I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:08 p.m.

B. Pledge of Allegiance

Dr. Laura Garcia, led the pledge of allegiance.

C. Roll Call

All Board members reported present with the exception of Mary Ann Pacheco who was reported absent and excused.

D. Approval of Minutes:

81. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of the three members present [Mendez, Santana and Shapiro] to approve the minutes of June 14, 2017 as amended with the revision to page 39 referencing motions made to IIIA1 and IIIB1.

Student Trustee Advisory vote was aye.

Ms. Garcia arrived at this point of the meeting.
E. **Open Communication for Public Comment**

There were no public comments made.

F. **Commendations**
   - Boys and Girls Club of Whittier
   - Management Retirement
     - Dr. Jennifer Fernandez

G. **Presentations**
   - Marketing & Communication Videos (Sylvia Viramontes/Albert Bretado)

II. **CONSENT AGENDA**

82. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to approve the following Consent Agenda with amendment to IIC1., revision of salary of Superintendent/President; Vice President, Academic Affairs; Vice President Student Services; and Vice President Administrative Affairs.

Student Trustee Advisory vote was aye.

A. **FINANCE & BUSINESS**

1. **Finance and Business Reports**
   a. **Purchase Order Report** – Approved Purchase Order Report containing purchases for the preceding month.
   c. **District Budget Transfer** – Approved the District Budget Transfer Report.

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

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

- Teresa Dreyfuss and Arely Castaneda to participate at the US Army Hawaii Educator Tour in Waikiki Beach, Honolulu Hawaii on August 21-24, 2017.

- Marius Dornean to participate at the STIHL USA Training Course for CTE Instructors in Virginia Beach, VA on July 23-27, 2017.

- Isaac Linares, Angelica Ortega, and Sandra Rivera to participate at the CSEA Annual Conference in Las Vegas, NV on July 31 – August 4, 2017.


- Michael Dighera to participate at the Accura Fixed Operation Conference in Las Vegas, Nevada on September 14-17, 2017.
3. **Approve Donation: Fire Extinguishers – McMaster-Carr Supply Company**

   The Board of Trustees accepted the donation of 26 units of fire extinguishers from McMaster-Carr Supply Company to Rio Hondo College Public Safety Fire Training Center and authorized the Administration to execute the appropriate documents on behalf of the District.

4. **Ratification for Removal and Installation of One (1) Variable Frequency Drive and One (1) 30 HP Motor at Science Building – EMCOR Services**

   The Board of Trustees ratified the removal and installation of a Variable Frequency Drive and a 30 HP motor at the Science Building by EMCOR Services at a cost not to exceed $7,044.00 to be paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

5. **Approve Weapons Firing Range Agreement – City of Downey Police Department**

   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 City of Downey Police Department, for use of the Firing Range and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Approve Clinical Internship Agreement – California State University Los Angeles (CSULA)**

   The Health Science Nursing Department is requesting approval of a clinical internship agreement with California State University Los Angeles (CSULA).

   Students in the nursing education track are required to complete an internship that is a mentored teaching experience. They are encouraged to seek this experience in the type of organization in which they expect to be teaching.

   Rio Hondo College will provide a learning environment where graduate students may complete their academic fieldwork studies for required coursework. Student teacher/interns will work closely with an experienced mentor teacher to become reflective professionals who create environments, organize content knowledge and teach ways that promote student learning.
The three-year term begins July 1, 2017 and continues through June 30, 2020.

The Board of Trustees approved the clinical internship agreement with CSULA as presented above and authorized the Administration to execute appropriate documents on behalf of the District.

7. **Approve Clinical Education Agreement – Citrus Valley Health Partners**
   
   The Health Science & Nursing Department is partnering with Citrus Valley Health Partners to provide Rio Hondo Community College District Health Science & Nursing students with clinical experience. The agreement will allow students and instructors to have access to appropriate facilities of Citrus Valley Health Partners for students to obtain practical learning experiences. The affiliation agreement will be for the term of July 1, 2017 and continuing through June 30, 2018.

   Citrus Valley clinical facilities includes Citrus Valley Medical Center – Queen of The Valley Campus, Citrus Valley Medical Center – Inter-Community Campus, Foothill Presbyterian Hospital and Citrus Valley Home health and Hospice.

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

8. **Approve Memorandum of Understanding (MOU): Analysis of Text Messaging Platform – University of California, Los Angeles (UCLA)**
   
   Rio Hondo Community College (RHCC) would like to have an MOU with University of California, Los Angeles (UCLA) on behalf of Higher Education Research Institute (HERI) to collaborate and conduct a research project to implement and assess the effectiveness of a text messaging platform. The project will provide recommendations to RHCC college leaders regarding the best practices to maximize the potential of text messaging for facilitating the success of community college students in applying for, receiving, and managing their financial aid process.

