Study Session on 6/14/13 and Board Retreat on 8/10/13)

III. The Board will review the Code of Ethics statement at least annually. (Agreed at the June 14, 2013 study session and reaffirmed at the Board Retreat on August 10, 2013.)

IV. Sources/References:
ACCJC Accreditation Standards IV.C.11 (formerly, IV.B.1. a, e, & h).

RIO HONDO COMMUNITY COLLEGE DISTRICT

POLITICAL ACTIVITY

Board Adopted: 3/15/06, 1/9/13, 12/10/14

I. Members of the Board of Trustees shall not use District funds, services, supplies, or any other District resources to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the Board.

II. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board’s position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

III. Source/Reference:
Education Code Sections 7054; 7054.1; 7056; Government Code 8314.
I. No-trustee Members of the Board of Trustees shall not use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purposes not authorized by law. (CCLC)

II. Source/Reference

Government Code Section 8314;
Penal Code Section 424

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I. Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members.

II. A majority of the members of the Governing Board of Trustees shall not, outside a regularly scheduled meeting, use a series of engage in communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

III. Reference
Government Code Section 54952.2
RIO HONDO COMMUNITY COLLEGE DISTRICT

BOARD MEMBER COMPENSATION

Board adopted: 3/13/02; 11/12/03; 1/14/09; 1/15/14

I. Members of the Board of Trustees who attend all Board meetings shall receive $400 per month, and the student member shall receive $200 per month.

II. A Trustee is allowed to attend a total of three Board meetings via technology-based conferencing system for each calendar year. Technology-based conferencing systems are to be used in exigent circumstances when attendance in person is not feasible. Board members who request to attend via technology-based conferencing systems must inform the Board President and/or Superintendent/President prior to the agenda being posted so location can be indicated in order to be in compliance with the Brown Act.

III. If a Board member is not going to be able to attend the Board meeting, he/she is to call the Superintendent/President’s Office to report the absence prior to the meeting. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

IV. A member of the Board may be paid for a meeting when absent if the Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting from which the member is absent he/she is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable to the Board.

V. Source/Reference

Education Code Section 72024, former Policy 1010.
I. Members of the Board of Trustees shall be permitted to participate in the District’s health benefit programs. The benefits of members of the Board through the District’s health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employees of the District.

II. Former members of the Board may continue to participate in the District’s health benefits programs upon leaving the Board if all the following criteria are met:
   A. The member must have begun service on the Board after January 1, 1981;
   B. The member must have been first elected to the Board before January 1, 1995; and
   C. The member must have served at least twelve (12) years.

III. All other former Board members may continue to participate in the District’s health benefits programs on a self-pay basis.

IV. Source/Reference:
   Government Code Sections 53201, 53208.5; Former Board Policy 5360.

RIO HONDO COMMUNITY COLLEGE DISTRICT

BOARD MEMBER TRAVEL

Board Adopted: 3/13/02; 11/12/03; 5/14/14

I. Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services for the District.

II. Reimbursement shall be at the same rate and for the same purposes as for College employees.

III. Each Board member must submit a travel request for each trip or conference with the Secretary of the Board in consultation with the Board-President. If the member does not complete the travel, he/she shall notify the Secretary of the Board and shall be responsible for reimbursing the College for the expense. Reimbursement shall not be required if it is determined by the Secretary of the Board that the member was ill or had an emergency.

IV. Upon returning from the trip or conference, the Board member shall submit a travel reimbursement form itemizing expenses and provide an update on the professional development activity under the “Staff and Board Comments” section of the Board agenda at the next regular Board meeting.

V. Source/Reference
   Education Code Section 72423; ACCJC Accreditation Standard IV.B.1.f.
I. The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee and student trustee orientation. To that end, the Board will engage in study sessions, be provided access to reading materials, and attend conferences and other activities that foster trustee education. The Board members will provide post-professional development activity reports at the subsequent Board meeting.

II. Newly elected or appointed Trustees, including the Student Trustee, shall be provided an orientation as detailed in Administrative Procedures 2740.

