RIO HONDO COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
MINUTES – WEDNESDAY, June 13, 2018, 6:00 P.M.

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

Members Present:

Ms. Madeline Shapiro, President
Ms. Vicky Santana, Vice President
Ms. Mary Ann Pacheco, Clerk *(arrived 6:48 p.m.)*
Ms. Norma E. Garcia
Mr. Gary Mendez, Member
Ms. Diana Laureano, Student Trustee

Members Absent: None

Staff Members:

Ms. Teresa Dreyfuss, Superintendent/President
Dr. Laura Ramirez, Vice President Academic Affairs
Mr. Henry Gee, Vice President Student Services
Mr. Yulian Ligioso, Vice President, Finance and Business
Ms. Michelle Bean, Academic Senate President
Ms. Jill Pfeiffer, RHCFA President
Ms. Sandra Rivera, CSEA President
Ms. Angie P. Tomasich (Recorder)

I. CALL TO ORDER

A. Call to Order

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

B. Pledge of Allegiance

Diana Laureano led the Pledge of Allegiance.

C. Roll Call

All Board members were reported present with the exception of Mary Ann Pacheco, who later arrived at 7:48 p.m.

D. Approval of Minutes:

52. On motion of Ms. Garcia, seconded by Mr. Mendez, the Board voted unanimously by vote of the four members present (Garcia, Mendez, Santana, and Shapiro] to approve the minutes of May 9, 2018.

E. Oath of Office - Student Trustee (Diana Laureano)

Ms. Shapiro administered the oath for the office of Student Trustee to Diana Laureano

G. Commendations – moved out of order

53. 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 move the Commendations out of order.

Student Trustee Advisory Vote was aye.

- **Mary Louise Labrucherie** *(Superintendent Valle Lindo School District)*
- **Distinguished Service Award** *(Ricardo Perez)*
- **El Paisano** *(Wendy Carrera)*
- **Forensics and Speech** *(Grant Tovmasian)*
- **Classified Retiree** *(Eva Menchaca)*

F. Open Communication for Public Comment

Board President Shapiro stated the following:

> "I see that the majority of people that want to speak before the Board tonight wish to speak about one particular topic. As the President of the Board, I was informed shortly after weapon was found on campus and have remained informed of the processes being followed all along. In speaking on behalf of the Board of Trustees, we want you to know that we are committed to providing a safe and secure place for our students to learn and our employees to work. As a Board we will continue to work with the administration to follow policies and procedures that will keep Rio Hondo College safe.
>
> To that end, the topic of discipline is on the closed session agenda tonight, and the Board will be providing directions to staff. This item is a personnel matter, and because of that, I am not able to tell you more at this time.
>
> I know there are many anxious and fearful feelings being experienced since the incident, but I want you to know that the Board of Trustees and the administration care deeply about the wellbeing of students and employees at Rio Hondo College."

Shavon Morishita, Ruth Rodriguez, Sandra Rivera and Heng Lim addressed the Board on the Campus Food Services Issue and the recent Campus Incident and expressed their concern with Campus Safety.

Mohammed Rassmy addressed the board regarding the recent Campus Incident, in favor of Mr. Kummerman.

Lisa Sandoval address the board in that anyone speaking during Public Comment, should not be afraid of retaliation.

H. Presentations

- **Student Equity/3SP and Basic Skills Update** *(Dr. Mike Munoz)*

- **Tentative Budget** *(Teresa Dreyfuss / Yulian Ligioso)*

II. CONSENT AGENDA

54. On motion of Mr. Mendez, seconded by Student Trustee Laureano, the Board voted unanimously by vote of the four members present (Garcia, Mendez, Santana, and Shapiro] to approve the following Consent Agenda.

Student Trustee Advisory Vote was aye.

Ms. Pacheco arrived at this point of the meeting

A. FINANCE & BUSINESS

1. Finance and Business Reports

a. ***Purchase Order Report –*** Approved Purchase Order Report containing purchases for the preceding month.

b. ***Payroll Warrant Report –*** Approved the payroll Warrant Report for the month of May 2018

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:

Michelle Andrade, to participate at the North American Reggio Emilia Alliance (NAREA) Conference in Boston, MA on June 28-30, 2018.

Marius Dornean, to participate at the Automotive Service Excellence (ASE) Instructor Training Conference in Frisco, TX on July 23-27, 2018.

Shin Liu, to participate at the Student Study Abroad in New Taipei City, New Taipei, Taiwan, on July 6-17, 2018.

Michaela Brehm and Joseph Rhee, to participate at the NSF ATE STEM Proposal Development Workshop Ashland, Ohio, on June 3-6, 2018.

Michelle Pitali, to participate at the Instructurecon in Keystone, CO, on July 24-28, 2018

Rudy Rios, Gita Runkle, and Brenda Harlow, to participate at the 2018 Community College Cyber Summit, in Portland, OR, on August 1-4, 2018.

3. Approval of the 2020-2021 Five-Year-Capital Construction Plan

The Administrative Staff has updated the District's 2020/2021 Five-Year Capital Construction Plan ("Plan"). The Plan provides a perspective for the academic years 2020-2021 to 2024-2025 and includes projects that

the District proposes to undertake as part of its Capital Construction Program. The Plan is a required component, and prerequisite for securing state funding for certain construction projects, and the basis for qualifying for maintenance and operations monies.

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

The Board of Trustees approved the 2020/2021 Five-Year Capital Construction Plan and authorized the Administration to execute the appropriate documents on behalf of the District.

4. Acceptance of Donation: Self Contained Breathing Apparatus - Orange County Fire Department

The Orange County Fire Department has offered to donate 88 units of used AP 50 SCBA's (Self Contained Breathing Apparatus) with estimated value of $45,000.00 to support firefighting training at Rio Hondo Fire Academy.

The Board of Trustees accepted the donation of 88 units of used AP 50 SCBA's from Orange County Fire Department and authorized the Administration to execute appropriate documents on behalf of the District.

5. Approve Memorandum of Understanding (MOU): Analysis of Text Messaging Platform – University of California, Los Angeles Campus (UCLA) on behalf of Higher Education Research Institute (HERI)

Rio Hondo Community College (RHCC) would like to have an MOU with University of California, Los Angeles Campus (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 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 14, 2018 through September 30, 2019

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

6. Auxiliary Services Organization Board of Directors – 2018-2019

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 2018-2019.

Name	Position
Bianca Urquidi	Advisor, Athletics
Steve Hebert	Dean, Kinesiology, Dance & Athletics
Alyson Cartagena	Advisor, Dance
Mike Slavich	Dean, Career & Technical Education Instructional Operations
Grant Linsell	Dean, Arts & Culture Programs
Robert Miller	Advisor, Cultural Events / Art Gallery
Bill Korf	Advisor, Theatre
TBD	Advisor, Music
Steve Tomory	Applied Technology
Mark Yokoyama	Dean, Public Safety
Alice Mecom	Dean, Communication and Languages
Tom Callinan	Advisor, Writes of Spring
Jim Matthis	Advisor, Rivers Voice
Wendy Carrera	Advisor, El Paisano
Grant Tovmasian	Advisor, Forensics
Shaina Phillips	Director of Student Life & Leadership
TBD	Advisor, VICA
Yulian Ligioso	Vice President, Finance & Business
Stephen Kibui	Director of Accounting
Mel Mueller	Advisor, Pistol Team
Matthew Mangoba	AS President
Arlette Raigosa	AS Vice President
Diana Lopez	AS Treasurer

The Board of Trustees approved the members of the Auxiliary Services Board of Directors for the 2018/2019 school year as shown above.

7. Approve Extension of Memorandum of Understandings (MOUs) in Support of SB 1070 Career Pathways Program Grant FY 2018-2019

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.

On July 12, 2017, the Board of Trustees approved the agenda (II.A.14) for award of 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 and (7) 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 with term from July 13, 2017 through June 30, 2018.

The requested extension of the MOUs will extend the term through December 30, 2018.

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

8. Surplus Property – IT Department

The IT Department has identified the following equipment that has been taken out of service and is no longer needed for the operation of the department.

Model	Vendor	Serial #
3M	magnetic media	213
Apple	iMac	9852
Apple	iMac	9885
DELL	Precision	11848
DELL	optiplex 745	11225
DELL	optiplex 745	10780
DELL	optiplex 745	10776
DELL	optiplex 745	10788
DELL	optiplex 745	13150
DELL	optiplex 745	105536
DELL	optiplex 745	10532
DELL	optiplex 745	10537
DELL	optiplex 745	10534
DELL	optiplex 745	10529
DELL	optiplex 745	10531
DELL	optiplex 745	10535
DELL	optiplex 745	13177
DELL	optiplex 745	13219
DELL	optiplex 745	12555
DELL	optiplex 745	10524
DELL	optiplex 755	11113
DELL	optiplex 755	10997
DELL	optiplex 755	11115
DELL	optiplex 755	11112
DELL	Latitude D505	9613
DELL	optiplex 755	374
DELL	optiplex745	13154
DELL	optiplex 755	11034
DELL	optiplex 745	13155
DELL	optiplex 755	373
DELL	optiplex 745	208
DELL	optiplex 745	DKXRW01
DELL	optiplex 745	10499

DELL	optiplex 745	13230
DELL	optiplex 745	10543
DELL	optiplex 755	235
DELL	optiplex 755	342
DELL	optiplex 755	10996
DELL	optiplex 755	10962
DELL	optiplex 760	622
DELL	optiplex 760	610
DELL	optiplex 760	602
DELL	optiplex 745	237
DELL	optiplex 760	517
DELL	optiplex 760	459
DELL	optiplex 760	503
DELL	optiplex 980	11640
DELL	optiplex 755	138
DELL	optiplex 755	194
DELL	optiplex 755	11030
DELL	optiplex 755	10996
DELL	optiplex 755	9k0blk1
DELL	optiplex 755	5vtzrh1
DELL	optiplex 745	10267
DELL	optiplex 745	10546
DELL	optiplex 745	10560
DELL	Optiplex 620	1983w81
DELL	Optiplex 620	9yd5w81
DELL	Latitude	3637
DELL	Optiplex	11980
DELL	Optiplex 755	205
DELL	Optiplex 755	346
DELL	Optiplex 755	11102
HP PRINTER	OFFICEJET J5780	CN76MCFOCC
HP PRINTER	hp-l3550h	19508
HP PRINTER	2562C	60
HP PRINTER	laserjet 4P	4878
HP PRINTER	laserjet 5P	2827
HP PRINTER	laserjet 6P	176
HP PRINTER	4100	3994
HP PRINTER	4050	2168
HP PRINTER	4200	8835
Lenovo	M81	mjgtrvw
Lenovo	M82	1379
Lenovo	M82	1391
Overhead Projector	3M	191214
Overhead Projector	2900 buhl	2356

Panafax	UF-550	2753
Panasonix Fax machine	UF-585	1990900725
Quasar	VV-1309	E9aa36265

Education Code Section 81452 states that if the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

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

9. Extension of Grant: SB 1402 Deputy Sector Navigator (DSN) Energy Efficiency and Utilities Los Angeles County Grant No. 17-156-003: California Community College Chancellor's Office Workforce and Economic Grants Division

On June 14, 2017, the Board of Trustees approved the agenda (item II.A.20) for renewal of grant funding for Deputy Sector Navigator (DSN) Energy Efficiency and Utilities Los Angeles County Grant No. 17-156-003 from the California Community College Chancellor's Office Workforce and Economic Grants Division. Total amount of Grant is $200,000 for the term July 1, 2017 through June 30, 2018.

The California Community College Chancellor's Office Workforce and Economic Grants Division has given notice that it is extending the term for SB 1402 Deputy Sector Navigator (DSN) Energy Efficiency and Utilities Los Angeles County Grant No. 17-156-003 through October 31, 2018 and with additional augmentation of $70,000.00.

Total amount of Grant is $270,000.00 ($200,000.00 + $70,000.00).

The Board of Trustees approved the extension of SB 1402 Deputy Sector Navigator (DSN) Energy Efficiency and Utilities Los Angeles County Grant No. 17-156-003 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.

10. Extension of Grant: SB 1070 Career Pathways Grant No. 17-164-005 California Community College Chancellor's Office Workforce and Economic Grants Division

On June 14, 2017, the Board of Trustees approve the agenda (item II.A.20) for renewal of grant funding for the SB 1070 Career Pathways Grant No. 17-164-005 from the California Community College Chancellor's Office Workforce and Economic Grants Division. The term

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

The California Community College Chancellor's Office Workforce and Economic Grants Division has given notice that it is extending the term for SB 1070 Career Pathways Grant No. 17-164-005 through December 30, 2018.

The Board of Trustees approved the extension of SB 1070 Career Pathways Grant No. 17-164-005 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.

11. Ratification of Amended Agreement Number 17112311 A1: Law Enforcement Driving Simulator (LEDS) and/or Force Option Simulator (FOS) Course – Commission on Peace Officer Standards and Training (POST)

On July 12, 2017, the Board of Trustees approved the agenda (item II.A.10) 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).

The Department of Public Safety is requesting ratification of Amended Agreement Number 17112311 A1 to have the following changes:

1. Not to Exceed Amount is amended from $143,000.00 to $165,000.00.
2. Number of students is amended from 1,300 to 1,500.

The Board of Trustees ratified Amended Agreement Number 17112311 A1 with POST in the amount not to exceed $165,000.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

12. Approve Vehicle Donation: Carley Mitchell

Carley Mitchell has offered to donate a 2012 Toyota Camry sedan vehicle to Rio Hondo College Automotive Technology Department. This vehicle will be used for training purposes for Automotive Technology curriculum/courses.

Year	Model	VIN	Mileage
2012	Toyota Camry	4T1BE32KX2U508932	298,218

Kelly Blue Book estimates the value of this vehicle between trade-in value of $4,000.00.

The Board of Trustees accepted donation of the 2012 Toyota Camry Sedan for use and training at the Rio Hondo College Automotive Technology Department.

13. Approve Vehicle Donation: Richard Vincent

Richard Vincent has offered to donate a 2002 Honda Civic sedan vehicle to Rio Hondo College Automotive Technology Department. This vehicle will be used for training purposes for Automotive Technology curriculum/courses.

Year	Model	VIN	Mileage
2002	Honda Civic	2HGES15142H601743	330,354

Kelly Blue Book estimates the value of this vehicle between trade-in value of $1,800.00.

The Board of Trustees accepted donation of the 2002 Honda Civic Sedan for use and training at the Rio Hondo College Automotive Technology Department.

14. Approve Vehicle Donation: Derrick Mitchell

Derrick Mitchell has offered to donate a 2006 Honda Civic Hybrid sedan vehicle to Rio Hondo College Automotive Technology Department. This vehicle will be used for training purposes for Automotive Technology curriculum/courses.

Year	Model	VIN	Mileage
2006	Honda Civic Hybrid	JHMFA36276S005693	264,884

Kelly Blue Book estimates the value of this vehicle between trade-in value of $4,000.00.

The Board of Trustees accepted donation of the 2006 Honda Civic Hybrid Sedan for use and training at the Rio Hondo College Automotive Technology Department.