   Term is from June 15, 2017 through September 30, 2018

   The Board of Trustees approved the MOU with UCLA and authorized the Administration to execute the appropriate documents on behalf of the District.

9. **Resolution #071217 to Approve Funding from the California Department of Education California State Preschool Program Contract No. CSPP-7247**
   
   The State of California Department of Education (CDE) provides funds for the operation of our preschool. The California State Preschool Program (CSPP) contract funds both full-day and part-day services to eligible children.
Contract No. CSPP-7247 provides a rate of $39.89 per child per day of full-time enrollment and a maximum reimbursable amount (MRA) of $232,645.00 for the period July 1, 2017 through June 30, 2018. The minimum child days of enrollment (CDE) requirement is 5,832 and minimum days of operation (MDO) is 225 days.

The CDE requires that a resolution be approved by the Board of Trustees authorizing the execution of the contract.

The Board of Trustees approved the funding from the California Department of Education California State Preschool Program Contract No. CSPP-7247 in the amount not to exceed $232,645.00 and approved the Resolution authorizing the Administration to execute the appropriate documents on behalf of the District.

10. **Approve Agreement Number 17112311: Law Enforcement Driving Simulator (LEDS) and/or Force Option Simulator (FOS) Course – Commission on Peace Officer Standards and Training (POST)**

Rio Hondo College request to have an agreement (Agreement Number 17112311) with the Commission of Peace Officer Standards and Training (POST) to provide four (4) hour Law Enforcement Driving Simulator (LEDS) and/or Force Option Simulator (FOS) Course for up to 1,300 students at a not to exceed amount of $143,000.00 ($110 per student X 1,300).

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

The Board of Trustees approved Agreement Number 17112311 with POST in the amount not to exceed $143,000.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

11. **Approve Student-Right-To-Know Subscription Agreement Number 17-REC-58: Chancellor’s Office of the California Community Colleges (COCCC)**

To comply with the information requirements of the Student-Right-To-Know Act (SRTK) and applicable federal law, Rio Hondo College seeks to renew the Student Right-To-Know Subscription Agreement (Agreement Number 17-REC-58) with the Chancellor’s Office of the California Community Colleges (COCCC) for the period July 1, 2017 through June 30, 2020 at a cost not to exceed $17,700.00 ($5,900.00 per year X 3 years) and to be paid from General Funds.

The Board of Trustees approved the Student-Right-To-Know Subscription Agreement Number 17-REC-58 with COCCC in the amount not to exceed $17,700.00 to be paid from General Funds and authorized the Administration to execute the appropriate documents on

12. **Approve Change Order No. 1: Software Upgrade, Training and License Fee – Escape Online 5: Escape Technology, Inc.**

On January 11, 2017, the Board of Trustees approved the agenda [item II.A.4] for the Software Upgrade, Training and License Fee for Escape Online 5 with amount of $55,000.00.
Change Order No. 1 is issued to add scope (additional 22 hours to cover Systems Administration training and importing of file from Escape Classic to Escape Online 5) and cost to increase from $55,000.00 to $60,500.00 to be paid from General Fund.

The Board of Trustees approved Change Order No.1 with cost not to exceed $60,500.00 to be paid from General Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

13. **Authorization to Purchase GO RIO TAP Cards from Transit Agencies for 2017/18 Fiscal Year**

Staff has met and finalized negotiations with the transit authorities from El Monte Transit, Foothill Transit, Metro, Montebello Bus Lines, and Norwalk Transit System. Bus ridership varies with each transit partner and cost is based upon previous and projected ridership calculations.

- El Monte Transit will assess funds not to exceed $2,000 for the year
- Foothill Transit will assess funds not to exceed $25,000 for the year
- Metro will assess funds not to exceed $75,000 for the year
- Montebello Bus Lines will assess funds not to exceed $45,000 for the year
- Norwalk Transit Systems will assess funds not to exceed $80,000 for the year

Staff recommends the purchase of TAP sticker and card access for the entire 2017-18 year not to exceed $227,000.00 from the General Fund.

The Board of Trustees authorized staff to purchase TAP card access for Rio Hondo College full-time students for the 2017-18 year not to exceed $227,000.00 from the General Fund and authorized the Administration to sign appropriate documents on behalf of the District.