III. Source/Reference
ACCJC Accreditation Standard IV.C.9 (formerly IV.B.1.f).
I. The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

II. To that end, the Board has established the following processes:

   A. A committee of the Board shall be appointed in June to determine the instrument or process to be used in the Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board Policies regarding Board operations, as well as criteria defining the Board effectiveness promulgated by recognized practitioners in the field.

   B. The process for evaluation shall be recommended to and approved by the Board.

   C. If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Board Secretary (Superintendent/President).

   D. A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

III. Source/Reference:

   ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)
I. No member of the Board of Trustees shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of community college district with the approval of the Board.

- With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board, pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

II. Reference:
Government Code Section 1064
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD (Jan-Mar 2017)</th>
<th>TTD (FY04-05 to FY15-17)</th>
<th>Budget</th>
<th>TTD Expense vs Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect Services - Master Plan</td>
<td>0</td>
<td>327,895</td>
<td>328,000</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - AJ Building Programming</td>
<td>0</td>
<td>1,376,453</td>
<td>1,382,795</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - Santa Fe Springs Reg Train C</td>
<td>0</td>
<td>168,719</td>
<td>184,130</td>
<td>92%</td>
</tr>
<tr>
<td>Architect Services - LRC - Bond Portion</td>
<td>0</td>
<td>204,097</td>
<td>250,000</td>
<td>82%</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>0</td>
<td>877,822</td>
<td>887,400</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Child Care Center</td>
<td>0</td>
<td>51,251</td>
<td>85,000</td>
<td>96%</td>
</tr>
<tr>
<td>Architect Services - Master Plan Overseen</td>
<td>0</td>
<td>50,190</td>
<td>65,000</td>
<td>77%</td>
</tr>
<tr>
<td>Architect Services - Pedestrian Bridge</td>
<td>0</td>
<td>104,325</td>
<td>105,000</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Disabled Access/Stairs/Ramps</td>
<td>0</td>
<td>568,718</td>
<td>577,300</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Student Services/Student Union</td>
<td>0</td>
<td>1,873,280</td>
<td>1,894,833</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Maintenance Facility</td>
<td>0</td>
<td>65,000</td>
<td>65,000</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - Applied Tech Remodeling</td>
<td>0</td>
<td>209,284</td>
<td>216,000</td>
<td>97%</td>
</tr>
<tr>
<td>Architect Services - El Monte</td>
<td>0</td>
<td>292,717</td>
<td>293,495</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - L Tower</td>
<td>0</td>
<td>4,000</td>
<td>133,000</td>
<td>3%</td>
</tr>
<tr>
<td>Architect Services - Business Education Remodel</td>
<td>0</td>
<td>11,550</td>
<td>78,500</td>
<td>15%</td>
</tr>
<tr>
<td>Architect Services - Science Bldg</td>
<td>28,950</td>
<td>272,650</td>
<td>288,500</td>
<td>95%</td>
</tr>
<tr>
<td>Architect Services - Security Digital Video Surveillance</td>
<td>0</td>
<td>47,140</td>
<td>48,640</td>
<td>97%</td>
</tr>
<tr>
<td>Facilities Planning Consultant</td>
<td>0</td>
<td>605,549</td>
<td>608,340</td>
<td>100%</td>
</tr>
<tr>
<td>Consultants</td>
<td>149,502</td>
<td>1,116,267</td>
<td>1,300,000</td>
<td>86%</td>
</tr>
<tr>
<td>Tree Consultant</td>
<td>0</td>
<td>32,713</td>
<td>40,000</td>
<td>82%</td>
</tr>
<tr>
<td>Geo Tech Services</td>
<td>29,087</td>
<td>1,304,190</td>
<td>1,450,000</td>
<td>90%</td>
</tr>
<tr>
<td>Seismic Consultant</td>
<td>0</td>
<td>177,386</td>
<td>177,400</td>
<td>100%</td>
</tr>
<tr>
<td>Surveyors</td>
<td>8,680</td>
<td>635,283</td>
<td>750,000</td>
<td>85%</td>
</tr>
<tr>
<td>Infrastructure Design /Central Plant /South Access Road</td>
<td>0</td>
<td>2,328,873</td>
<td>2,413,789</td>
<td>96%</td>
</tr>
<tr>
<td>Marketing Promotion Services (incl printing, fliers, postage)</td>
<td>0</td>
<td>1,081,050</td>
<td>1,086,355</td>
<td>100%</td>
</tr>
</tbody>
</table>
### BOND MEASURE "A"
#### PROJECTS EXPENDITURE SUMMARY
##### As of 3/31/17