15. Campus Inn Renovations – Precision Painting California, Inc.

Additional space use is in need in the Campus Inn, the existing space that once was utilized to serve food is now needing to be remodeled for additional swing space. Precision Painting provided a proposal in the amount of $8,900.00, to repaint the entire existing food serving area that was once used to serve food when the Campus Inn was in use for providing food services to the college.

The Program Management Team and Rio Hondo staff has reviewed the

proposal and concluded the cost proposal from Precision Painting is adequate to complete the necessary work in the amount not to exceed $8,900.00.

The Board of Trustees approved the proposal for the Campus Inn Renovations from Precision Painting California, Inc. in the amount of $8,900.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

16. Testing Lab Inspection Services – AJ Annex Beam Replacement Project – Wood Environmental & Infrastructure Solutions, Inc. (Formerly AMEC Foster Wheeler)

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

Wood Environment & Infrastructure Solutions, Inc. Inc. has provided a proposal for Testing Lab Inspection services for the AJ Annex Beam Replacement Project in the amount not to exceed of $45,580.00
The proposal has been reviewed by the Program Management staff and the College Administration and recommend Wood Environment & Solutions, Inc. proposal for Board Approval.

The Board of Trustees approved the proposal for the Testing Lab Inspection Services from Wood Environment & Solutions, Inc. (Formerly AMEC Foster Wheeler in the amount of $45,580.00 for the AJ Annex Beam Replacement Project from Schedule Maintenance Funds and authorized the Administration to execute appropriate documents on behalf of the District.

17. Approve Memorandum of Understanding (MOU) Revenue Agreement – ESL and Citizenship Classes: South Whittier School District

The Continuing Education Department would like to have an MOU with South Whittier School District to partner in helping adult students continue their journey of lifelong learning by attending continued education courses, such as, English As A Second Language (ESL) and Citizenship Classes on South Whittier School District Campuses.

Term is from July 1, 2018 through June 30, 2021.

The Board of Trustees approved the MOU with South Whittier School District as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

18. Approve Contract No. CCCP18010 - Out-Of-Classroom Coordination Services - County of Los Angeles Department of Public Social Services

The County of Los Angeles Department of Public Social Services (DPSS) has issued their Contract No. CCCP18010 for the Rio Hondo Community College District CalWORKs Program to provide Out-of-Classroom Coordination Services to eligible CalWORKs recipients.

The Rio Hondo College CalWORKs program assists students in completing all DPSS required documentation and complying with federal, state, and county policies and regulations. In addition, the CalWORKs program assists students with the completion of their approved educational program so that they can obtain employment and achieve economic self-sufficiency.

Contract term is July 1, 2018 through June 30, 2021 (3-years) for the amount of $222,000.00 ($74,000.00 X 3 years).

The Board of Trustees approved the Contract with DPSS as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

19. "L" Tower Seismic Upgrade Project – Hazardous Material Removal Monitoring Services – National ECON Corporation

The L Tower is currently being upgraded for a seismic upgrade. Prior to construction, a survey of existing building conditions was created to identify any potential hazardous materials that may be disturbed during construction or that require special handling and disposal.

Program Management received proposals from two Environmental consultants, National Econ Corporation and Wood Environment & Infrastructure Solutions Inc. to monitor the removal of hazardous materials, to assure the contractor has properly removed and disposed of all hazardous material according to Air Quality Management District requirements. The following are the cost proposals results received;

National Econ Corporation $30,547.50

Wood Environment & Infrastructure Solutions Inc. $87,940

The proposals have been reviewed by the Program Management staff and the College administration and has deemed the proposal from National Econ Corporation in the amount not to exceed of $30,547.50 to be acceptable for conducting a Hazardous Materials Monitoring Services.

The Board of Trustees approves the proposal for $30,547.50 from National Econ Corporation for Hazardous Material Removal Monitoring Services for the "L" Tower from State/Bond Funds and authorized

Administration to execute the appropriate documents on behalf of the District.

20. Approve Household Hazardous and Electronic 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 11, 2018.

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.

21. Reject All Bids for Bid #2063 AJ Annex Refurbishment of the Administration Building Project

On April 30, 2018 and May 7, 2018 Bid #2063 AJ Annex Refurbishment of the Refurbishment of the Administration Building Project was advertised to submit Construction Bid in the Pasadena Star News, San Gabriel Valley Tribune and the Whittier Daily News. The bid was posted on the college webpage.

On May 10, 2018, the Program Management Team and Rio Hondo Staff conducted a mandatory information meeting and job walk for Bid #2063. Ten (10) contractors attended the meeting and job walk. Bids for the AJ Annex Refurbishment of the Administration Building Project were received and opened on Friday, May 25 2018 at 11:00 a.m. A total of three (3) bids were received. The results are posted below:

Name	Base Bid
Cal Tec Corporation Westminster, CA	$465,000.00
GDL Best Contractors, Inc.	$785,000.00
Fast Track Construction Corporation Culver City, CA	$595,000.00

Bids received were well over the estimated budget amount. At this time, a recommendation to reject all bids, which will allow for the project to be rebid at a later time.

The Board of Trustees rejected all Bid proposals for Bid #2063 AJ Annex Refurbishment of the Administration Building Project and authorized the Administration to execute appropriate documents on behalf of the District from Bond funds.

22. Award Bid #2062 Prop 39 HVAC Modernization Project – Key Air

On March 23, 2018 and March 30, 2018 Bid #2062 Prop 39 HVAC Modernization Project was advertised to submit Construction Bids in the Pasadena Star News, San Gabriel Valley Tribune and the Whittier Daily News. The bid was posted on the college webpage.

On April 6, 2018, the Program Management Team and Rio Hondo Staff conducted a mandatory information meeting and job walk for Bid #2062. Nineteen (19) contractors attended the meeting and job walk. Bids for the Prop 39 HVAC Modernization Project were received and opened on Friday, May 25, 2018 at 10:00 a.m. A total of Four (4) bids were received. The results are posted below:

Name	Base Bid
Key Air Santa Fe Springs, CA	$1,715,675
AP Construction Van Nuys, CA	$2,944,100
Fast-Track Construction Culver City, CA	$3,500,000
Minco Construction Gardena, CA	Withdrew Bid

The Bid received from Key Air is deemed to be the lowest responsive and responsible bidder as the General Contractor for this project in the amount of $1,715,675.

The Board of Trustees approved the Bid proposal for the Prop 39 HVAC Modernization Project from Key Air, in the amount of $1,715,675.00 from Prop 39, SCE Incentive and Capital Project Funds and authorized the Administration to execute appropriate documents on behalf of the District.

23. Amendment No. 2: 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).

On June 14, 2017, the Board of Trustees approved the agenda for Amendment No. 1 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 Funds (Item II.A.14).

Amendment No. 2 is issued to cover required services up to end of the 2017-2018 fiscal year; and cost not to exceed $620,000.00 per year to be paid from General/Parking Funds. See breakdown below:

Original Annual Contract Amount:	$463,710.52
Amendment No. 1:	$109,289.48
Amendment No. 2:	$ 47,000.00
Total Annual Contract Amount:	$620,000.00

The Board of Trustees approved Amendment No. 2 of the Campus Security and Tram Driver Services Agreement with U.S. Security Associates with cost not to exceed $620,000.00 per year and to be paid from General/Parking Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

24. Continuing Education

a. Sari Cantero – To provide students with template, supplies and instructions on how to create cardstock paper roses. Students will also learn how to create the perfect decoration for parties or home décor. Dates of service: July 12, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

25. Consultants

a. Jeffrey Paul Anderson – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

b. Jennifer Berry – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

c. Jennifer Conforti – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

d. Tim Duong – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

e. Daniel Esquerra – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

f. Steve Francis – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

g. Justin Lim – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

h. Gonzaga Mendez – To participate monthly to examine curriculum and instructional practices and partnerships as well as data on students' placement, persistence and completion. Openly share knowledge and experience, collaborate with other faculty to develop and implement regional student success strategies. Develop mechanisms for aligning

Math and English curricula between High School, Community College and 4-year educational institutions. Dates of service: June 14, 2018 – June 30, 2019. Cost not to exceed $4,000.00 from Basic Skills Pilot Partnership Grant.

i. Education Strategic Planning – To implement the goals and objectives of Strong Workforce Regional Grant for the LA Ring colleges. This includes implementation of policies and procedures related to Articulation of courses, Dual Enrollment, Industry Certification, Career Pathways and expand alignment with HSs, ROPs, and Adult Ed in the region. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $120,000.00 from Strong Workforce Regional Grant.

j. Belal Saadeh – To develop and present the OR component of a perioperative course for licensed nurses interested in OR as a specialty in nursing. Dates of service: July 7 – August 25, 2018. Cost not to exceed $15,000.00 from Strong Workforce Health Sector Career Pathway Project.

k. Gabriel Solorio – To serve as a facilitator to one of the Health Science modules during the CTE Summer Academy. Dates of service: July 9 – August 3, 2018. Cost not to exceed $1,500.00 from Strong Workforce Regional Career Pathways Grant.

l. Milton Randle – To provide transfer and assistance in the establishment of an Industry Council. Original contract with amount of $2,500.00 and term of 3/9/2017 to 5/25/2017. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $8,125.00 from MESA Grant.

m. Jose Millan, Jr. – To facilitate Architecture/Engineering Design Drafting modules during the 2018 CTE Summer Academy. Dates of service: July 13 – July 20, 2018. Cost not to exceed $1,500.00 from Deputy Sector Navigator Energy Grant.

n. Juan Felipe Alvarez – 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. Translation services in Spanish as needed. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from Youth Empowerment Strategies for Success (YESS-ILP) Grant.

o. Juan Felipe Alvarez – To present/train Foster and Kinship Care Education 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, 2018 – June 30, 2019. Cost not to exceed $3,000.00 from Foster Kinship Care Education (FKCE) Grant.

p. 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, 2018 – June 30, 2019. Cost not to exceed $1,000.00 from FKCE Grant.

q. Maria Dolores Alvidrez – To present/train/facilitate/recruit Foster and Kinship Care Education 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; Gangs 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 translations as needed. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $10,000.00 from FKCE Grant.

r. Virginia Carol Baker – To present/train Foster and Kinship Care Education Trainings/workshops/classes on topics such 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, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from Foster Kinship Care Education (FKCE) Grant.

s. Deborah Patrice Brown – To present/train Foster and Kinship Care Education 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; Schools Success; as well as other specialized topics in foster care education & parenting. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from FKCE Grant.

t. Betsy A. Cisneros – To present/train Foster and Kinship are Education 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-Achievement PESA-LACOE; Managing Crisis; Preventing and Managing Allegation; 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 foster care and parenting. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $6,000.00 from FKCE Grant.

u. 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, 2018 – June 30, 2019. Cost not to exceed $2,500.00 from FKCE Grant.

v. Karen L. Dixon – To present/train Foster and Kinship Care Education 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 Care; 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 (LGTBQ); 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, 2018 – June 30, 2019. Cost not to exceed $3,000.00 from Foster Kinship Care Education (FKCE) Grant.

w. Claudia Garcia – To present Foster and Kinship Care Education 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, 2018 – June 30, 2019. Cost not to exceed $1,500.00 from FKCE Grant.

x. Jonathan Hwang – To create additional interview footage for existing project that was approved December 13, 2017 in amount of $16,000.00. This request is to add scope in the amount of $700. Dates of service: June 15, 2018 – July 30, 2018. Cost not to exceed $700.00 from Strong Work Force Grant Round 2.

y. Robbin Hatten – To present/instruct up to 4 (4 hour) Life Book Trainings/workshops/classes to Foster Parents, Caregivers and children through the Foster/Kinship Care Education Program. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $1,000.00 from FKCE Grant.

z. Mary L. Hibbard – To present/train Foster and Kinship Care Education 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, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from FKCE Grant.

aa. 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, 2018 – June 30, 2019. Cost not to exceed $2,500.00 from YESS-ILP Grant.

bb. Oswaldo Piceno – To present/train Foster and Kinship Care Education 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 care & parenting. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $2,500.00 from Foster Kinship Care Education (FKCE) Grant.

cc. Deena H. Robertson – To present/train Foster and Kinship Care Education 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; Allegations/Documentation; Caring for Children who have Experienced Trauma; Foster Youth Emancipation/Independent Living Skills; as well as other specialized topics in foster care & parenting. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $3,000.00 from FKCE Grant.

dd. Maribel Guerra – To present/train Foster and Kinship Care Education 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 care & parenting. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $2,500.00 from FKCE Grant.

ee. Ana Patricia Silva – To present/train/facilitate Foster and Kinship Care Education 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 translations as needed. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from FKCE Grant.

ff. Lori Switanowski – To present/train Foster and Kinship Care Education 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 Brian; Anger Management; Learning Disabilities; Allegation Prevention; Foster Parent Roles, Right, 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 specialize topics in foster care & parenting. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $8,000.00 from Foster Kinship Care Education (FKCE) Grant.

gg. 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, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from Youth Empowerment Strategies for Success-Independent Living (YESS-ILP) Grant.

hh. 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, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from YESS-ILP Grant.

ii. Ana M. Vargas – To present/train/facilitate/prepare Foster and Kinship Care Education 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, 2018 – June 30, 2019. Cost not to exceed $5,000.00 from FKCE Grant.

jj. 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; as well as other specialized topics in foster care. Dates of Service: July 1, 2018 – June 30, 2019. Cost not to exceed $$1,000.00 from Foster Kinship Care Education (FKCE) Grant.

kk. Valerie Williams – To present/train Foster and Kinship Care Education 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, 2018 – June 30, 2019. Cost not to exceed $1,500.00 from Foster Kinship Care Education (FKCE) Grant.

ll. 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, 2018 – June 30, 2019. Cost not to exceed $1,500.00 from Youth Empowerment Strategies for Success-Independent Living (YESS-ILP) Grant.

mm. Ana Rodriguez-Zimmer – To present Foster and Kinship Care Education Trainings/workshops/classes in English/Spanish on various topics such s: Working with the System (DCFS); Working with Biological Families/Supporting Family Visits; Foster parent/Kinship Care Provider roles/Responsibilities; Understanding Social Services and Therapeutic Services; Parenting Strategies in Modifying Difficult Behaviors; State/County Care Licensing Requirements, Mental Health topics, as well as other specialized topics in foster care and parenting. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $2,000.00 from FKCE Grant.

nn. 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 Care Education Program. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $1,000.00 from FKCE Grant.

oo. Outfront Media – To provide outdoor advertising, Contract #2662841, 2662834, 2662843. Dates of service: July 9, 2-18 – January 31, 2019. Cost not to exceed $34,720.00 from Strong Workforce Grant.

pp. Center for Wellness – To provide the Rio Hondo College Student Health Services as the physician, Jorge Moreno D.O. Dates of service: July 1, 2018 – June 30, 2019. Cost not to exceed $1,000.00 per month from Student Health & Psych Services.

qq. Clear Channel Outdoor – To provide advertising for Animation Program, billboards and bus shelters in proximity to local high schools and the College. Dates of service: Starting 6-18-18. The duration for Billboards is 12 weeks and Bus Shelters is 8 weeks. Cost not to exceed $14,860.00 from Strong Workforce Grant.