14. **Approve Memorandum of Understanding (MOU's) in Support of SB1070 Career Pathways Program Grant, Fiscal Year 2017-2018**

Rio Hondo College was awarded a grant (SB 1070 Career Pathways Program Grant) by the Chancellors’ Office of the California Community College that provides technical assistance and financial support to other colleges.

To meet project goals and objectives for the period 2017 - 2018, the Project Director propose to award mini grants in the amount of $17,000.00 each to (1) Cerritos CCD, (2) Citrus CCD, (3) Compton CCD, (4) El Camino CCD, (5) Glendale CCD, (6) Long Beach City CCD, (7) Mt. San Antonio CCD, and (8) Santa Monica CCD; to provide staff development, conference attendance and meeting expenses to support the work of the Career Pathway Specialist at each of the colleges.
The date of services will be from July 13, 2017 through June 30, 2018. Payments are not to exceed $136,000.00 ($17,000 X 8) and to be paid from the SB 1070 Career Pathways Program Grant.

The Board of Trustees approved the MOUs as summarized above and authorized the Administration to sign appropriate documents on behalf of the District.

15. **Energy Construction and Utilities Deputy Sector Navigator Grant – Los Angeles County Metropolitan Transportation Authority (LACMTA/Metro)**

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 up to twelve (12) Montebello Unified High School Students not to exceed $32,000.00 ECU Champion mini-grant for LACMTA/Metro Transportation Career Academy Program (TCAP)” to be paid from Deputy Sector Navigator Grant No. 16-160-003-1070 and 17-1690-003-1402.

The Board of Trustees approved the ECU Champion mini-grant in the amount of not to exceed $32,000.00 to LACMTA/Metro Transportation Career Academy Program (TCAP)” to be paid from Deputy Sector Navigator Grant No. 16-160-003-1070 and 17-1690-003-1402. and authorized the Administration to sign the appropriate documents on behalf of the District.

16. **Geotechnical Investigation Services for the Rio Plaza Project – AMEC Foster & Wheeler**

One of the requirements for the Design of the project is to conduct a geotechnical investigation of the existing site. The information gathered from the investigation will assist with the Architectural design of the project. AMEC Foster & Wheeler provided a proposal for the geotechnical investigation services in the amount not to exceed $21,200.00.

AMEC Foster & Wheeler’s proposal has been reviewed by the Program Management and College Administration and found to be appropriate for the scope of work required.

The Board of Trustees approved the consultant services for the geotechnical investigation from AMEC Foster & Wheeler in the amount not to exceed $21,200.00 from Bond Fund and authorized the Administration to sign the appropriate documents on behalf of the District.
17. **Additional Scope and Additional Fees for Design Services for Beam Replacement Firing Range Project – IDS Group**

On March 08, 2017, the Board of Trustees approved IDS Group for additional scope and fees to Design the Beam replacement at the Pistol Range project to address additional items other than what they were previously approved for, the additional fee also includes for bidding support, construction administration and closeout services in the amount not to exceed $9,700.00 for a revised contract amount of $21,700.00.

During the bidding process, one bid proposal was received and was deemed to be too high in cost. The one bid proposal was rejected and IDS Group is now being asked to provide a more detail project cost estimate of the project. IDS Group provided a proposal for the cost to provide a detailed estimate for the project in the amount of $2,300.00 for a revised contract amount of $24,000.00.

IDS Group proposed fee has been reviewed by the Program Management and College Administration and found to be appropriate for the additional scope required.

The Board of Trustees authorized an increase to the contract value of IDS Group, for additional design services in the amount not to exceed $2,300.00 for a revised total contract amount of $24,000.00 from Scheduled Maintenance Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

18. **Approve Memorandum of Understanding (MOU): Study Abroad Program (Fall 2017) – Citrus Community College on behalf of Southern California Foot Hills Consortium**

Rio Hondo Community College is a consortium member of the Southern California Foothills Consortium (“Consortium”) which was formed for the purpose of selecting students and instructors to study abroad.

Citrus Community College, on behalf of the Consortium, signed an MOU with the American Institute for Foreign Study (AIFS) on October 19, 2016 for the Study Abroad Program for Fall 2017.

Rio Hondo College would like to have this MOU with Citrus Community College on behalf of the Consortium to enable students to participate in the Study Abroad Program for Fall 2017.

The term of the MOU is from August 25, 2017 through December 16, 2018.