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD (Jan-Mar 2017)</th>
<th>TTD (FY04-05 to FY16-17)</th>
<th>Budget</th>
<th>TTD Expense vs Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Admin &amp; Compliance Services</td>
<td>0</td>
<td>1,319,297</td>
<td>1,325,000</td>
<td>100%</td>
</tr>
<tr>
<td>Information Tech Svc Consultant</td>
<td>0</td>
<td>406,625</td>
<td>465,000</td>
<td>87%</td>
</tr>
<tr>
<td>LRC - Bond Portion - Demolition &amp; Construction</td>
<td>0</td>
<td>9,813,118</td>
<td>10,000,000</td>
<td>98%</td>
</tr>
<tr>
<td>South Whittier Facility-STAR Center</td>
<td>0</td>
<td>3,081,854</td>
<td>3,125,000</td>
<td>99%</td>
</tr>
<tr>
<td>Student Services/Student Union/Quad</td>
<td>0</td>
<td>19,679,001</td>
<td>19,900,000</td>
<td>99%</td>
</tr>
<tr>
<td>Swing Space</td>
<td>0</td>
<td>1,301,208</td>
<td>1,500,000</td>
<td>87%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>7,397</td>
<td>868,036</td>
<td>1,000,000</td>
<td>87%</td>
</tr>
<tr>
<td>Professional Fees - Audit</td>
<td>0</td>
<td>104,418</td>
<td>250,000</td>
<td>42%</td>
</tr>
<tr>
<td>Advertising Services (Bid Projects)</td>
<td>8,032</td>
<td>251,074</td>
<td>250,000</td>
<td>100%</td>
</tr>
<tr>
<td>Primary Election Fees</td>
<td>0</td>
<td>206,913</td>
<td>210,000</td>
<td>99%</td>
</tr>
<tr>
<td>Public Transportation Pass</td>
<td>0</td>
<td>99,592</td>
<td>100,000</td>
<td>100%</td>
</tr>
<tr>
<td>RHPMT - Services</td>
<td>0</td>
<td>12,067,071</td>
<td>12,110,000</td>
<td>100%</td>
</tr>
<tr>
<td>Del Terra - PM Services</td>
<td>211,933</td>
<td>1,940,313</td>
<td>3,144,746</td>
<td>62%</td>
</tr>
<tr>
<td>Del Terra - DSA Certification</td>
<td>0</td>
<td>270,300</td>
<td>272,100</td>
<td>99%</td>
</tr>
<tr>
<td>RHPMT - Office Equipment &amp; Supplies</td>
<td>102</td>
<td>395,916</td>
<td>534,174</td>
<td>74%</td>
</tr>
<tr>
<td>RHPMT - Imaging Software/Hardware</td>
<td>0</td>
<td>13,830</td>
<td>15,000</td>
<td>92%</td>
</tr>
<tr>
<td>URS Corp - CA Environ Qty Services</td>
<td>0</td>
<td>338,686</td>
<td>345,147</td>
<td>98%</td>
</tr>
<tr>
<td>Applied Technology - Bond Portion</td>
<td>0</td>
<td>4,099,859</td>
<td>4,150,000</td>
<td>99%</td>
</tr>
<tr>
<td>El Monte Center</td>
<td>0</td>
<td>4,703,798</td>
<td>4,800,000</td>
<td>98%</td>
</tr>
<tr>
<td>Santa Fe Springs - Phase II</td>
<td>0</td>
<td>1,191,855</td>
<td>1,250,000</td>
<td>95%</td>
</tr>
<tr>
<td>Santa Fe Springs - Phase III</td>
<td>0</td>
<td>2,152,332</td>
<td>2,200,000</td>
<td>98%</td>
</tr>
<tr>
<td>Santa Fe Springs Fire Tech Land Purchase</td>
<td>0</td>
<td>5,491,832</td>
<td>5,600,000</td>
<td>98%</td>
</tr>
<tr>
<td>Construction Mgmt - Central Plant &amp; Infrastr</td>
<td>0</td>
<td>1,269,766</td>
<td>1,270,000</td>
<td>100%</td>
</tr>
<tr>
<td>Inspection &amp; Testing Services</td>
<td>28,140</td>
<td>3,959,843</td>
<td>4,010,000</td>
<td>99%</td>
</tr>
<tr>
<td>Building Connection Repair</td>
<td>0</td>
<td>483,589</td>
<td>496,270</td>
<td>97%</td>
</tr>
<tr>
<td>Maintenance Facility Addition</td>
<td>0</td>
<td>1,761,526</td>
<td>2,500,000</td>
<td>70%</td>
</tr>