B. PERSONNEL

1. <u>Academic</u>

a. Special Assignments, Spring 2018

The following instructors will be paid a stipend, up to $2000, paid out of the Basic Skills Pilot Partnership Grant, to participate in Faculty Inquiry Groups (FIGs) to improve Math and English curricular and instructional alignment between and among area K-12 Districts, Rio Hondo College and Cal State LA. FIGs will develop a plan and timeline for regional activities the will engage regional math/English in Professional Development, identify pilot projects to launch with partners, and disseminate best practices.

MATA, Aileen Communications and Languages

Special Assignment, Summer 2018

The following instructor will receive a stipend, not to exceed $350, paid out of the Title V Grant, for participating in the Summer Bridge Math Academy to provide make-up orientation trainings.

PITASSI, Matthew Mathematics, Sciences and Engineering

The following instructor will be paid a $150 stipend, paid out of the Title V Grant, for facilitating a faculty development workshop titled "Generation Z Rising: Who are they? What do they believe? How can you prepare?" The purpose of this session is to understand this generation, their unique characteristics, and how faculty can adapt to best meet the needs of this newest demographic arriving on our campus.

FLORES, Julio Counseling

The following instructor will be paid a $700 stipend, paid out of the Basic Skills Initiative Grant, for re-writing the course curriculum for ENLA 014, 024, 034, and 100 in order to embed grammar instruction alongside composition instruction in preparation for AB 705 implementation of ESL.

OKAMOTO, Tyler Communications and Languages

Each of the following instructors will be paid a stipend, not to exceed $500, paid out of the Title V Grant, for their participation in the First-Year Seminar (FYS) Faculty cohort, which will include professional development training, a common reading/reflection, as well as collaboration on revised course syllabi, instructional activities, and the culminating Project-Based Learning assignment for FYS courses to be taught during Fall 2018 for the Avance Program.

DUARTE, Jeanette	Communications and Languages
ECKSTROM, Marie	Communications and Languages
KOGER, Michael	Communications and Languages
LIU, Jeannie	Business
LYNCH, Sheila	Arts and Cultural Programs
MADRIGAL, Ea	Behavioral and Social Sciences
MARKOSSIAN, Marina	Communications and Languages
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 $150, paid out of the Title V Grant, for their participation in the Avance Counseling 101 Faculty cohort, which will include a professional development day for the COUN 101 courses to be taught during Fall 2018 for the Avance program.

DE LEON, Maribel	Counseling
GARCIA, Laura	Counseling
HENDERSON, Edward	Counseling
LARA, Jose	Counseling
O'BRIEN, Katie	Counseling
ROMO, Claudia	Counseling
SOTELO, Angela	Counseling
TIEU, David	Counseling
WAUGH, Christine	Counseling

Assignments, Summer 2018 (1st Session)

See attached list

Assignments, Summer 2018 (2nd Session)

See attached list

Part-Time, Summer 2018

Arts and Cultural Programs

COBUCCIO, Kerry
OTT, Ciera

Behavioral and Social Sciences

BOVE, Gina
GONZALEZ, Elwing
WALKER, Elizabeth

Business

HARLOW, Brenda

Communications and Languages

MC CRORY, Roy

Kinesiology, Dance and Athletics

BRENES, Orlando

Math, Sciences and Engineering

CIPRIANO, Anthony
ESQUIVEL, Raymundo
JUNG, Duhwa
KATNIK, Stephen
MCKINNEY, Kateri
TRINH, Thanh

Hourly as Needed, Summer 2018

Kinesiology, Dance and Athletics

AKIYAMA, Kevin
ALCALA-SNEE, Christine
ARAGUNDI, Karl
BRENES, Orlando
CARTAGENA, Alyson
HALLMAN, John
HEMENWAY, Steve
HENNIGAN, Karen
HERRERA, Rene
HINZE, Michael
JAY, Lisa
LOPEZ, Rachel
NELSON, Bruce
PUDELKO, Kathy
SALAZAR, Michael
SENK, Jodi
SMITH, Stephen
TELLEZ, Michael

Communications and Languages

ANDERSON, Kenneth
ASKREN, Mark
BALTHAZAR, Alva
BEAN, Michelle
BURCH, Angeline
CEDILLOS, Denise
DURFIELD, Amberly
HERNADEZ-SAUL, Cynthia
KOEHLER, Claire
LIM, Joyce
OLIVAS, Sally
OSTLING, Gerald
PHILPOT, Cynthia
PIMENTAL, Alberto
STEAGALL, Terry
VANCE, Holly

Health Science and Nursing

Strong Workforce Grant
BOYD, Pam

Library

RIVAS, Claudia
YOUNG, Brian

Personal & Academic Support Services

OLMOS, Robert
SOTELO, Angela

Student Success and Retention

BOVE, Gina, Communication and Languages
GARCIA, Nanci, Math, Sciences and Engineering
GILLOTE, Chris, Math, Sciences and Engineering
HENDERSON, Edward, Counseling and Student Equity
HERNANDEZ-SAUL, Cynthia, Math, Sciences and Engineering
HSIAO, John, Communications and Languages
HSIAO, Jupei, Math, Sciences and Engineering
KEAWE, Gloria, Communications and Languages
LITTRELL, Mark, Math, Sciences and Engineering
MONTIEL, Gerson, Math, Sciences and Engineering
ORR, Alyesse, Communications and Languages
PARSEGHIAN, Levon, Communications and Languages
PITASSI, Matthew, Math, Sciences and Engineering
RAMIREZ, Claudia, Math, Sciences and Engineering
RYAN, John, Math, Sciences and Engineering
TORRES, Anacany, Counseling and Student Equity

WAUGH, Christine, Counseling and Student Equity

Hourly as Needed, 2018-2019

Academic Affairs (Evening/Weekend College)

ARANGUNDI, Karl
HERRERA, Rene
HEMENWAY, Steve
HOVSEPIAN, Vik

CalWORKS

GONZALES, Citlali
SANCHEZ, Kristina
TIEU, Julie

Career and Technical Education

LINARES, Trinidad

Counseling and Student Equity

ARANDA, Elizabeth
ATILANO, Rosanne
AVALOS, Marsha
BERNTHAL, Wyatt
CUEVAS, Victoria
DAZA, Igor
HART, Jeremy
HEILEMANN, Violetta
LOPEZ, Melanie
LUCERO, Andreina
MARTINEZ, Angeles
MARTINEZ, Arianna
MENDOZA-CHACON, Marlene
MORALES, Elizabeth
OCHOA, Catherine
QUEZADA, Jacqueline
RAMIREZ-HOLLINGSHEAD, Lisa
RODARTE, David
SALAZAR, Diana
SANDATE, Edelmira
SANDOVAL, Flor
SAUCEDA, Henry
SIERRA, Norma
SOTO, Gabriella
TORRES, Anacany

EOPS/CARE

SAIKALI, Leina

Library

ARENAS-VELLANOWETH, Vivian
BEELER, Gabriel
BOURGAIZE, Karen
GARCIA, Patricia
GUTER, Bruce
OLDHAM, Carolyn
SINGH, Bindiya

Public Safety

BIEDERMANN, Rebekah
DE LA GARZA, Eloy
DOMINGUEZ, Leticia
DONCHING, John
HUNG, Bob
HUYNH, Ngoc Thang
KINGI, Ronald
MARTINEZ, Daniel
ROSALES, Jose
RUIZ, Victor
STANLEY, Eric

Also see attached Public Safety lists

Student Health and Psychological Services

OLMOS, Sonia
SCHILLING, Jeannie
VILLAFUERTE, Thomas

Temporary Full-Time Categorically Funded (E.C. 84770), 2018 – 2019

ALVARADO, Delmis, Counselor, Counseling and Student Equity
CHAVEZ, Vanessa, Counselor, Counseling and Student Equity
HARLOW, Brenda, Business/CIT/Strong Workforce
HENDERSON, Edward, Counseling/First-Year Success Center
LAMPERT, Katharine, Counselor, Disabled Students Program
MAKI, Lauren, Counselor, Counseling and Student Equity
ROMO, Claudia, Interim Counselor, Counseling/Career and Technical Education
SAENZ, Marisela, Guardian Scholars

PART-TIME, Fall 2018

Behavioral and Social Sciences

BURGWIN, Michael
DALLA DEA, Ariane
DONG, Phuoc
CICCHELLI, Giana
SHAW, Tammie
TER-PETROSYAN, Mariam
VILLALOBOS, Jason
WEISSGLASS, Daniel

Career and Technical Education

MILAN, Jose
REAMS, Brooke

b. Resignation

DOWER, Kellori, Full-Time Instructor, Arts and Cultural Programs. Her last day of employment was June 1, 2018.

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

Engineering

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

A Master's degree in any related field and completion of not less than 24 additional units in appropriate and relevant upper-division or graduate courses from accredited institutions **AND** clear and verifiable demonstration of competence in the field that shows the application of scientific knowledge to practical purposes of the design, analysis, or operation of structures, machines, or systems; **OR**, A Ph.D. in mathematics, physics, computer science, chemistry, or geology **AND** clear and verifiable demonstration of competence in the field that shows the application of scientific knowledge to practical purposes of

the design, analysis, or operation of structures, machines, or systems.

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, 2018 through June 30, 2019. If continued funding should not be available, appropriate notice will be served prior to the end of funding:

CHAVEZ, Lisa, Grant Manager, Student Success and Support Programs, 47.5%, Counseling and Student Success
GETHERS, Shireetha, Director, Child Development Center
MARTINEZ, Maria Elena, Interim Grant Manager, Basic Skills, Academic Affairs
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

Hourly as Needed, 2018-2019

MAGNUS, Shari, Human Resources Coordinator, Human Resources, effective July 1, 2018

b. Resignation

AGUINAGA, Jose, Dean, Library and Instructional Support. His last day of employment was June 11, 2018.

MUNOZ, Michael, Executive Dean, Counseling and Student Equity. His last day of employment will be June 30, 2018.

OYERVIDES-CISNEROS, Cesar, Project Manager, Personal & Academic Support Services. His last day of employment was May 25, 2018.

3. Classified

a. Employment, 2018

Regular Classified

HERNANDEZ, Arnold, Registration Clerk, Admissions and Records, 47.5%, 12 months, effective June 4, 2018

MURRILLO, Nancy, Registration Clerk, Admissions and Records, 47.5%, 12 months, effective June 11, 2018

RAMOS, Oscar, Grounds Maintenance Worker, Facilities Services, 100%, 12 months, effective June 1, 2018

STOOTHOFF, Paizha, Library Media Technician, Library, 45%, 12 months, effective May 22, 2018

Correction to previous agenda on number of months employed:

VALDES, Eliana, Clerk Typist III, 93.75%, 11.5 months, effective May 8, 2018

Transfer

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

DIAZ, Luis, from Student Services Assistant, Cal SOAP/Outreach, to Student Services Assistant, 12 months, Outreach/Financial Aid, effective June 12, 2018

Continued Employment, Regular Classified, 2018-2019
The following employees will continue in the designated capacity with dedicated funding through June 30, 2019. If continued funding should not be available, 60-day notice shall be served:

ACOSTA, Robin, Student Services Assistant, 47.5%, 12 months, Counseling & Student Equity
ACOSTA, Monika, Financial Aid Coordinator, 100%, 12 months, Financial Aid
AGUILA, Monique, Food Services Worker, 45%, 11 months, Child Care Center
AGUILAR GARCIA, Angel, Student Services Assistant, 100%, 12 months, Counseling & Student Equity
ALVAREZ-MEJORADO, Melissa, Senior Secretary, 100%, 12 months, Career Technical Education
AMARO, Annabel, Clerk Typist III, 47.5%, 12 months, Center for Career and Re-Entry Services
BATTLES, Ethel, Interpreter Coordinator, 75%, 11 months, Disabled Students Program & Services
BECERRA-VARELA, Jonae, Student Services Assistant, 100%, 12 months, Counseling & Student Equity
BELIS, David, Student Services Assistant, 100%, 12 months, Counseling & Student Equity
BELMAL, Erik, Educational Advisor, 100%, 11.5 months, Math, Sciences and Engineering
BENAVIDES, Bryan, Student Services Assistant, 100%, 12 months, Outreach & Matriculation Services
BLAKE, Gillian, Clerk Typist III, 47.5%, 12 months, Disabled Students Program & Services
BRETADO, Alberto, Web Developer, 100%, 12 months, Marketing & Communications
CABALLERO, Irma, EOPS Evaluator, 100%, 12 months, EOPS
CARLOS, Frank, Student Services Assistant, 100%, 12 months, Financial Aid
CASAS, Michelle, Sr. Financial Aid Assistant, 100%, 12 months, Financial Aid
COLMENARES-FIGUEROA, Janira, Student Services Assistant, 100%, 12 months, Outreach & Matriculation Services

CRUZ, Sonia, Senior Food Services Worker, 75%, 11 months, Child Care Center
DE LARA, Sofia, Accounting Technician II, Special Program, 100%, 12 months, Accounting
DELGADO, Anthony, Research Specialist, 100%, 12 months, Institutional Research
DIAZ, Luis, Student Services Assistant, 100%, 12 months, Outreach & Financial Aid
DURAND, Jennifer, Student Services Assistant, 47.5%, 12 months, CalWORKs
FARFAN, Mark, Clerk Typist III, 25%, 12 months, Personal & Academic Support Services
FERNANDEZ, Margaret, Student Services Assistant, 100%, 12 months, Career Technical Education
FERRUFINO, Reina, Student Services Assistant, 47.5%, 12 months, Academic Affairs/Basic Skills Initiative
FIGUEROA, Nubia, Clerk Typist II, 47.5%, 12 months, CalWORKs
FIGUEROA, Vanessa, Student Services Assistant, 100%, 12 months, Counseling & Student Equity
FLORES, Eder, Career Development Center Specialist, 100%, 12 months, Career Technical Education
FREDERICKSON, Suzanne, Instructional High Tech Access Micro Lab Technician, 100%, 11.5 months, Disabled Students Program & Services
GARCIA, Norma, Testing Technician, 100%, 12 months, Assessment Center
GARCIA, Elvia, Child Development Teacher, 100%, 11.5 months, Child Care Center
GOMEZ, Roxanna, Clerk Typist III, 100%, 12 months, Health Sciences And Nursing
GONZALEZ, Guadalupe, Children Center Aide , 37.5%, 11.5 months, Child Care Center
GONZALEZ, Elizabeth, Children Center Aide , 37.5%, 11.5 months, Child Care Center
GONZALEZ, Monica, Student Services Assistant, 100%, 12 months, Outreach & Matriculation Services
GONZALEZ, Martin, Student Services Assistant, 100%, 12 months, Transfer Center
GUTIERREZ, Joe, Student Services Assistant, 47.5%, 12 months, Financial Aid
HERNANDEZ, Venessa, Evaluations Technician, 100%, 12 months, Admissions and Records
HSIAO, Joyce, Student Services Assistant, 100%, 12 months, CalWORKs
HURTADO, Araceli, Clerk Typist III, 85%, 12 months, Counseling & Student Equity
JASUJA, Beatriz, Child Development Teacher, 100%, 11.5 months, Child Care Center
LAPIERRE, Michelle, DSPS Support Services Aide, 100%, 11 months, Disabled Students Program & Services
LEE HUIE, Jennifer, Clerk Typist III, 100%, 11.5 months, Child Care Center
LOPEZ, Deborah, Foster/Kinship Care Education & Independent