The Board of Trustees approved the MOU with Citrus Community College on behalf of the Consortium and authorized the Administration to execute the appropriate documents on behalf of the District.
19. **Ratify Additional work: Sewer Line Repair at the Child Development Center – American Leak Detection**

On May 10, 2017, the board of trustees approved the agenda for the Sewer Line Repair at the Child Development Center (Item II.A.11) to be done by American Leak Detection. To finish the work, the Contractor needs to position a vacuum truck to block the 6” sewer pipe until the new piping is installed.

Cost of the additional work will be at not to exceed $7,200.00 (plus bond costs) to be paid from Bond Funds.

The Board of Trustees approved the additional work for Sewer Line Repair at the Child Development Center by American Leak Detection in the amount not to exceed $7,200.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

20. **2017-18 Wage Increase – Management & Confidentials**

The 2017-2018 salary increase (on the schedule) to the current members of Management/Confidentials is 3.06% (COLA plus 1.5%) retroactive from July 1, 2017.

The Board of Trustees approved the salary 2017-2018 increase to the current members of the Rio Hondo College Management & Confidentials as outlined above and authorized the Administration to execute the appropriate documents on behalf of the District.

21. **2017-2018 Wage Increase – Rio Hondo College Faculty Association (RHCFA) Members**

The 2017-2018 salary increase (on the schedule) to the current unit members of Rio Hondo College Faculty Association is 3.06% (COLA plus 1.5%) retroactive from July 1, 2017.

The Board of Trustees approved the salary 2017-2018 increase to the current unit members of the Rio Hondo College Faculty Association as outlined above and authorized the Administration to execute the appropriate documents on behalf of the District.

22. **Creative Design Services for Los Angeles County Community College Workforce Collaborative (LACCCWC) Website – SectorPoint, Inc.**

Rio Hondo College Career & Technical Education (CTE) Department is the fiscal agent for the Los Angeles County Community College Workforce Collaborative (LACCCWC) and would like to engage SectorPoint, Inc. to provide creative design services for the LACCCWC website at a not to exceed amount of $23,190.00 (plus applicable taxes) to be paid from (SB 1070) CTE Pathways Program Grant.

Term is from June 7, 2017 through August 15, 2017.
The Board of Trustees approved the engagement of SectorPoint, Inc. to provide creative design services at a not to exceed amount of $23,190.00 (plus applicable taxes) from (SB 1070) CTE Pathways Program Grant and authorized the Administration to execute the appropriate documents on behalf of the District.

23. **Design Review Fees – L Tower Seismic Upgrade Project Fire Hydrant Point of Connections – San Gabriel Water Company**

Design Review fees are required for the Design review process from the San Gabriel Water Company, which they will provide the point of connections for the new fire hydrants that were required by the L.A. County Fire Dept. in the amount not to exceed of $2,000.00. A check in the amount of $2,000.00 will be submitted with the construction drawings for the San Gabriel Water Company to review and design the Point of Connections for the new fire hydrants.

The Board of Trustees approved the Design Review Fees from the San Gabriel Water Company in the amount not to exceed $2,000.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

24. **Authorization to Purchase Summer GO RIO Access from Transit Agencies**

Staff has met and finalized negotiations with the transit authorities from El Monte Transit, Foothill Transit, Metro, Montebello Bus Lines, and Norwalk Transit System. Bus ridership varies with each transit partner and cost is based upon previous and projected ridership calculations.

- El Monte Transit will assess funds not to exceed $200 for summer
- Foothill Transit will assess funds not to exceed $1,000 for summer
- Metro will assess funds not to exceed $5,000 for summer
- Montebello Bus Lines will assess funds not to exceed $2,000 for summer
- Norwalk Transit Systems will assess funds not to exceed $10,000 for summer

Staff recommends the purchase of TAP sticker and card access for the entire 2017 summer not to exceed $18,200.00 from the General Fund.

The Board of Trustees authorized staff to purchase TAP card access for Rio Hondo College full-time students for the 2017 summer, not to exceed $18,200.00 from General Fund and authorized the Administration to sign appropriate documents on behalf of the District.

25. **Continuing Education**

Kathleen Hannah – To instruct Reiki courses for the nursing students. Instruction on Usui Healing System, demonstration of hand placement, a level of attunement and channeling of Reiki energy and practicing in giving a Reiki
healing treatment. Dates of service: July 1, 2017 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

26. **Consultants**

a. Alliance of Schools for Cooperative Insurance Programs (ASCIP) – To provide consultant services in regards to Campus Safety, Security and Emergency Preparedness. To assist in compliance with major safety, environmental rules and regulations pertaining to community colleges. Activity may also involve development of IIPP’s (illness, injury prevention program) or a hazard mitigation plan along with facilitating risk management training and in-services to promote a safe environment. Dates of service: July 14, 2017 to July 13, 2018. Payment not to exceed $64,500.00 from the General Fund.