</tbody>
</table>
## BOND MEASURE "A" 
### PROJECTS EXPENDITURE SUMMARY 
**As of 3/31/17**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD (Jan-Mar 2017)</th>
<th>TTD (FY04-05 to FY16-17)</th>
<th>Budget</th>
<th>TTD Expense</th>
<th>% Vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHC Parkway - Phase 1</td>
<td>0</td>
<td>3,228,429</td>
<td>350,000</td>
<td>94%</td>
<td>100%</td>
</tr>
<tr>
<td>AJ - New Building</td>
<td>0</td>
<td>12,171,426</td>
<td>12,200,000</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Central Plant &amp; MEP</td>
<td>68,838</td>
<td>12,129,455</td>
<td>12,500,000</td>
<td>100%</td>
<td>97%</td>
</tr>
<tr>
<td>Site Infrastructure</td>
<td>0</td>
<td>14,372,502</td>
<td>14,500,000</td>
<td>97%</td>
<td>99%</td>
</tr>
<tr>
<td>Pedestrian Bridge</td>
<td>0</td>
<td>14,072,228</td>
<td>1,000,000</td>
<td>100%</td>
<td>97%</td>
</tr>
<tr>
<td>PE Complex - Bond Portion</td>
<td>53,928</td>
<td>398,747</td>
<td>7,000,000</td>
<td>6%</td>
<td>67%</td>
</tr>
<tr>
<td>Fine Arts - Bond Portion</td>
<td>0</td>
<td>1,041,105</td>
<td>7,000,000</td>
<td>0%</td>
<td>72%</td>
</tr>
<tr>
<td>Wray Theater/Classroom Remodel: Bond Portion</td>
<td>0</td>
<td>2,497,026</td>
<td>4,000,000</td>
<td>98%</td>
<td>72%</td>
</tr>
<tr>
<td>Lower/Upper Tier Steps</td>
<td>0</td>
<td>87,975</td>
<td>90,000</td>
<td>0%</td>
<td>2%</td>
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<tr>
<td>Landscape</td>
<td>2,214</td>
<td>1,191,440</td>
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<td>60%</td>
</tr>
<tr>
<td>Veterans Memorial</td>
<td>0</td>
<td>1,471,271</td>
<td>2,000,000</td>
<td>0%</td>
<td>74%</td>
</tr>
<tr>
<td>Rio Plaza</td>
<td>276,436</td>
<td>1,161,891</td>
<td>80,000</td>
<td>0%</td>
<td>47%</td>
</tr>
<tr>
<td>Bookstore/Printing</td>
<td>750</td>
<td>37,539</td>
<td>80,000</td>
<td>0%</td>
<td>47%</td>
</tr>
<tr>
<td>Pico Rivera Education Center</td>
<td>0</td>
<td>15,174</td>
<td>50,000</td>
<td>0%</td>
<td>30%</td>
</tr>
<tr>
<td>Misc-Bond Cost of Issuance</td>
<td>553,836</td>
<td>553,836</td>
<td>553,836</td>
<td>100%</td>
<td>55%</td>
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<tr>
<td>Misc-Related Conference/Travel</td>
<td>572,554</td>
<td>731,113</td>
<td>598,489</td>
<td>13%</td>
<td>41%</td>
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<tr>
<td>Upgrade Campus Lighting &amp; Alarm Systems</td>
<td>0</td>
<td>13,321</td>
<td>500</td>
<td>0%</td>
<td>5%</td>
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<tr>
<td>Replace/Repair Bldg. Components</td>
<td>0</td>
<td>2,436,820</td>
<td>4,000,000</td>
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<td>53%</td>
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<tr>
<td>Campus Wide Efficiency Repairs</td>
<td>0</td>
<td>4,356,506</td>
<td>4,000,000</td>
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<td>11%</td>
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<tr>
<td>Campus Equipment &amp; Furnishings</td>
<td>0</td>
<td>4,356,506</td>
<td>4,000,000</td>
<td>0%</td>
<td>11%</td>
</tr>
</tbody>
</table>
# BOND MEASURE "A"