Living Specialist, 100%, 12 months, Foster Care
MALAVE, Patricia, Sr. Financial Aid Assistant, 100%, 12 months, Veterans Services
MARINO, Rose, Children Center Aide , 37.5%, 11.5 months, Child Care Center
MARTINEZ, Teresa, Clerk Typist III, 100%, 11.5 months, Academic Affairs/Staff Development
MARTINEZ, Alyssa, Student Services Assistant, 100%, 12 months, Counseling & Student Equity
MENDEZ, Marina, Student Services Assistant, 100%, 12 months, Financial Aid
MOLINA, Hector, Sr. Financial Aid Assistant, 100%, 11 months, Learning Assistance Center
PALLINI, Cynthia, Educational Advisor, 100%, 12 months, Personal & Academic Support Services
PAPAVERO, Andrea, Clerk Typist III, 47.5%, 11 months, Career Technical Education
PATINO, Cynthia, Career Development Center Specialist, 100%, 11.5 months, Center for Career & Re-Entry Services
PEREA, Jessica, Research Specialist, 100%, 12 months, Institutional Research
PEREZ, Denise, Clerk Typist III, 100%, 12 months, CalWORKs
PEREZ, Aaron, Job Developer, 100%, 12 months, Career Technical Education
RECENDEZ, Christine, Clerk Typist I, 100%, 12 months, Communications & Languages
REYEZ, Blanca, Children Center Aide , 37.5%, 11.5 months, Child Care Center
RIBONI, Christina, Evaluations Technician, 100%, 12 months, Admissions and Records
RIVERA RINGO, Andrea, Special Education Aide-Physically Disabled, 100%, 11 months, Disabled Students Program & Services
SAENZ, Rocio, Clerk Typist III, 100%, 12 months, EOPS
SALMERON, Odila, Testing Technician, 100%, 12 months, Assessment Center
SANCHEZ GONZALEZ, Elvira, Child Development Teacher, 100%, 11.5 months, Child Care Center
SILVA, Adriana, Children Center Aide , 37.5%, 11.5 months, Child Care Center
SMITH, Dawn, Child Development Teacher, 100%, 11.5 months, Child Care Center
TAPIA, Erika, Student Services Assistant, 47.5%, 12 months, Student Success & Retention/Basic Skills
TELLES, Elizabeth, Clerk Typist III, 100%, 12 months, Student Success & Retention/Basic Skills
ULLOA, Amy, Clerk Typist III, 47.5%, 12 months, Disabled Students Program & Services
VASQUEZ, Johana, Children Center Aide , 37.5%, 11.5 months, Child Care Center
VERDUGO, Laura, EOPS/CARE Specialist, 100%, 12 months, EOPS
VILLANUEVA, Jennifer, Children Center Aide , 37.5%, 11.5 months, Child Care Center

VILLEGAS-GOMEZ, Ayari, Clerk Typist III, 100%, 12 months, Counseling and Student Equity
WILLIAMS, Nancy, Clerk Typist III, 100%, 11.75 months, Continuing Education
XIAO, Sheila, Research Analyst, 100%, 12 months, Counseling & Student Equity
ZAVALA, Jasmine, Sr. Financial Aid Assistant, 100%, 12 months, Financial Aid

Substitutes, 2017 – 2018

ARGUELLO, Madelein, Children's Center Aide, Child Development Center, effective February 6, 2018
CARMONA, Michael, Grounds Maintenance Worker, Facilities Services, effective May 22, 2018
FIGUEROA, Alvaro, Grounds Maintenance Worker, Facilities Services, effective May 25, 2018
FUENTES, Sergio, Grounds Maintenance Worker, Facilities Services, effective May 22, 2018

Substitutes, 2018 – 2019

ARGUELLO, Madelein, Children's Center Aide, Child Development Center, effective July 1, 2018
BARBOZA, Jesus, Fire Academy Training and Operations Specialist, Public Safety, effective July 1, 2018
CRUZ, Elizabeth, Custodian, Facilities Services, effective July 1, 2018

DENNIS, SHAWNEECE, Children's Center Aide, Children's Center Aide, Child Development Center, effective July 1, 2018
FLORES, Alfonso, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 1, 2018
FLORES, Gabriel, Fire Academy Training and Operations Specialist, Public Safety, effective July 1, 2018
FUKUSHIMA, Kristen, Instructional Assistant, Mathematics, Sciences and Engineering, effective July 1, 2018
FUKUSHIMA, Lance, Instructional Assistant, Mathematics, Sciences and Engineering, effective July 1, 2018
GARCIA, Silvia, Children's Center Aide, Children's Center Aide, Child Development Center, effective July 1, 2018
HERNANDEZ, Alberto, Heating/Air Conditioning and Plumbing Journeyperson, Facilities Services, effective July 1, 2018
HERNANDEZ, Alberto, Utility Worker, Facilities Services, effective July 1, 2018
HERNANDEZ, Alberto, Grounds Maintenance Worker, Facilities Services, effective July 1, 2018
LEPE, Dallana, Children's Center Aide, Child Development Center, effective July 1, 2018
MACIAS, Guillermo, Fire Academy Training and Operations Specialist, Public Safety, effective July 1, 2018
MEDINA, Sarah, Children's Center Aide, Child Development Center, effective July 1, 2018
MEJIA, Oscar, Custodian, Facilities Services, effective July 1, 2018

MORALES, Diana, Children's Center Aide, Child Development Center, effective July 1, 2018
PANIAGUA, Gloria, Custodian, Facilities Services, effective July 1, 2018
PARR, Richard, Custodian, Facilities Services, effective July 1, 2018
PHAM, Hahn, Children's Center Aide, Child Development Center, effective July 1, 2018
RAMIREZ, Steve, Electrician, Facilities Services, effective July 1, 2018
RAMIREZ, Steve, Utility Worker, Facilities Services, effective July 1, 2018
RAMIREZ, Steve, General Maintenance Worker, Facilities Services, effective July 1, 2018
RASCON, Donna, Clerk Typist II, Pico Rivera, El Monte, and South Whittier Educational Centers, effective July 1, 2018
ROMERO-LEDEZMA, George, Instructional Assistant, Mathematics, Sciences and Engineering, effective July 1, 2018
SAGASTUME, Valerie, Instructional Assistant, Mathematics, Sciences and Engineering, effective July 1, 2018
STANKEVITZ, Diane, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 1, 2018

b. Promotion

GONZALEZ, Ana, from International Students Specialist to Admissions and Records Coordinator-Evening, Admissions and Records, 100%, 12 months, effective July 1, 2018

TOY, Grace, from Financial Aid Assistant to Senior Financial Aid Assistant, Financial Aid, 100%, 12 months, effective June 1, 2018

c. Retirement

MENCHACA, Eva, Lead Testing Technician, Assessment Center. Her last day of employment will be June 30, 2018, with her first day of retirement being July 1, 2018.

d. Resignation

EMANUEL, Denee, Clerk Typist II, Foster/Kinship Care. Her last day of employment will be June 28, 2018.

RAMOS, Ana, Clerk Typist III, Math, Sciences and Engineering. Her last day of employment will be June 29, 2018.

4. Unrepresented, (AP 7130), 2017-18 and 2018-19

a. Employment, 2017 – 2018

Basic Skills

Tutors II
CASTRO-ALEMAN, Saul NGUYEN, Huy

Counseling and Student Equity

Student Success Coach II
HERNANDEZ, Joe Louis

PASILLAS, Guadalupe (Outreach)

Non-Credit/ Continuing Education Lecturers

CANAS, Fritzie

Personal and Academic Support Services (PASS)

Student Success Coach II
HERNANDEZ, Joe Louis
PASILLAS, Guadalupe

Public Safety

Recruit Training Officers
BOBADILLA, Eric
ESTRADA, Ulises
FISH, Michael
FLECK, Christian
MARQUEZ, Joshua
MARTINEZ, Jaime
ROBLES, Andrew
RUBIO, Ernesto
VAZQUEZ, Roberto

Tutors II
CHRISTOPHERSON, Liz
DOMINGUEZ, Veronica
LOPEZ, Albert
LOPEZ, ALEXANDRIA
RAIGOSA-HERNANDEZ, Arlette
RAMIREZ, Frank
RODRIGUEZ, Gabriela
SANTOYO, Richard
SERRANO, Ryan
TEBALAN, Jaqueline

b. Employment, 2018–2019

Arts and Cultural Programs

Accompanists
RANTUNG, Timothy
SHAPOVALOV, Ivan

Models
BONANNI, Cathy
COLE, John
DEVAI, Trace
EVERETT, Andrew
GOMEZ, Marissa
HALE, Susan
HOUSTON, Yuko
LOVE, Jazmyn
MARTINENKO, Sergejs
REED, Katherine
REICHMAN, Fey
TEO, Cheen
WORRILOW, Lynn

Basic Skills

Tutors II
CAMPOS, Cynthia
CASTRO-ALEMAN, Saul
CHHOA, Mollie
ISLAS, Jasmine
NGUYEN, Huy
ORTIZ, Jhovany
VALLES, Sabrina

Communications and Languages (LAC)

Tutors II

BARRAGAN, Emily
BARRERAS, Margali
BELTRAN, Erick
CANDELARIO, Isabella
CAO, Ha
CHAN, Jonathan
CHENG, Biqian
CONTRERAS, Thomas
DE GUZMAN, Henri
DOMINGUEZ, Veronica
ENGLISH, Barry
ESTRADA, Stephanie
FABELA, Ilse
FRONDARINA, David
GUENTHER, Dylan
HAMMOND, Robert
HUMMEL, Zack
JIMENEZ VILLASENOR, Ana
LI, Jieying
LIN COBOS, Andres
LIU, Jieni
MARTINEZ, Aaron
MEDINA, Adrian
MENDEZ, Xavier
NEELY, Christopher
NEELY, Michael
NI, Kelly
OLVERA, Daniel
PARRA, Linda
PHAM, Hanh
REYNOSO, Jose
REYNOSO, Santiago
ROMO, Kristina
RUIZ, Julian
SALDANA, Dianne
SANTOYO, Richard
SOFFE, Morganna
SOLVES, Epifania
TENA, Barbara
TRAM, Bao
UGWU, John
VITELA, Zulema
ZAMORA, Addy
ZARAGOZA, Rudy

Supervisor

CADENA, Alexander
HUGHES, Patricia
MORAN, Michael

Counseling

Student Success Coaches II

BARRIOS, Christina
CEDILLOS, Mauricio
CEPEDA, Rebecca
ESPINOZA, Anthony
ESTRADA, Reasey
GARCIA, Amanda
HERNANDEZ, Joe
JACOBO MANRIQUEZ, Luis
MARTINEZ, Betzabel
PASILLAS, Guadalupe
SALCEDO, Dulce

Disabled Students

Interpreters/Translators for Deaf

ALBA, Jennifer
ANDERSON, Dorie
HENDERSON, Eileen
HURTADO, Aimee

Foster Care

MEURER, Catherine
MUSHRUSH, Turid

Health Science and Nursing

Tutor II

ALVAREZ, Jamie

Kinesiology, Dance and Athletics

Coaching Specialists

AGUILAR, Abel
BEVERLY, Troy
CANO, Amanda
COLLINS, Charles
EASTMAN, Emilie
ELLIOTT, Justin
FENTON, Thomas
FOSTER, Jeremy
GUZMAN, Michael
HOCHSTRASSER, Walter
HURTARTE, Gary
LEW, Keimi
LOPEZ, Carlos
LOPEZ, William
MALDONADO, Jose
MARTINEZ, Joseph
MENA, Emily
MONROY, Ernest
NAJAR, Anthony
RUIZ, Antonio
RUIZ, Christopher
TERAN, Dondi
VILLA, Uriel

Lifeguard

DIAZ, Julissa

Mathematics, Sciences and Engineering

Supervisor

TRANG, Dat

Tutors II

ALCALA, Diego
ARROYO, Alexandra
BUSTAMANTE, Gerardo
CADENA, Armando
CAMACHO, Peter
CHAPA, Irene
COLIN, Jesus
ESTRADA, Julia
ESTRADA, Julio
FUKUSHIMA, Kristen
FUKUSHIMA, Lance
GARCIA, Natalie
GRANADOS, Alejandra
GRANADOS, Eduardo
HIDAJAT, Richard
HUM, Kevin
MANCILLA, Mark
MAYORGA, Steve
MENA, Yodd
NHAM, David
OROZCO, Joshua
OSUNA, Diana
PEREZ, Margaret
PHAN, Brenda
PINA, Adrian
PROHROFF, Jacob
PULIDO, Alejandra
REGALADO, Louis
ROMERO LEDEZMA, George
SAAVEDRA, Suzanne
SAGASTUME, Valerie
SALESJOYA, Jessica
SCIANNI, Andrew
SIGALA, Joseph
TRANG, Tu
VARGAS, Jorge
VILLALON, Victor
XIE, Pauline
ZUNIGA, Destine

Non-Credit/ Continuing Education Lecturers

ARGUETA, Hilda
BARATTA, Carl
BAUGHMAN, Trissia
CANAS, Fritzie
CHUNG, Hannah
GARDNER-LEMUS, Leslie
HERNANDEZ, Paloma
LAI, Dolly
LOPEZ, Alejandro
MORRISON, Ralph
NORENA, David
OROZCO, Isai
PEREZ GOMEZ, Nataly
RODRIGUEZ, Robert

IKEDA, Susan
KANE, Lynne
KIM, Grace
SHAHNAZ, Alaei
USARY, Patricia

Personal and Academic Support Services Program (PASS)

Student Success Coaches I
HERNANDEZ, Desiree
LEYVA, Marlene

Student Success Coaches II
PASILLAS, Guadalupe
HERNANDEZ, Joe

Public Safety

Recruit Training Officers
AGUILAR, Peter
BAIRES, Rey
BARBOZA, Jesus
BARRERA, Carlos
CALDERA, Valerie
CARO, Brandon
CASTELLON, Eduardo
FLORES, Carlos
HAMBLY, Rex
HASSAN, Elaina
HERRERA, Gustavo
HICKS, Alexander
HUNT, Jeremy
LANGE, Michael
LEE, Michael
LODICO, Caleb
LUCAS, Jason
MACIAS, GUILLERMO
MARANGAKIS, Chris
MARTORANA, John
MOLINA, Robert
MORENO, Elias
NGUYEN, Allen
PADILLA, Jesus
ROSALES, Jose
RUIZ, Victor
RUIZ, Wilfredo
RUSH, Jonathan
SANTOS, Daniel
SUTCLIFFE, Andrew
TURRELL, Michael
VALLE, Felix
VIRAMONTES, Frank
WILLIAMS, Kendra