b. Timothy Baber – To present/write a new program for Welding. Dates of service: July 1, 2017 – June 30, 2018. Cost not to exceed $5,000.00 from Perkins IV Title 1C Grant.

c. Deanna Cherry Consulting, Inc. – To provide in-person facilitation of meetings and planning sessions, develop electronic and hard copy materials and deliver technical assistance for the development BSI/SE/3SP Integrated Plan and associated events. Dates of service: July 13, 2017 – August 13, 2017. Cost not to exceed $6,500.00 50% from Student Equity Grant and 50% from SSSP Credit.

d. Juarez Consulting, Inc. – To provide training for faculty and staff, serve as an expert advisor for AB540 taskforce and help produce promotional and informative materials. Dates of service: July 13, 2017 – June 30, 2018. Cost not to exceed $10,000.00 from Student Equity Grant.

B. **PERSONNEL**

1. **Academic**

a. **Employment**

**Special Assignments, Summer 2017 and Fall 2017**

Each of the following instructors will be paid a stipend, not to exceed $400, to be paid out of the Title V grant, for their participation in a two-day “On Course” Pedagogy/Curriculum Workshop on August 7-8, 2017, and development of materials for their enhanced Counseling 101 course as part of the Avance Program.

CHAVEZ, Vanessa, Counseling
ROMO, Claudia, Counseling
WAUGH, Christine, Counseling

The following faculty will be paid a $350 stipend, paid out of the Title V Grant for participating in a three-day Project Based Learning Workshop on August 15-17 to enhance their course curriculum.

CHAVEZ, Vanessa, Counseling
FLORES, Ygnacio, Public Safety
LYNCH, Kelly, Behavioral and Social Sciences
MARKOSSIAN, Marina, Communications and Languages
PFEIFFER, Jill, Behavioral and Social Sciences

Each of the following English Faculty will be paid a stipend not to exceed $500, paid out of the Basic Skills Pilot Partnership, for participating in the redesign of English courses: including 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 and complete 5 additional hours of decision-making regarding course content.

SPRINGER, Joann, Communications and Languages

Each of the following English Faculty will be paid a stipend not to exceed $1,100, paid out of the Basic Skills Pilot Partnership, to initiate redesign of English courses: including 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 and complete 5 additional hours of decision-making regarding course content. Faculty will also attend at least 12 hours of implementation/reflection meetings in the Spring of 2018.

CALLINAN, Tom, Communications and Languages
ECKSTROM, Marie, Communications and Languages
ISAAC, Lily, Communications and Languages
MARKOSSIAN, Marina, Communications and Languages

Each of the following English Faculty will be paid a stipend not to exceed $1,650, paid out of the Basic Skills Pilot Partnership, to initiate redesign of English courses: including 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. Faculty will complete 5 additional hours of decision-making regarding course content and create 2 sample lessons appropriate for the revised curriculum (approx. 10 hours) by Summer 2017. Also, faculty will provide 2 hours Staff Development activities for faculty in Fall 2017 (includes 4 hours’ prep) and attend at least 12 hours of implementation/reflection meetings in the Spring of 2018.

BEAN, Michelle, Communication and Languages
GARCIA, Alonso, Communications and Languages

The instructor below has been maintaining the SLOlutions software for Rio Hondo College at a rate of $2,700 per year. He will receive a stipend in the amount of $2,700 for SLOlutions software maintenance for the 2015-2016 academic year.

KOUTROULIS, Matthew, Mathematics and Science

Part-Time, Summer 2017

Communications and Languages

LEONOR, Henry

Kinesiology, Dance and Athletics
AKIYAMA, Kevin
ALCALA-SNEE, Christine
ARAGUNDI, Karl
FLORES, Alfonso
HALLMAN, John

HEMENWAY, Steve
HERRERA, Rene
LOWE, Richard
MUNOZ, Rafael A.
NELSON, Bruce

Hourly as Needed, Summer 2017

Communications and Languages
BALTHAZAR, Alva
BOVE, Gina

GONZALEZ, Ricardo
LASSITER, Awndrea

Part-Time, Fall 2017

Behavioral and Social Sciences
ALAMEDDINE, Zein
GONZALEZ, Roberta
GUNDERSON, Lukas
HERNANDEZ, Leah