## PROJECTS EXPENDITURE SUMMARY

As of 3/31/17

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD (Jan-Mar 2017)</th>
<th>TTD (FY04-05 to FY16-17)</th>
<th>Budget</th>
<th>TTD Expense vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>P15 Facilities Master Plan, Impact Reports, Soil Testing</td>
<td>0</td>
<td>676,581</td>
<td>2,000,000</td>
<td>34%</td>
</tr>
<tr>
<td>P17 Relocation/Acquisition - Temporary Facilities</td>
<td>0</td>
<td>126,286</td>
<td>5,000,000</td>
<td>3%</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>13,821</td>
<td>6,364,196</td>
<td>22,000,000</td>
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</tr>
<tr>
<td>P11 ITS-Network Implementation</td>
<td>0</td>
<td>2,933,880</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P11 ITS-Computer Purchase</td>
<td>0</td>
<td>2,723,585</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P11 MIS Software/Hardware &amp; Implementation</td>
<td>0</td>
<td>9,423,282</td>
<td></td>
<td></td>
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<tr>
<td>P11 Misc - ITS</td>
<td>0</td>
<td>126,440</td>
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<td></td>
</tr>
<tr>
<td>P11 Voice Over IP</td>
<td>0</td>
<td>579,807</td>
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<tr>
<td>Sub-Total</td>
<td>0</td>
<td>15,786,995</td>
<td>15,900,000</td>
<td>99%</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>1,049,691</td>
<td>174,484,872</td>
<td>215,685,680</td>
<td>81%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1,049,691</th>
<th>174,484,872</th>
<th>215,685,680</th>
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<tbody>
<tr>
<td><strong>TTD:</strong></td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td></td>
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<tr>
<td>January 10, 2017</td>
<td>Governor released FY2017-18 Budget Proposal</td>
<td></td>
<td></td>
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<tr>
<td>January 20, 2017</td>
<td>Final submission of Area Plans</td>
<td></td>
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<tr>
<td>February 7, 2017</td>
<td>President’s Cabinet reviews resource allocation requests</td>
<td></td>
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</tr>
<tr>
<td>February 16-23, 2017</td>
<td>Resource Allocation Committees score/prioritize resource requests</td>
<td></td>
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</tr>
<tr>
<td>February 24, 2017</td>
<td>President and VP Finance &amp; Business reviews prioritized resources requests</td>
<td></td>
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<tr>
<td>March 17, 2017</td>
<td>Institutional Planning Retreat – Participant Receive Resource Allocation Requests</td>
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</tr>
<tr>
<td>March 28, 2017</td>
<td>Budget Development Calendar presented as information item to PFC</td>
<td></td>
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</tr>
<tr>
<td>May 15, 2017</td>
<td>Governor’s May Revise State Budget</td>
<td></td>
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<tr>
<td>June 14, 2017</td>
<td>Tentative Budget FY2017-18 approved by Board of Trustees</td>
<td></td>
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</tr>
<tr>
<td>June 14, 2017</td>
<td>Budget Development Calendar presented as information item to Board of Trustees</td>
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<td></td>
</tr>
<tr>
<td>July 1, 2017</td>
<td>State of California budget enacted</td>
<td></td>
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<tr>
<td>July 1-August 31, 2017</td>
<td>Finalize closing of FY2016-17</td>
<td></td>
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<tr>
<td>September 13, 2017</td>
<td>Adopted Budget FY2017-18 for approval by Board of Trustees</td>
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