Student Health and Psychological Services

Recruit Training Officers
BURTON, Ryan
CASAS, Alexander
GONZALEZ, Saul
LAWSON, David
MARTINEZ, Arnulfo

Student Success & Retention (Basic Skills)

Tutors II
BARRAGAN, Emily
BARRERAS, Margali
BELTRAN, Erick
BONILLA, Andrea
CABRAL, Nancy
CASTELLANOS, Ana
CHRISTOPHERSON, Elizabeth
DE LEON, Angelica
DOMINGUEZ, Veronica
FABELA, Ilse
FRONDARINA, David
MENDEZ, Juan
MENDEZ, Xavier
NEELY, Christopher
NEELY, Michael
OLVERA, Daniel
PADILLA, Elisa
PARRA, Linda
RAIGOSA HERNANDEZ, Arlette
RAMIREZ-VILLALOBOS, FRANK
REYNOSO, Jose
REYNOSO, Santiago

GRAHAM, Haylee
HAMMOND, Robert
HUDSON, Maria
HUMMEL, Zack
JIMENEZ VILLASENOR, Ana
KANG, Haoxian
LIN COBOS, Andres
LIU, Jieni
LOPEZ, Albert
LOPEZ, Alexandria
MEDINA, Veyra
RODRIGUEZ, Gabriela
RUIZ, Julian
SANCHEZ, Metzli
SANTOYO, Richard
SERRANO, Ryan
SHYONG, Samantha
SOFFE, Morganna
SOLVES, Epifania
TEBALAN, Jacqueline
UGWU, John
VITELA, Zulema

Student Life and Leadership

Student Success Coach II
MADUENO, Diana
MONCADA, Rosa

Students, 2017 – 2018
AREVALO, Luis, Outreach
BASURTO, Daniel, Counseling/Transfer Center
DOMINGUEZ, Suney, Arts and Cultural Programs
MESONES, Luisa, Center for Career and Re-entry
PENA, Charlene, EOPS
TENORIO, Melissa, Student Success
TO, Yen, Math, Sciences and Engineering

Volunteers, 2018 – 2019
GRIJALVA, Samantha, Kinesiology, Dance and Athletics
MILLER, Sabrina, Kinesiology, Dance and Athletics

C. ACADEMIC AFFAIRS

1. Curriculum Items

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

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

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

AUTO 390: Cooperative Work Experience/Internship for Automotive Technology Bachelor of Science Degree
(Career and Technical Education)
Degree Applicable; 1 – 3 Units
Justification: This course allows the Automotive Technology Bachelor's Degree student to apply enhanced theory and skills learned in a vocational setting. In addition, it allows employers an opportunity to support student learning and assist the student towards graduating with a BS Degree in Automotive Technology from Rio Hondo College. This course is in compliance with Title 5 Cooperative Work Experience Program requirements.

ENGL 101S: College Composition and Research
(Communications and Languages)

Degree Applicable; 4.5 Units
Justification: This course is designed for students whose multiple measure placement in English indicates the need for additional course support to achieve the exiting skills in English 101, as mandated by AB 705.

ENGL 101SP: College Composition and Research
(Communications and Languages)
Degree Applicable; 5.5 Units
Justification: This course is designed for students whose multiple measure placement in English indicates the need for significant course support to achieve the exiting skills in English 101, as mandated by AB 705.

b. Unit/Hour Change

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

CIT 060: Windows Operating System
Hour Change: From: 54 Lecture/36 Lab/90 Total Hours
To: 45 Lecture/27 Lab/72 Total Hours

MUS 245: Advanced Piano
Hour Change: From: 27 Lecture/27 Lab/54 Total Hours
To: 36 Total Lecture Hours

c. New Program

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

Certificate of Achievement – Child Development: Infant/Toddler Specialization (12 Units)

Certificate of Achievement – Child Development: Language and Literacy Specialization (12 Units)

Certificate of Achievement – Child Development: Special Education Specialization (12 Units)

d. Program Change

The following degrees have been recommended for inclusion in our offerings and catalog with the following changes:

Certificate of Achievement – International Business
Unit Change: From: 18 – 19 units
To: 15 units

D. PRESIDENT'S OFFICE

1. Resolution Recognizing Classified School Employees

The California School Employees Association, Rio Hondo College #477 declared

the week of May 20th through 26th as Classified School Employee Week.

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

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

WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Rio Hondo Community College District students; and

WHEREAS, classified professionals employed by the Rio Hondo Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Rio Hondo Community College District hereby wishes to recognize the contributions of the classified professionals to quality education in the State of California and in the Rio Hondo Community College District.

The Board of Trustees approved the above resolution.

III. ACTION ITEMS

A. PRESIDENT'S OFFICE

1. <u>Revision of Board Policies 2320, 3225, 3410, 3430, 3720, 3820, 4245</u> (Final Adoption) See attached.

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

BP 2320	Board Meetings: Special and Emergency Meetings
BP 3225	Institutional Effectiveness (NEW)
BP 3410	Nondiscrimination
BP 3430	Prohibition of Harassment
BP 3720	Computer and Network Use (NEW)
BP 3820	Gifts
BP 4245	Academic Rank Policy

Student Trustee advisory vote was aye

2. <u>Revision of Board Policies 3050, 3250, 3570</u> (First Reading) See attached.

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

BP 3050	Institutional Code of Ethics
BP 3250	Institutional Planning
BP 3570	Smoking on Campus

Student Trustee advisory vote was aye

B. FINANCE AND BUSINESS

1. Tentative Budget 2018/2019

57. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro] to approve the 2018/2019 Tentative Budget as presented for submission to the County Superintendent of Schools pursuant to Education Code §85023.

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. 2018 Board of Trustees Calendar of Events (See attached)

3. Revision of Administrative Procedures 3300, 3410, 3435, 3515, 3540, 3570, 3710, 3715, 4100, 4230 and 4240 (See Attached)

V. STAFF AND BOARD COMMENTS

- **Board Development Reporting** – Trustee Mendez and Trustee Pacheco reported on the Visit to Taiwan accompanying Rio Hondo College students. Trustee Shapiro reported on a number of event she attended on and off Campus.

- **Action Items for Future Board Meetings - None**

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to closed session at 9:20 p.m. and announced that the following items would be discussed in closed session:

Pursuant to Section 54956.9(b):

- **ANTICIPATED LITIGATION – (1 Case)**

Pursuant to Section 54956.9(c):

- **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)**

Pursuant to Section 54957

- **PUBLIC EMPLOYEE EMPLOYMENT**

- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE**

Pursuant to Section 54957.6:

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

Ms. Shapiro reconvened the meeting at 10:54 p.m. and made the following statement:

"The Board has directed staff to implement disciplinary action, but the Board cannot say more until the employee goes through due process. The employee will remain on administrative leave until the disciplinary process is complete."

VII. ADJOURNMENT

58. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro] to adjourn the meeting at 10:58 p.m. and announced the date of the next meeting:

- **Next Regular Meeting – Wednesday, July 11, 2018, 6:00 p.m.**

RIO HONDO COLLEGE

Alpha List

Summer 2018, First Session

Part-time

Department	Last	First
ARTS & CULTURAL PROGRAMS	Accardo	Frank
	Acuna-Hansen	Chris
	Gardos	Alexander
	Korf	William
	Lewis	Cynthia
	Lewis	Nicole
	Low	Sandra
	Lynch	Sheila
	Miller	Robert
	Ramsey	Christopher
	Robertson	Carolyn
	Stevens-Gandara	Erin
	Tonkovich	Julie
	Valenzuela	Javier
	Ward	Ashley
	Wheeler	George
BEHAVIORAL AND SOCIAL SCIENCES	April	Aguilar
	Andrade	Miachelle
	Barman	Kevin
	Beck	Karen
	Bove	Gina
	Brousseau	Beth
	Brutlag	Brian
	Diaz	Corina
	Dixon	Scott
	Duran	Jose
	Garcia	Santiago
	Gonzalez	Elwing
	Gonzalez	Hector
	Gonzalez	Marybel
	Hall	David
	Howard	Grover
	Javanmard	Mike
	Juarez	Melissa
	Karmiryan	Ruzanna
	Kelly	David
	Madrigal	Ea
	Magginetti	Jaclyn
	Moe	Sondra
	Montero	Sasha
	Mora	Juana
	Ocon	Albert

	Perry	Abbie
	Pfeiffer	Jill
	Pilati Corselli	Michelle
	Preston	Theodore
	Prewitt	Dezzie
	Quinn	Nicole
	Reed	Justin
	Roberts	Kenitha
	Sandoval	Tony
	Sigala	Carol
	Smith	Kevin
	Sotelo	Francisco
	Starkey	James
	Tsuhako	Joy
	Walker	Elizabeth
	Wetsman	Adam
	Willis	Janice
	Wong	Billy
	Young	Colin
BIOLOGY	Bethel	Robert
	Fierro	Melanie
	Isaac	Shirley
	Ribaya	Jeronimo
	Sanchez	Cynthia
	Spencer	Shelly
BUSINESS	Atkins	Johnnie
	Blackmun	Eugene
	Bladh	Eric
	Cha	Janet
	Chawora	Rukudzo
	Colquitt	Kathleen
	Feinour	Andrew
	Hartunian	Elma
	Lee	Joseph
	Leon	Ivan
	Liu	David
	Liu	Jeannie
	Liu	Shin
	Molina	David
	Muhammed	Anil
	Redinger	Michelle
	Rios	Rodolfo
	Tingley	Austin
CAREER TECHNICAL EDUCATION	Dighera	Michael
	Dornean	Marius
	Frala	John
	Gold	Andrew
	Hughes	Sean
	Lindy	David
	Moore	George
	Morton	William
	Nakatani	Farrah

	Olson	Eric
	Ortiz	Paul
	Reeder	Ryan
	Roberts	Warren
COMMUNICATIONS & LANGUAGES	Acosta-Mata	Aileen
	Ameen	James
	Arazi	Heather
	Arrona	Martha
	Bean	Michelle
	Bowen	James
	Burch	Angeline
	Candida	Celestine
	Carrera	Wendy
	Cascella	Henry
	Cowper	David
	Curiel	Libby
	Curington	William
	De Los Santos	Blanca
	Diaz	Maria del Carmen
	Eckstrom	Marie
	Estrada	David
	Fernandez	Juan
	Flores	Margarita
	Garcia	Alonso
	Garcia-Rios	Fatima
	Hickey	Sparkle
	Isaac	Lily
	Jeffrey	Lorraine
	Juchartz	Arline
	Keawe	Gloria
	Krone	Stephanie
	Lai	Wendy
	Lassiter	Awndrea
	Lim	Joyce
	Llerena	Lydia
	Missakian	Ilona
	Nava	Michelle
	Nesheiwat	Abraham
	Okamoto	Tyler
	Orr	Alyesse
	Parseghian	Levon
	Pierson	Kenneth
	Puga	Gilbert
	Rhodes	Angela
	Roldan	Pablo
	Sloniger	Wells
	Tovmasian	Grant
	Vazquez	Dana
	Velazquez	Ralph
	Williamson	Angela
	Woudenberg	Mary
	Zaro	Mariano

COUNSELING & STUDENT SUCCESS	Alvarado	Guadalupe
	De La Mora	Martha
	Flores	Julio
	Garcia	Laura
	Guzman	Sergio
	Pichardo-Diaz	Dorali
	Rivera	Mary
	Saenz	Marisela
ENVIRONMENTAL TECHNOLOGY	Ricarte	Romeo
HEALTH SCIENCES AND NURSING	Gonzales	Stephanie
	Herzfeld	Shari
	Kirton	Andrea
	Leach	Barbara
	Perreault	Frank
	Ruehl	Jeanne
	Sonnier	Karla
KINESIOLOGY, DANCE & ATHLETICS	Ayala	Armando
	Cartagena	Alyson
	Flores	Alfonso
	Herrera	Rene
	Hinze	Michael
	Jay	Lisa
	Johnson	Steve
	Karmiryan	Kristina
	McDowell	Carol
	Pudelko	Kathy
	Senk	Jodi
	Smith	Stephen
	Tellez	Michael
	Unger	Karen
MATHEMATICS	Archambault	Alan
	Botello	Robert
	Bronkar	Ryan
	Chau	Evelyn
	Choi	Ying
	Dammena	Dimetros
	English	Cameron
	Esquivel	Raymundo
	Fung	Hank
	Gill	Jack
	Gonzalez	Lydia
	Gutierrez	Jesus
	Hemenway	Elaine
	Holbrook	Veronica
	Hsiao	Jupei
	Johnson	Johnny
	Jung	Duhwa
	Khwaja	Ziauddin
	Kim	Edward
	Lee	Michael
	Littrell	Mark
	Martinez	Jose

	McWilliams	Geoffrey
	Miller	Gregory
	Montiel	Gerson
	Pham	Ann
	Pitassi	Matthew
	Pomerantsev	Ludmila
	Ramirez	Claudia
	Sarvi	Kayvon
	Skorka	Evan
	Spieler-Persad	Gisela
	Takahashi	Satoshi
	Tran	Lynn
	Trinh	Thanh
	Tseng	Kelly
	Wang	George
PHYSICAL SCIENCE	Chen	Ling-I
	Forrest	Michael
	Koutroulis	Mathew
	Leung	Allen
	Mindes	Aimee
	Rhee	Joseph
	Vaca	Christian
PUBLIC SAFETY	Balch	David
	Brakebill	James
	Coffman	Daniel
	Flores	Ygnacio
	Jaeggi	Scott
	Kimber	George
	Mason	Donald
	Mitchell	Carley
	Newman	James
	Rickman	Tracy
	Wallace	Gerald

RIO HONDO COLLEGE

Alpha List

Summer 2018, Second Session

Part-time

Department	Last	First
ARTS & CULTURAL PROGRAMS	Dawson	David
	Gardos	Alexander
	Korf	William
	Livingston	Jannine
	Schleicher	Matthew
	Warren	Lindsey
	Wheeler	George
BEHAVIORAL AND SOCIAL SCIENCES	Beavin	Laura
	Cruz	Luciano
	Duran	Jose
	Lynch	Kelly
	Mora	Juana
	Mullikin	Wanda
	Naqvi	Saira
	Preston	Theodore
	Romero Morales	Maria
	Sandoval	Tony
	Serafin	Monica
	Smith	Isais
	Sotelo	Francisco
BIOLOGY	Isaac	Shirley
	Katnik	Stephen
	Sanchez	Cynthia
BUSINESS		
COMMUNICATIONS & LANGUAGES	Breitenbucher	Alba
	Callinan	Thomas
	Curington	William
	Hickey	Sparkle
	Jones	Casey
	Philpot	Cynthia
	Townasian	Grant
COUNSELING & STUDENT SUCCESS	Guzman	Sergio
	Lara	Jose
	Thomas	Julius
	Villanueva	Viviana
EOPS	Clark	Mary
KINESIOLOGY, DANCE & ATHLETICS	Brenes	Orlando
	Esko	Teddi
	Johnson	Steve
	Lim	Todd
	Lopez	Rachel
	Stankevitz	Diane