SAHA, Sharmita
SOTELO, Francisco
STARKEY, James

Business
ANDERSEN, Scott
ANDRES, Amanda

ALMENDARZE, Daniel
MUIR, Jerrie

Career and Technical Education
BROTCHNER, Benjamin
CHAICHI, Amir
CHRISTAN, Sean

DE LORENZO, Anthony
LI, Felico
MOORE, George

Communication and Languages
GONZALEZ, Ricardo
KEAWE, Gloria

ORR, Alyesse
PARSEGHIAN, Levon

Kinesiology, Dance and Athletics
DENMARK, Natalya

Math and Science
HOVSEPIAN, Viken
ISAAC, Shirley

MYERS, Lawrence
PARTRIDGE, Scott

Hourly as Needed, 2017-2018

Adult Education
HENDERSON, Edward

JIN, Charlene

Continuing Education
MORRISON, Ralph
Student Health and Psychological Services

JAVIER, Carlo, College Nurse

b. Resignation

JIMENEZ, Gary, Full-Time Counselor, Adult Education Transition, Counseling and Student Success. His last day of employment was June 30, 2017.

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 September 30, 2017. If continued funding should not be available, appropriate notice will be served prior to the end of funding:

MAGENO, Jasmine, Interim Project Manager, Personal and Academic Support Services Program

b. Retirement

FERNANDEZ, Dr. Jennifer, Interim Dean of Student Affairs, Student Affairs has amended her last day of employment to an earlier date of June 30, 2017, with her first day of retirement being July 1, 2017.

c. Resignation

MASON, Don has resigned from his management position as Associate Dean of Public Safety, retreating to faculty in Fall 2017. His last day of employment as an Associate Dean was June 30, 2017.

3. Classified

a. Employment, 2017

Regular Classified

BAUMUNK, Jeffrey, Fire Academy Training and Operation Specialist, Public Safety, 100%, 12 months, effective Jun 26, 2017

DE LARA, Sofia, Accounting Technician II-Special Projects, Accounting, 100%, 12 months, effective June 26, 2017

PAPAVERO, Andrea, Clerk Typist III, Career and Technical Education, 47.5%, 11 months, effective June 12, 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:

DURAND, Jennifer, Student Services Assistant, CalWORKS
RAMOS, Ana, Clerk Typist III, Counseling and Math and Sciences
Substitute, 2016 – 2017 and 2017 – 2018

ANAYA, Vanessa, Student Services Assistant, Financial Aid, effective June 5, 2017
FIGUEROA, Nubia, Clerk Typist II, CalWORKS, effective June 5, 2017
LOPEZ, Oscar, Grounds Maintenance Worker, Facilities Services, effective June 5, 2017
PEREZ, Henry, Warehouse Storekeeper, Contract Management and Vending Services, effective date June 21, 2017
PHAM, Hanh, Children’s Center Aide, effective July 10, 2017
RODRIGUEZ, Edward, Utility Worker, effective June 5, 2017
RODRIGUEZ, Edward, General Maintenance Worker, effective June 5, 2017
RODRIGUEZ, Edward, Grounds Maintenance Worker, effective June 5, 2017

b. Promotion

DURAND, Jennifer, from Clerk Typist II, 47.5%, to Student Services Assistant, CalWORKs, 47.5%, 12 months, effective June 5, 2017.

c. Increase in Assignment

RODRIGUEZ, Juan, Grounds Maintenance Worker, Facilities Services, increased from 40% to 100%, 12 months, effective July 1, 2017.

d. Resignations

LUCERO, Andreina, Student Services Assistant, Counseling and Student Success. Her last day of employment will be July 28, 2017.

VILLAR, Anthony, Research Analyst, Institutional Research and Planning. His last day of employment will be July 7, 2017.

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

a. Employment, Summer 2017

Counseling

Student Success Coaches II
CRUZ, Jessy PASILLAS, Guadalupe

b. Employment, 2017–2018

Counseling

Student Success Coaches II
CRUZ, Jessy PASILLAS, Guadalupe

Foster Care

MEURER, Catherine MUSHRUSH, Turid
WALKER, Joseph

Health Science and Nursing

Tutor II

HUOT, Ponlok Nmn, Tutor II
Kinesiology, Dance and Athletics

Coaching Specialists

AKIYAMA, Kevin    LEW, Keimi

Math and Sciences

Tutors II

ARROYO, Alexandra    MARTINEZ, Carlos
CADENA, Armando    MENA, Yodd
ESTRADA, Julia    NHAM, David
ESTRADA, Julio    OROZCO, Joshua
GARCIA, Natalie    PHAN, Brenda
GRANADOS, Eduardo    PINA, Adrian
HUM, Kevin    XIE, Pauline