	Tanaka-Hoshijo	Jennifer
	Urquidi	Bianca
MATHEMATICS	Choi	Ying
	Fung	Hank
	Graham	Lynne
	Guo	Dan
	He	Fendi
	Holbrook	Veronica
	Ly	Hoa
	Mangahas	Ronaldo
	Ryan	John
	Ryan	Mutsuno
	Wang	George
PHYSICAL SCIENCE	Forrest	Michael
	Martinez	Chelsea
	Rhee	Joseph
PUBLIC SAFETY	Flores	Ygnacio
	Mason	Donald
	Newman	James

Public / Police Hourly (E)

Last Name	First Name	Title	Department Names
Alvo	Anthony	Instructor	Public Safety
Anderson	Nathaniel	Instructor	Public Safety
Arteaga	Adam	Instructor	Public Safety
Beard	Jahna	Instructor	Public Safety
Bland	James	Instructor	Public Safety
Boises	Joshua	Instructor	Public Safety
Bone	Darius	Instructor	Public Safety
Braden	Keith	Instructor	Public Safety
Butler	Marc	Instructor	Public Safety
Capilouto	Joshua	Instructor	Public Safety
Chan	Alexander	Instructor	Public Safety
Chao	Jason	Instructor	Public Safety
Chester	Vivian	Instructor	Public Safety
Cirlio	Joseph	Instructor	Public Safety
Cross	Jeremy	Instructor	Public Safety
Day	Alan	Instructor	Public Safety
De La Garza	Eloy	Instructor	Public Safety
Distelrath	John	Instructor	Public Safety
Dochnahl	Terril	Instructor	Public Safety
Edwards	Wayne	Instructor	Public Safety
Encinas II	Anthony	Instructor	Public Safety
Engen	James	Instructor	Public Safety
Finner	Anita	Instructor	Public Safety
Frempter	Richard	Instructor	Public Safety
Fukuzawa	Leigh	Instructor	Public Safety
Haggerty	Judith	Instructor	Public Safety
Harden	Michael	Instructor	Public Safety
Henshaw	Ty	Instructor	Public Safety
Hernandez	Milton	Instructor	Public Safety
Hernandez	Cruz III	Instructor	Public Safety
Hontz	David	Instructor	Public Safety
Hyoung	Humphrey	Instructor	Public Safety
Johnson	Kimberly	Instructor	Public Safety
Kay	Kevin	Instructor	Public Safety
Kim	Alex	Instructor	Public Safety
Lau	Kent	Instructor	Public Safety
Leasure	Kenneth	Instructor	Public Safety
Lee	Michael	Instructor	Public Safety
Lee	Robert	Instructor	Public Safety
Lepe	Sergio	Instructor	Public Safety
Lopez	Leon	Instructor	Public Safety
Magana	Jaime	Instructor	Public Safety
Mansfield	Raymond	Instructor	Public Safety
Martin	Antonio	Instructor	Public Safety
Medrano	Edward	Instructor	Public Safety
Mejia	Fabian	Instructor	Public Safety
Meredith	Donald D.	Instructor AJ	Public Safety
Miklos	David	Instructor	Public Safety
Nakamura	Rikimaru	Instructor	Public Safety
Nollner	Graig	Instructor	Public Safety

5/29/2018 Total Records on Report: 70

Last Name	First Name	Title	Department Names
Pena	Richard	Instructor	Public Safety
Petropulos	Dan	Instructor	Public Safety
Ramirez	Richard	Instructor	Public Safety
Reid	Robert	Instructor	Public Safety
Reynoso	David	Instructor	Public Safety
Rico	Vicente	Instructor	Public Safety
Santos	Rick	Instructor	Public Safety
Sedano	Saira	Instructor	Public Safety
Smith	Lance	Instructor	Public Safety
Smith	Ronald	Instructor	Public Safety
Sparrow	Dennis	Instructor	Public Safety
Stanley	Eric	Instructor	Public Safety
Stiger	Jody	Instructor	Public Safety
Teeples	James	Instructor	Public Safety
Terukina	Ryan	Instructor	Public Safety
Valdez	Fabian	Instructor	Public Safety
Wheatley	Debra	Instructor	Public Safety
Wickser	Julie	Instructor	Public Safety
Yamate	Chris	Instructor	Public Safety
Zesati	Saul	Instructor	Public Safety

5/29/2018 Total Records on Report: 70

Fire Science (H) Report

Last Name	First Name	Title	Department Names
Anderson	Jim	Intructor	Public Safety
Beckman	Richard	Instructor	Public Safety
Biscailuz	James	Instructor	Public Safety
Brakebill	James	Instructor	Public Safety
Breshears	Dennis	Instructor	Public Safety
Carle	Jarret	Instructor	Public Safety
Carnewal	Victor	Instructor	Public Safety
Carrillo	Patrick	instructor	Public Safety
Chacon	Eduardo	Instructor	Public Safety
Chan	Reuben	Instructor	Public Safety
Chavez	Henry	Instructor	Public Safety
Childress	Dennis	Instructor	Public Safety
Chute	Steven	Instructor	Public Safety
Claridge	Daniel	Instructor	Public Safety
Clark	Dennis	Instructor	Public Safety
Daugherty	Sean	Instructor	Public Safety
Dayne	Geoffrey	Instructor	Public Safety
DeAngelis	Danny	Instructor	Public Safety
Delgado	Denise	Instructor	Public Safety
Dome	Bryan	Instructor	Public Safety
Doyle	Andrew	Instructor	Public Safety
Escontrias	Sean	Instructor	Public Safety
Esparza	Benjamin	Instructor	Public Safety
Espley	David	Instructor	Public Safety
Fish	Anthony	Instructor	Public Safety
Flack	Charles	Instructor	Public Safety
Flores	Carlos	Instructor	Public Safety
Freeman	Kent	Instructor	Public Safety
Gacad	David	Instructor	Public Safety
Galaz	Nick	Instructor	Public Safety
Galvan	Robert	Instructor	Public Safety
Gamboa	Neil	Instructor	Public Safety
Garwood	Don	Instructor	Public Safety
Gin	Jonathan	Instructor	Public Safety
Haberle	Scott	Instructor	Public Safety
Hadsell	Cliff	Instructor	Public Safety
Hallock	Matthew	Instructor	Public Safety
Hebert	Dominic	Instructor	Public Safety
Hughes	Robert	Instructor	Public Safety
Hulsey	Jed	Instructor	Public Safety
Joiner	Jay	Instructor	Public Safety
Kang	David	Instructor	Public Safety
Keen	William	Instructor	Public Safety
Klopfenstein	Stanley	Instructor	Public Safety
Laicans	Albert	Instructor	Public Safety
Langer	Michael	Instructor	Public Safety
Lara Jara	Sergio	Instructor	Public Safety
Laveaga	Victor	Instructor	Public Safety

5/29/2018 Total Records on Report: 78

Last Name	First Name	Title	Department Names
Lee	Robert	Instructor	Public Safety
Macias III	Guillermo	Instructor	Public Safety
Maldonado	Alfonso	Instructo	Public Safety
McGovney	Chadrick	Instructor	Public Safety
McWilliams	Stuart	Instructor	Public Safety
Mejia	Sergio	Instructor	Public Safety
Mittry	Craig	Instructor	Public Safety
Molina	Robert	Instructor	Public Safety
Montierth	Bertie	Instructor	Public Safety
Murphy	William	Instructor	Public Safety
Nilo	Edward	Instructor	Public Safety
Norwood	Kurt	Instructor	Public Safety
Opperman	Randall	Instructor	Public Safety
Painton	Todd	Instructor	Public Safety
Pelham	Ronald	Instructor	Public Safety
Pock	Rudolph	Instructor	Public Safety
Rudiger	Greg	Instructor	Public Safety
Ruiz	Andrew	Instructor	Public Safety
Shook	Tyler	Instructor	Public Safety
Siefke	Evan	Instructor	Public Safety
Stary	Eduardo	Instructor	Public Safety
Stratton	Michael	Instructor	Public Safety
Stremel	Tyler	Instructor	Public Safety
Szenczi	Christopher	Instructor	Public Safety
Toledo	Marcues	Instructor	Public Safety
Tostado	Francisco	Instructor	Public Safety
Updike	Harold David	Instructor	Public Safety
Valdez	Edward	Instructor	Public Safety
Valle	Felix	Instructor	Public Safety
Vazquez	Manuel	Instructor	Public Safety

5/29/2018 Total Records on Report: 78

BOARD MEETINGS: SPECIAL AND EMERGENCY MEETINGS

BP No. 2320

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

I. Special meetings may from time to time be called by the President of the Board **of Trustees** or by a majority of the members of the Board. Notice of such meetings shall be posted at least twenty four (24) hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

II. Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting except as provided for in the Brown Act to discuss a dire emergency.

III. The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media and others as required by law.

IV. Source/Reference

Government Code Section 54945, 54956.5, 54957;
Education Code Section 72129; ~~Former Board Policy 1005~~.
Administrative Procedure 2320

INSTITUTIONAL EFFECTIVENESS

BP No. 3225

Board Adopted: NEW

I. The Board of Trustees is committed to supporting college goals that measure the effectiveness of the District's operational and educational environment. The Board regularly assesses the District's institutional effectiveness outcomes.

II. References:

Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

This Board Policy is legally required.

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

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

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

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

V. The District Compliance Officer (which shall include: Equal Employment Opportunity, Title IX, Section 504/ADA) ~~The District officers~~ **is** responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination. ~~**shall be the** Equal Employment Opportunity Officer (Director of Human Resources), and District's Title IX Officer/Section 504/ADA Coordinator, (Dean of Student Affairs).~~

VII. References:

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.;
Title 5, Sections 53000, et seq., 59300 et seq,;
Title 2 Sections 10500 et seq;
Penal Code Section 422.55;
Government Code 12926.1, 12940, et seq.;
See Administration Procedure 3410.

PROHIBITION OF HARASSMENT

BP No. 3430

Board Adopted:12/8/82; 5/13/98; 11/9/05; 2/18/09; 7/11/12; 7/9/14; 12/14/16

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

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

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

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

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

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

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

VIII. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other work experience program.

IX. Source/References:

Education Code, sections 212.5; 44100; 66252; 66281.5
Government Code Sections 12940 and12950.1
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code annotated Section 2000e

COMPUTER AND NETWORK USE

BP No. 3720

Board Adopted: NEW

I. *Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. (CCLC)*

II. **Reference:**
Education Code Section 70902;
Government Code Section 3543.1(b)
Penal Code Section 502,
Cal. Const., Art. 1 Section 1;
17 U.S.C. Section 101 et seq.;

GIFTS

BP No. 3820

Board Adopted: 1/14/81; 2/18/09; 9/12/12; 6/8/16

I. It is the policy of the Rio Hondo Community College District Board of Trustees to encourage and solicit the donation of equipment, instructional materials ~~of all kinds~~, and any other items which will enhance ~~the~~ learning ~~process of~~ for Rio Hondo College students.

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

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

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

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

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

VII. Source/Reference:

Education Code Section ~~72122~~ 72205

I. Criteria Governing Academic Rank

a. The recommendation of the faculty member for Academic Rank should be based upon comprehensive study of the individual's achievements during the years preceding the recommendation. AThe academic rank applications is are submitted by the faculty members after he/she hathey haves met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration.

~~CRITERIA GOVERNING ACADEMIC RANK~~

b. To be eligible for academic rank, a faculty member must be a ~~full-time (over 67%)~~ member of the Rio Hondo College staff and submit an application form.

c. The Academic Rank Committee shall consist of five members nominated for two-year terms by the Academic Senate President and confirmed by a majority vote of the Senate at a regularly scheduled meeting.

II. Minimum Criteria for Academic Rank

a. The title of ~~a~~ faculty members shall be INSTRUCTOR, unless ~~his/her~~their preparation and previous experience entitle ~~him/her~~them to higher rank under ~~these regulations~~this policy and Administrative Procedure 4245.

b. The requirement for the rank of ASSISTANT PROFESSOR shall be the equivalent of at least~~a minimum of~~ three years of full-time teaching at Rio Hondo College and one of the following:

i. An earned Master's or Doctorate degree

ii. An earned Bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a Master's Degree.

iii. Significant prominence in the field of expertise as determined by each division.

iv. Two years non-academic work experience as determined by each division.

~~I.~~ C. The requirements for rank of ASSOCIATE PROFESSOR shall be the equivalent of at least ~~completion of~~ five years of full-time college teaching, including the equivalent of three years at Rio Hondo College, and one of the following:;

c.

~~An This application is to be sent to the Academic Rank Committee by November 15 of the academic year in which the faculty member wishes to be considered for academic rank. The Academic Rank Committee shall forward the application to Human Resources for verification that the applicant has met the minimum requirements and is qualified for the academic rank for which he/she has applied. The Academic Rank committee will submit the verified degrees, units, and employment history to the President of the Academic Senate to be put on the Academic Senate agenda for a simple majority vote at the first or second meeting of~~

~~the spring semester. Then with the affirmation vote and signatures of the President of the Academic Senate and Chairperson of the Academic Rank Committee, the application will be sent to the Superintendent/President of the College. With the signature of the Superintendent/ President, the application will be submitted to the Board of Trustees for its consideration and action. If the applicant has an objection concerning the consideration of the application, he/she can ask the President of the Senate to be put on the agenda for the next regular scheduled meeting to present his/her case. The merit of the case shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.~~

~~MINIMUM CRITERIA FOR ACADEMIC RANK~~

- ~~The title of a faculty member shall be INSTRUCTOR, unless his/her preparation and previous experience entitle him/her to higher rank under these regulations.~~

- ~~The requirement for the rank of ASSISTANT PROFESSOR shall be a minimum of three years of full-time teaching at Rio Hondo College and one of the following:~~

  - ~~Earned Doctorate Degree~~

  - ~~Earned Master's Degree~~

  - ~~Earned Bachelor's Degree and a Community College Instructor~~

~~credential in a vocational area in lieu of a Master's Degree and/or "significant prominence."~~

~~C. The requirements for rank of ASSOCIATE PROFESSOR shall be the completion of five years of full-time college teaching, including three years at Rio Hondo College, and one of the following:~~

~~II.~~ ~~e~~Earned Doctorate ~~d~~Degree

i.

~~III. Forty post-baccalaureate upper-~~ division or higher numbered semester

ii. units including an earned Master's Degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement.

iii. An e~~E~~arned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, ~~and/or "significant prominence,"~~ plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement.

iv. Significant prominence in the field of expertise as determined by each division.

v. Three years non-academic work experience as determined by each division.

d. The requirements for the rank of PROFESSOR shall be the equivalent of at least ten years of full-time college teaching, including the equivalent of seven years at Rio Hondo College and one of the following:

i. An earned Doctorate degree

ii. Fifty post-baccalaureate upper division or higher numbered semester units including an earned Master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement.

~~IV.~~

~~D. The requirements of the rank of PROFESSOR shall be ten years of full-time college teaching, including seven years at Rio Hondo College and one of the following:~~

~~A. Earned Doctorate degree.~~

~~B. An Fifty post-baccalaureate upper division or higher numbered semester~~

~~units including an earned Master's Degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement.~~

iii. e~~E~~arned Bachelor's Degree ~~with~~ and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, ~~and/or "significant prominence"~~ plus twenty post-baccalaureate upper division or higher numbered semester units.

iv. Significant prominence in the field of expertise as determined by each division.

v. Five years non-academic work experience as determined by each division.