Volunteers, 2017 – 2018

AGUINIGA, Javier, Kinesiology, Dance and Athletics
ARCE, Elvis, Kinesiology, Dance and Athletics
AYALA, Klarissa, Kinesiology, Dance and Athletics
BERNAL, David, Kinesiology, Dance and Athletics
CONTRERAS, Felipe, Kinesiology, Dance and Athletics
GOMEZ, Pedro, Kinesiology, Dance and Athletics
GUTIERREZ, Armando, Kinesiology, Dance and Athletics
HERNANDEZ, Yahaira, Kinesiology, Dance and Athletics
HERRERA, Jose, Kinesiology, Dance and Athletics
RAMOS, David Jonathan, Kinesiology, Dance and Athletics
SOSA, Gilberto, Math and Science
TORRES, Francisco, Kinesiology, Dance and Athletics

C. PRESIDENT’S OFFICE

1. Amendment of Employment for Superintendent/President; Vice President, Academic Affairs; Vice President, Student Services and Vice President, Finance & Business – Amended

Based on the Government code Section 53262 (a) “All contracts of employment with a Superintendent, Deputy Superintendent, Assistant Superintendent, Associate Superintendent, Community College President, Community College Vice President, Community Deputy Vice President, General Manager, City Manager, County Administrator, or other similar chief administrative officer or Chief Executive Officer of a local agency shall be ratified in an open session of the governing body which shall be reflected in the governing body’s minutes.” Below is the summary of the amendment of the Superintendent/President, Vice President, Academic Affairs, Vice President, Student Services and Vice President, Finance & Business:

Superintendent/President
Salary: $259,711/annual 2017-18

Vice President – Academic Affairs
Salary: $186,935/annual 2017-18

Vice President – Student Services
Salary: $195,166/annual 2017/18
III. ACTION ITEMS

A. FINANCE AND BUSINESS

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

83. On motion of Ms. Shapiro, seconded by Mr. Mendez, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to approve the appointment of Albert Lopez who would replace Robert Ruiz representing Student Trustee Pariss Youngblood.

The replacement of Esi Mathis will be returned to the next meeting.

Student Trustee Advisory vote was aye.

B. PRESIDENT’S OFFICE

1. 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 (Final Adoption)

84. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to approve the following Board Policies for final adoption:

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.

2. Institutional Effectiveness Partnership Initiative Goals Framework

On motion of Ms. Shapiro, seconded by Mr. Mendez, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to approve the following Institutional Effectiveness Partnership Initiative Goals Framework:

Student Trustee Advisory vote was aye.
vote of the four members present [Garcia, Mendez, Santana and Shapiro] the Board of Trustees adopted the 2017-2018 framework of indicators approved by the BOG and the goals identified below (see attached memorandum).

1) Student performance and outcomes: **Successful Course Completion Rate - 67.7%**
2) Student performance and outcomes: **Basic Skills Math Remedial Rate – 32.3%**
3) Accreditation status: **Accreditation Status - Fully Accredited, No action**
4) Fiscal viability: **Fund Balance - 5% minimum**
5) Compliance with local audit/State/Federal guidelines: **Audit Findings - Unmodified**

Student Trustee Advisory vote was aye.

IV. INFORMATION ITEMS

1. **CTE Program Review Summary** – Received and reviewed the **CTO Program Review Summary**.

V. STAFF AND BOARD COMMENTS

- Board Development Reporting – None Reported.
- Action Items for Future Board Meetings

VI. CLOSED SESSION

Ms. Garcia recessed the meeting to Closed Session at 7:52 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**
  - **Dean, Public Safety**

86. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to approve Ronald Coopman as the Dean, Public Safety.

- **Dean, Business**

87. On motion of Ms. Shapiro, seconded by Ms. Garcia, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to approve Gita Runkle as the Dean, Business and Contract Education.

- **Interim Dean, Health Science & Nursing**

88. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to approve Catherine Page as the Interim Dean, Health Science and Nursing effective July 13, 2017.
• PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

• Evaluation of Public Employee
  o Superintendent/President

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

VII. ADJOURNMENT

89. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted unanimously by vote of the four members present [Garcia, Mendez, Santana and Shapiro] to adjourn the meeting in memory of Less Howard. Dates of next special and regular meetings are as follows:

• Date of Special Meeting – Wednesday, August 2, 2017, 6:00 p.m.
• Next Regular Meeting – Wednesday, August 9, 2017, 6:00 p.m.
November 22, 2016

TO: Superintendents/Presidents
    Chief Business Officers
    Chief Student Services Officers
    Chief Instructional Officers

FROM: Theresa Tena, Vice Chancellor
       Institutional Effectiveness Division

SUBJECT: Requirement and Process for Adopting Institutional Effectiveness (IE)
          Goals Framework and 2017-18 IE College/District Goals

This memorandum formally notifies colleges/districts of the requirement that each college develop,
adopt and post a goals framework as mandated by enacted legislation. In addition, it provides
information on the Year-Three indicators, training opportunities, and on adopting and posting
college/district goals. More information can be found at
http://extranet.cccco.edu/Divisions/InstitutionalEffectiveness.aspx

Background: In 2014, the California legislature established a system of indicators and goals to
encourage California community colleges and districts to improve fiscal and operational
effectiveness, while also reducing accreditation sanctions and audit findings. Pursuant to Education
Code section 84754.6, the Board of Governors (BOG) adopted the Year-Three goals framework at
its November 14, 2016, meeting to measure the ongoing condition of a community college’s
operational environment. This statute also requires that, as a condition of receipt of Student
Success and Support Program funds, each college develop, adopt and post a goals framework that
addresses, at a minimum, the following four areas: 1) student performance and outcomes, 2)
accreditation status, 3) fiscal viability, and 4) programmatic compliance with state and federal
guidelines. In accordance with statute, the Chancellor will also post system-wide goals adopted by
the BOG along with the locally developed and adopted college/district goals by Friday, June 30,
2017.

Adopting Framework and Year-Three Goals: Each college should adopt the framework of
indicators approved by the BOG, and colleges/districts should set both short-term (1-year) and long-
term (6-year) goals for each of the Year-Three indicators marked as “Required” in the Indicator
Portal. In addition to the required goals, colleges/districts may choose to adopt some or all of the
goals marked as “Optional.” In Year- Three, there are eight new optional college-level goals and
three district-level goals, but there are no new required goals. The process a college uses to
adopt the framework and set goals should be locally determined, but colleges are encouraged to
ensure that all appropriate constituency groups (e.g., academic senate, classified staff, student
senate, etc.) are engaged, consistent with their college’s collegial consultation process.

Certifying/Posting Framework and Goals: Like the previous two framework of indicators goal
setting cycles, the Institutional Effectiveness Online Indicator Portal is available for posting
college’s/district’s goals, and can be accessed at https://misweb.cccco.edu/ie/. Using feedback from
the field, we were able to make improvements to the Year-Three Institutional Effectiveness Indicator
Portal. We hope that you find the Indicator Portal to be more intuitive and user-friendly. A unique
district password for posting college’s/district’s goals to the portal was sent to your district’s Chief Information Systems Officer, and should be shared as appropriate.

**Framework of Indicators Training and Resources:** To support your institution with Year-Three goal setting, IEPI will host two regional IEPI Indicators trainings: the first will take place on Monday, November 28 at College of the Canyons and the second will take place on Friday, January 13 at Santa Rosa Junior College, Petaluma Campus. If you are interested in attending one of these trainings or having somebody at your institution attend, please register on our website: [http://iepi.cccco.edu/professional-development](http://iepi.cccco.edu/professional-development). Additionally, the Institutional Effectiveness Division plans to host the Year-Three Institutional Effectiveness Indicator Portal Webinar in March 2017; details for the webinar will be announced soon.

**Action Requested:** By **Thursday, June 15, 2017**, adopt the BOG-approved goals framework; and develop, adopt and post Year-Three goals. The Chancellor’s Office will post each college’s/district’s goals on the institutional effectiveness website by Friday, June 30, 2017.

**Contact:** If you have any questions regarding this information, please feel free to contact me at tiena@cccco.edu or Jeff Spano, Dean of Institutional Effectiveness at jspano@cccco.edu.

**Attachments**

*cc: Chief Information Systems Officer  
President, CCC Statewide Academic Senate*
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 20656, 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. 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.
RIO HONDO COMMUNITY COLLEGE DISTRICT

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 1905.
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

Page 1 of 1

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

Page 1 of 1

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.
DELEGATION OF AUTHORITY

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

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

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)
PARTICIPATION IN LOCAL DECISION MAKING

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;
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
PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

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.
CONFLICT OF INTEREST

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 4004.
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.
POLITICAL ACTIVITY

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.

PERSONAL USE OF PUBLIC RESOURCES

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
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
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.
RI O 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.

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RI O HONDO COMMUNITY COLLEGE DISTRICT

BOARD EDUCATION

Board Adopted: 3/13/02; 11/12/03; 11/11/09; 4/9/14; 1/13/16

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