III. Teaching Experience

a. Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.

b. All terms of teaching (including summer and intersession) will be counted for part-time faculty for the purposes of establishing rank.

c. No more than one year of service will be counted for each academic year for the purposes of establishing rank (e.g., a faculty member teaching 150% load over two successive academic years will receive credit for two years of service at Rio Hondo College, not three years).

IV. Significant Prominence

a. Evidence of "significant prominence" in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank.

b. The following criteria shall be used for significant prominence

i. Professional Achievement

1. Academic and scholarly contributions to the faculty member's profession and field;
2. Creation, exhibition, performance, or publication in the arts or literature;
3. Presentations before meetings of scholarly and professional societies;
~~4. Receipt of fellowships or other subsidies for pursuit of research or~~
4. study in the faculty member's field;
~~5. Participation in the activities of scholarly or professional societies~~
5. beyond mere membership;

ii. Contributions to the College

~~a.~~1. Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings;
~~b.~~2. Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services;

~~1.~~ ~~Producing~~ Producing and directing events in the performing arts and/or coaching or covering athletic events for the college;

3.

4. Engaging in community service and activity which may draw favorable attention to the faculty member and to the college;

~~3.~~

6.5. Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups

6. Chairing or directing committee work related to the CTE area not required in contract duties.

OTHER CONSIDERATIONS

A. Evidence of "significant prominence" in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank. If the faculty member wishes to be considered under this section, he/she must submit all pertinent data to support his/her application by the November 15 deadline. Recommendation for rank under this section shall be an 80% vote of both the Academic Rank Committee and the Academic Senate.

B. Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.

ACADEMIC RANK COMMITTEE

1. The Committee shall consist of five members of the Academic Senate.
2. The Committee members shall be nominated for a term of two years by the President of the Academic Senate and approved by a simple majority vote of the Academic Senate at a regular scheduled meeting.
3. The committee shall select Committee Chairperson annually.
4. The committee shall meet to consider the applications for Academic Rank after the verification from the Office of Human Resources. All applications shall be turned over to the President of the Academic Senate no later than the second meeting of the Academic Senate of the Spring semester, to be voted on by the Academic Senate at the next regularly scheduled meeting.

CRITERIA USED FOR "SIGNIFICANT PROMINENCE"

1. PROFESSIONAL ACHIEVEMENT
    1. Academic and scholarly contributions to the faculty member's profession and field.
    2. Creation, exhibition, performance, or publication in the arts or literature.
    3. Presentations before meetings of scholarly and professional societies.
    4. Receipt of fellowships or other subsidies for pursuit of research or study in the faculty member's field.

~~5. Participation in the activities of scholarly or professional societies beyond mere membership.~~

~~2. CONTRIBUTIONS TO THE COLLEGE~~

~~1. Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings.~~

~~2. Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services.~~

~~4. Producing and directing events in the performing arts and/or coaching or covering athletic events for the college.~~

~~5. Engaging in community service and activity which may draw favorable attention to the faculty member and to the college.~~

~~6. Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups.~~

INSTITUTIONAL CODE OF ETHICS

BP No. 3050

Board Adopted: 9/10/14 *(Board approved Code of Ethics Statement on 8/12/09)*

Note: The Accreditation Standard requires districts to uphold a written code of professional ethics for all of its personnel.

I. The employees of Rio Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, ~~they~~ **employees** have **an** interest and commitment to ethical behavior. Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust.

II. To support Rio Hondo's* commitment to ethical behavior*, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one cannot "legislate morality" in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

III. There are many sources of ethical* inspiration and guidance. All employees of Rio Hondo College are subject to official College policies and procedures; applicable regulatory agency requirements; local, state, and federal laws; and professional standards (when applicable). This includes policies such as the Rio Hondo College Policy on Sexual Harassment (BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).

IV. In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Rio Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).

V. As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. These are guidelines and aspirations to be used for educational and not disciplinary purposes, with our own conscience as the first and most salient means of evaluation:

- *The College values open communication, honesty, and truthfulness, and aspires to an "open door" philosophy.
- *The College values open inquiry and honors academic freedom.
- *The College strives to protect human dignity and individual freedom.
- *The College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
- *The College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.

INSTITUTIONAL PLANNING

BP No. 3250

Board Adopted: 10/11/95; 2/18/09; 6/11/14; 12/9/15

I. The Rio Hondo College Board of Trustees believes that the College should be engaged in on-going planning to achieve its mission.

II. Through the planning process, the College frames questions, seeks answers, analyzes itself, and revises its goals, objectives, programs, and services. The planning process assists in identifying institutional directions, as well as priorities and strategies; it also influences the acquisition and allocation of resources.

III. The Superintendent /President shall ensure that the District maintains and implements a broad-based, comprehensive, systematic, and integrated system of planning that is supported by institutional effectiveness research. The process must serve the full-range of College constituencies, both internal and external, for both now and the future.

IV. The Superintendent/President shall inform the Board about the status of **the college** planning **process** ~~and the various plans~~.

V. The planning system shall include plans required by law, including, but not limited to:

- Long Range Educational Master Plan
- Facilities & Resource Plan
- Technology Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- EOP&S/C.A.R.E. Plan
- Cooperative Work Experience Plan

The Superintendent/President shall submit to the Board those plans for which Board approval is required by Title 5.

VI. The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

VII. Source / References:
ACCJC Accreditation Standards I.B.9., III.B.4., IIIC.2., III.D.2., IV.B.3., and IV.D.5. (formerly I.B.)
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270, et seq.

See Administrative Procedure 3250.

SMOKING ON CAMPUS

BP No. 3570

Board Adopted: 7/11/12

I. To enforce smoking and tobacco control regulations and procedures, the Superintendent/President is authorized to:

- Set enforcement standards for all District sites and campuses;
- Impose a fine for a first, second, and third offense and for each subsequent offense. The amount of fines is to be [determined by the Board and cannot exceed one hundred dollars ($100);
- Direct that the District post signs stating its tobacco use policy on campus, as follows:
  - the locations at which smoking or tobacco use is prohibited on campus
  - the locations at which smoking or tobacco use is permitted on campus
- Inform employees and students of the tobacco use policy and enforcement measures

II. References

Government Code Section 7597.1

Administrative Procedure 3570.

BOND MEASURE "A"

PROJECTS EXPENDITURE SUMMARY

As of 03/31/18

DESCRIPTION	QTD (Jan-Mar 2018)	TTD (FY04-05 to FY17-18)	Budget	TTD Expense vs Budget %
GENERAL Expenses				
Architect Services - Master Plan	0	320,895	328,000	98%
Architect Services - AJ Building Programming	0	1,376,453	1,382,795	100%
Architect Services - Santa Fe Springs Reg Train C	0	168,719	184,130	92%
Architect Services - LRC - Bond Portion	0	204,097	250,000	82%
Landscape Architect	0	877,822	887,400	99%
Architect Services - Child Care Center	0	81,521	85,000	96%
Architect Services - Master Plan Oversite	0	50,190	65,000	77%
Architect Services - Pedestrian Bridge	0	104,325	105,000	99%
Architect Services - Disabled Access/Stairs/Ramps	0	568,718	577,300	99%
Architect Services - Student Services/Student Union	0	1,873,280	1,894,833	99%
Architect Services - Maintenance Facility	0	65,000	65,000	100%
Architect Services - Applied Tech Remodeling	0	209,284	216,000	97%
Architect Services - El Monte	0	292,717	293,495	100%
Architect Services - L Tower	52,773	229,598	900,000	26%
Architect Services - Business Education Remodel	0	11,550	78,500	15%
Architect Services - Science Bldg	0	190,250	288,500	66%
Architect Services - Security Digital Video Surveillance	0	48,640	48,640	100%
Facilities Planning Consultant	0	605,549	608,340	100%
Consultants	0	1,174,881	1,300,000	90%
Tree Consultant	0	34,063	40,000	85%
Geo Tech Services	30,333	1,373,442	1,450,000	95%
Seismic Consultant	0	177,386	177,400	100%
Surveyors	0	635,283	750,000	85%
Infrastructure Design /Central Plant /South Access Road	0	2,328,873	2,413,789	96%
Marketing Promotion Services (incl printing, fliers,postage)	0	1,081,050	1,086,365	100%

BOND MEASURE "A"

PROJECTS EXPENDITURE SUMMARY

As of 03/31/18

DESCRIPTION	QTD (Jan-Mar 2018)	TTD (FY04-05 to FY17-18)	Budget	TTD Expense vs Budget %
Labor Admin & Compliance Services	4,061	1,347,724	1,435,000	94%
Information Tech Svc Consultant	0	406,625	465,000	87%
LRC - Bond Portion - Demolition & Construction	0	9,749,289	10,000,000	97%
South Whittier Facility-STARS Center	0	3,081,854	3,125,000	99%
Student Services/Student Union/Quad	0	19,744,001	19,900,000	99%
Swing Space	0	1,546,183	1,550,000	100%
Legal Services	774	873,112	1,000,000	87%
Professional Fees - Audit	0	104,418	250,000	42%
Advertising Services (Bid Projects)	0	259,106	270,000	96%
Primary Election Fees	0	206,913	210,000	99%
Public Transportation Pass	0	99,592	100,000	100%
RHPMT - Services	0	12,067,071	12,110,000	100%
Del Terra - PM Services	0	2,008,437	3,144,746	64%
Del Terra - DSA Certification	0	270,300	272,100	99%
RHPMT - Office Equipment & Supplies	313	396,619	534,174	74%
RHPMT - Imaging Software/Hardware	0	13,830	15,000	92%
URS Corp - CA Environ Qlty Services	0	338,686	345,147	98%
Applied Technology - Bond Portion	0	4,099,859	4,150,000	99%
El Monte Center	0	4,703,798	4,800,000	98%
Santa Fe Springs - Phase II	0	1,191,855	1,250,000	95%
Santa Fe Springs - Phase III	14,950	2,178,982	2,200,000	99%
Santa Fe Springs Fire Tech Land Purchase	0	5,491,832	5,600,000	98%
Construction Mgmt - Central Plant & Infrastructure	0	1,269,766	1,270,000	100%
Inspection & Testing Services	(6,720)	4,010,428	4,400,000	91%
Building Connection Repair	0	483,589	496,270	97%
Maintenance Facility Addition	0	1,761,526	2,500,000	70%

BOND MEASURE "A"

PROJECTS EXPENDITURE SUMMARY

As of 03/31/18

	DESCRIPTION	QTD (Jan-Mar 2018)	TTD (FY04-05 to FY17-18)	Budget	TTD Expense vs Budget %
	RHC Parkway - Phase 1	0	328,429	350,000	94%
	AJ - New Building	0	12,171,426	12,200,000	100%
	Central Plant & MEP	0	12,180,554	12,500,000	97%
	Site Infrastructure	0	14,372,502	14,500,000	99%
	Pedestrian Bridge	0	996,337	1,000,000	100%
	PE Complex - Bond Portion	30,400	14,059,344	14,498,000	97%
	Fine Arts - Bond Portion	0	405,747	7,000,000	6%
	Wray Theater /Campus Inn Remodel - Bond Portion	0	0	7,000,000	0%
	Lower/Upper Tier Steps	0	1,014,105	1,786,756	57%
	Landscape	0	2,897,026	3,610,000	80%
	Veterans Memorial	0	87,975	90,000	98%
	Rio Plaza	46,869	154,834	3,200,000	5%
	Bookstore/Printing	0	1,397,288	1,500,000	93%
	Pico Rivera Education Center	0	1,635,501	2,000,000	82%
	Nursing & Health Programs Facilities	69,766	722,477	800,000	90%
	L-Tower Seismic Retrofit	0	3,369	5,000,000	0%
P6	Misc-Bond Cost of Issuance	750	39,639	80,000	50%
P6	Misc-Related Conference/Travel	0	15,174	50,000	30%
	PROJECT Expenses				
P7	Upgrade Campus Lighting & Alarm Systems	0	553,837		
P8	Replace/Repair Bldg. Components	0	572,554		
P9	Campus Wide Efficiency Repairs	7,517	762,276		
P10	Campus Bldg. Improvements	0	618,599	5,000,000	50%
P12	Roadway/Grounds Improve	0	2,668,820	5,000,000	53%

BOND MEASURE "A"

PROJECTS EXPENDITURE SUMMARY

As of 03/31/18

	DESCRIPTION	QTD (Jan-Mar 2018)	TTD (FY04-05 to FY17-18)	Budget	TTD Expense vs Budget %
P13	Campus Equipment & Furnishings	2,299	490,963	4,000,000	12%
P15	Facilities Master Plan, Impact Reports,Soil Testing	0	676,581	2,000,000	34%
P17	Relocation/Acquisition - Temporary Facilities	0	126,286	5,000,000	3%
	Sub-Total	9,816	6,469,917	21,000,000	
P11	ITS-Network Implementation	0	2,933,880		
P11	ITS-Computer Purchase	0	2,723,585		
P11	MIS Software/Hardware & Implementation	0	9,423,282		
P11	Misc - ITS	0	126,672		
P11	Voice Over IP	0	579,807		
	Sub-Total	0	15,787,227	15,900,000	99%
TOTAL:		254,084	176,527,884	220,932,680	80%
		254,084	176,527,884	220,932,680	
		0	0	0	

RIO HONDO COLLEGE – BOARD OF TRUSTEES
2018 Calendar of Events – Updated 5/9/18

JANUARY - 2018	*January 1*	*HOLIDAY – COLLEGE CLOSED*	
	January 10	Regular Board Meeting	TEEP in Taiwan
	January 16	*HOLIDAY – COLLEGE CLOSED*	
	January 24	***Board Retreat***	• Review Board Self-Evaluation Instrument • Mid-year Evaluation of Board Goals • Review Board Ethics Policy • Review Board Protocols • Guided Pathway Update
	January 26	***FLEX DAY***	
	January 26-28	**CCLC Effective Trusteeship and Board Chair Workshop**	**Sheraton Grand, Sacramento**
	January 28-29	**CCLC Annual Legislative Conference**	**Sheraton Grand, Sacramento**
FEBRUARY	February 21	Regular Board Meeting	
	February 11-14	**ACCT Legislative Summit**	**Washington, DC**
	February 16-19	*HOLIDAY – COLLEGE CLOSED*	
MARCH			
	March 14	Regular Board Meeting	• Prop 39 Projects • Tesla
	March 26-30	*SPRING BREAK-COLLEGE CLOSED*	
APRIL	April 11	Regular Board Meeting	• Superintendent/President Evaluation Process & Review of Instrument • Educational Centers
MAY	May 4-6	**CCLC Annual Trustees Conference**	**Hyatt Regency Valencia**

RIO HONDO COLLEGE – BOARD OF TRUSTEES
2018 Calendar of Events – Updated 5/9/18

	May 9	Regular Board Meeting	• Board receives and completes self-evaluation instrument • 5-Year Construction Plan
	May 24	Commencement (6:00 pm)	
	May 28	*HOLIDAY – COLLEGE CLOSED*	
JUNE	June 4	New Student Trustee Orientation	
	June 13	Regular Board Meeting	• Student Equity/3SP and Basic Skills Update • Tentative Budget
JULY	July 4	*HOLIDAY – COLLEGE CLOSED*	
	July 11	Regular Board Meeting	
AUGUST	August 22 (tentative)	Special Board Meeting	• Campus Climate Survey • Board of Trustees Self Evaluation Results • Board Goals 2017-18
	August 8	Regular Board Meeting	• Adopt a School
	August 10-13	**CCLC Student Trustee Workshop**	**Hilton, San Francisco Bayfront**
	August 17	FLEX Day	
SEPTEMBER	September 3	*HOLIDAY – COLLEGE CLOSED*	
	September 12	Regular Board Meeting	• Adopted Budget
OCTOBER	October 11	Regular Board Meeting	Approval of Board Goals 2017-18
	October 24-27	**ACCT Leadership Congress**	**New York City**
NOVEMBER	**November 12**	*HOLIDAY – COLLEGE CLOSED*	
	November 14	Regular Board Meeting	3SP/Student Equity & Basic Skills Update

RIO HONDO COLLEGE – BOARD OF TRUSTEES
2018 Calendar of Events – Updated 5/9/18

	November 15-17	**CCLC Annual Convention**	**TBD**
	November 22-23	*HOLIDAY – COLLEGE CLOSED*	
DECEMBER	December 12	Regular Board Meeting Annual Organization/Election of Officers	Bond and Financial Audit
	Dec. 25 – Jan 1	Winter Break – College Closed	

10/17

Note: This procedure is legally required. Local practice may be inserted, but should conform to the following general principles.

I. Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Office of the Superintendent/President and/or Office of the Vice Presidents.

II. Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Executive Assistant to the Superintendent/President may request it be provided in writing.

III. Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff time to assemble the records and identify any records that may be exempt from disclosure.

IV. Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

V. Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

VI. Within ten days, the Office of the President and/or Office of the Vice Presidents will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

Note: The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although most will never apply to a community college district. (See Government Code Sections 6254 et seq. and 6275 et seq.) Any questions about whether a document is exempt should be referred to counsel.

VII. The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of

business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))

- Records pertaining to pending litigation …or to claims…until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g).)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations…relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses and home telephone number of employees of a school District or county office of education (other than to an agent or family member of the employee, to an officer of another school District when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
- **Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 6254.3(b))**
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system
- **Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the**

identification number, alphanumeric character, or other unique identifying code is used ina public bidding or an audit involving the public agency (Government Code Section 6254.33)

VIII. References:
Government Code Sections 6250 et seq. 6254.33; 6254

I. Education Programs

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

B. All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" mean's a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

C. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

D. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

E. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Education Programs:
Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.; Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Catalog Requirements (formerly II.B.2.c)

II. Employment

A. The District shall provide equal employment opportunities to all applicants and employees regardless of national origin, religion, age, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information ancestry, **sex, gender,** sexual orientation, marital status, physical or mental disability, pregnancy, military and/or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

B. All employment decisions, including but not limited to, hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement

for all position classifications shall be based on job-related criteria, as well as be responsive to the District's needs.

C. The District shall, from time to time as necessary, provide professional and staff development activities and training to promote understanding of diversity.

D. **It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.**

III. Nondiscrimination References for Employment:
Education Code Sections 87100 et seq.
Title 5 Sections 5300 et seq.
Government Code Sections 11135 et seq. and 12940 et seq.
Title 2 Sections 10500 et seq.

I. Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the State Chancellor's Office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: 1) An unwritten allegation of harassment, discrimination, or retaliation; 2) a written allegation of harassment, discrimination, or retaliation that falls outside the timeline for a formal complaint; or 3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he or she does not want to file a formal complaint.

A. Informal Complaints

Any person may submit an informal complaint to the District Compliance Officer (Executive Director of Human Resources), or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Executive Director of Human Resources/District Compliance Officer in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Executive Director of Human Resources/District Compliance Officer will notify the person bringing the informal complaint of his/her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Executive Director of Human Resources/District Compliance Officer shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Executive Director of Human Resources/District Compliance Officer determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Executive Director of Human Resources/District Compliance Officer will explain to any individual bringing an informal complaint that the Executive Director of Human Resources/District Compliance Officer may decide to initiate an investigation, even if the individual does not wish the Executive Director of Human

Resources/District Compliance Officer to do so. The Executive Director of Human Resources/District Compliance Officer shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

B. Formal Complaints

Formal Complaints must be filed with the State Chancellor or the Executive Director of Human Resources/District Compliance Officer unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Superintendent/President or the State Chancellor.

Formal Complaints should be submitted on the form prescribed by the State Chancellor. A copy of the form will be available at the offices of the Executive Director of Human Resources/District Compliance Officer, and online.

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the Formal Complaint;
- The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall extended by no more than 90 days following the expiration of the 180 days if the

complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Executive Director of Human Resources/District Compliance Officer will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Executive Director of Human Resources/District Compliance Officer will handle the matter as an informal complaint.

Purpose

~~Rio Hondo Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veterans status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity. Such discrimination is prohibited by California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and/or the Age Discrimination Act (42 U.S.C. § 6101).~~

~~Rio Hondo Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.~~

~~Rio Hondo Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.~~

~~II. District Compliance Officer~~

~~The District Compliance Officer serves as the Title IX, ADA, and Section 504 Coordinator. The Compliance Officer is the "responsible District officer" charged with receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and coordinating their investigation. The actual investigation of complaints may be assigned to a third party investigator (outside persons or organizations).~~

~~Such delegation procedures will be used whenever the District Compliance Officer is named in the complaint or is implicated by the allegations in the complaint. The District Compliance Officer (or third party investigator) shall disclose any real or perceived conflicts of interest and may be required to delegate the responsibility to investigate to another impartial investigator.~~

III. ~~Filing a Timely Complaint~~

~~Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes he/she is being harassed or discriminated against to file a complaint. The District also strongly encourages the filing of such complaints as soon as possible following an alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.~~

~~All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination, the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.~~

~~IV. Communicating Unwelcome Conduct~~

~~The District encourages anyone to the extent they are comfortable doing so, to inform the offending person immediately and firmly when conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.~~

II. Oversight of Complaint Procedure: The Executive Director of Human Resources is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the Executive Director of Human Resources to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Executive Director of Human Resources is named in the complaint or implicated by the allegations in the complaint. All designated investigators will have appropriate training in civil harassment investigation procedures.

V. Who May File a Complaint

A complaint may be filed by ~~anyone~~ **any student, employee, or third party** who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of ~~Board Policy 3410, Board Policy 3430, or~~ this procedure **and the related policy**. ~~In addition, under federal civil rights laws referenced in Section I. (Purpose) complaints of unlawful discrimination or harassment may be filed by parties who have not personally suffered unlawful discrimination or harassment.~~

VI. Where to File a Complaint

Any student, employee, or third party ~~Anyone~~ who believes he/she has been discriminated against or harassed in violation of ~~Board Policy 3410, Board Policy 3430, or~~ this procedure may make a complaint orally or in writing ~~within one year of the date of the alleged discrimination or harassment, or the date on which the complainant knew or should have known of the facts underlying the complaint~~. The District Compliance Officer is located in the Office of Human Resources, Room A113 or at (562) 908-3405 ~~Student Services Building, Room SS-204, and can be reached at (562) 908-3498~~.

Student complainants shall be notified that they may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR), 50 United Nations Plaza, Room 1490, Mail Box 1200 San Francisco, CA 94102 (415) 486-5555.

Employee complainants shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC), Royal Federal Building, 255 East Temple Street, 4th Floor Los Angeles, CA 90012 or the California Department of Fair Employment and Housing (DFEH)., 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758.

Complaints filed with the EEOC and/or the DFEH should be forwarded to the California Community College Chancellor's Office by the District.

Any District employee who receives a harassment or discrimination complaint, regardless of whether it is brought by a student or an employee, shall notify the District's Executive Director of Human Resources immediately.

Immediately upon receiving a Formal Complaint, as described above, regardless of whether the complaint is brought by a student or by an employee, the District shall forward a copy of the Formal Complaint to the California Community College Chancellor's Office.

VII. Informal/Formal Complaint Procedure

When a person brings a charge(s) of unlawful discrimination or harassment to the attention of the District's Compliance Officer, that officer will:

(1) Upon approval by the parties involved, and when appropriate, undertake efforts to informally resolve the charges;
(2) Advise the complainant that he/she need not participate in informal resolution;
(3) Notify the person of his or her right to file a formal complaint and explain the procedure for doing so;
(4) Assure the complainant that he/she will not be required to confront, or work out problems with the person accused of unlawful discrimination or harassment;
(5) Advise the complainant that he/she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
(6) If the complaint is employment-related, the complainant should also be

advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

(7) Take interim steps to protect a complainant from coming into contact with a respondent, especially if the complainant is a victim of sexual violence. The District Compliance Officer, or designee, should notify the complainant of his or her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the parties from having any contact with one another pending the results of the investigation.

Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint in writing. Even if the complainant does dismiss the complaint, the District Compliance Officer may require the investigation to continue if he/she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law or collective bargaining agreement and may allow for representation in other circumstances on a case-by-case basis.

VIII. Filing a Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he or she should be advised, but not required, to file the complaint on a form prescribed by the Chancellor's Office. The approved form is available from the District Compliance Officer, at the Rio Hondo College Website, and also at the State Chancellor's Office website.

The completed form must be filed with the District Compliance Officer or mailed directly to the State Chancellor's Office of the California Community Colleges.

If a complaint of unlawful discrimination or harassment is presented in another

written format, such as a letter, the District may request that the complainant complete the form. Every effort should be made to have the complaint filed on this form and to obtain the complainant's signature. However, where a complainant has indicated that he or she wishes to pursue the formal complaint process, a complaint should not be rejected solely based on the failure to file the complaint on this form. If there is a delay in obtaining a completed form, or the complainant refuses to transfer the information or otherwise complete the form but wishes to pursue the formal complaint process, the District will attach the letter to the form and open a formal investigation. While a complaint filed in an improper form is still procedurally defective under Title 5 standards, the merits of the complaint itself may still be valid and must be addressed.

Once a complaint is filed, the individual(s) accused of engaging in unlawful discriminatory or harassing conduct should be advised of that filing and the general nature of the complaint. The District will take appropriate and reasonable action to ensure that the alleged behavior does not continue while the investigation is being conducted. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the **responding party** that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the **responding party** will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

IX. ~~Threshold Requirements Prior to Investigation of a Formal Complaint~~

~~When a formal written complaint is filed it will be reviewed by the District Compliance Officer to determine if the complaint meets the following requirements:~~

- ~~The complaint must allege unlawful discrimination or harassment prohibited under Title 5, section 59300.~~
- ~~A complaint under Title 5[1] must be filed by one who alleges that he or she has personally suffered unlawful discrimination or harassment or by one who has learned of such unlawful discrimination or harassment in his or her official capacity as a College employee.~~
    - ~~In addition, under the federal civil rights laws referenced in Section I (Purpose), this procedure also covers complaints of discrimination or harassment filed by someone, such as a representative, a family member, or other third party, on behalf of an individual or group of individuals alleged to have suffered unlawful discrimination or harassment.~~

[1] *The portions of this procedure that pertain to communication with the State Chancellor's Office, and the appeal to that Office, do not apply unless the complainant meets the definition of complainant contained in Title 5, section 59328(a).*

- ~~In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination or harassment.~~

- ~~In any complaint alleging unlawful discrimination or harassment in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination or harassment occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.~~

X. Advisors

Each party is allowed an advisor or support person of their choice present with them for all investigative and disciplinary meetings, from intake through final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually otherwise not involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. In cases of sexual and domestic violence or harassment the District Compliance Officer will offer a confidential survivor advocate.

Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The District cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the District is not obligated to provide one. All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or adjudicators.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the District Compliance Officer will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The District expects that the parties will wish to share documentation related to the allegations with their advisors. The District provides a consent form that authorizes such sharing. The parties must complete this form before the District is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the District. The District may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the District's privacy expectations.

X. Investigation Process

i. Authorization of an Investigation: The District Compliance Officer, or designee, shall:

- Authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where complainants opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the responding party, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

ii. Investigation of the Complaint: The District shall promptly investigate every complaint of harassment or discrimination. No claim of employee or student harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with any academic, educational, extracurricular, athletic, or other programs of the District, whether those programs take place at a District facility, in a District vehicle, or at a class, training program or similar event sponsored by the District at another location.

As set forth above, where the complainant opts for an informal resolution, the District Compliance Officer may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following

factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the reporting party's individual rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

iii. Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve, as investigators under this policy shall have adequate training on what constitutes discrimination, including sexual harassment and sexual violence, racial discrimination, disability discrimination and age discrimination and understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the responding individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reaching a conclusion as to the allegations and any appropriate disciplinary and remedial action; and seeing that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

iv. Timeline for Completion: The District will undertake its investigation as promptly and as swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint, unless an extension has been granted. The Executive Director of Human Resources will notify all the parties involved of the District's determination, in writing, within 10 working days of the determination being made.

Cooperation Encouraged: All students and employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. If the complainant refuses to participate in the investigation, the

District should continue to pursue appropriate steps to limit the effects of the alleged harassment and prevent its recurrence.

v. Written Report:

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

XI. Defective Complaint

If a complaint is found to be defective, it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, Title 5, section 59300, et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328 of Title 5, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

XII. Notice to State Chancellor or District

A copy of all formal complaints filed in accordance with the Title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt, regardless of whether the complaint is brought by a student or by an employee. Similarly, when the State Chancellor's Office receives a complaint, a copy will be forwarded to the District immediately.

XIII. Oversight of Complaint Procedure

The Executive Director of Human Resources is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The actual investigation of complaints may be delegated by the Executive Director of Human Resources to other trained, qualified staff, outside persons or organizations under contract with the District. This must occur whenever the Executive Director of Human Resources is named in the complaint or implicated by the allegations in the complaint.

XIV. Administrative Determination

When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard, **meaning more likely than not.** Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

In any case not involving employment discrimination or harassment, within 90 days of receiving an unlawful discrimination or harassment complaint filed under Title 5, sections 59300, et seq., the District Compliance Officer (or third party investigator) will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy of the summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor[2]:

(a) the determination of the District Compliance Officer (or third party investigator) as to whether there is probable cause to believe unlawful discrimination or harassment occurred with respect to each allegation in the complaint;
(b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
(c) the proposed resolution of the complaint; and
(d) the complainant's right to appeal to the District's Board of Trustees and, for Title 5 complaints, to the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination or harassment complaint filed under Title 5, sections 59300, et seq., the District Compliance Officer (or third party investigator) will complete the investigation and forward a copy of the summary of the report to the complainant, and written notice setting forth all the following to the complainant:

(a) the determination of the District Compliance Officer (or third party investigator) as to whether there is probable cause to believe discrimination or harassment occurred with respect to each allegation in the complaint;
(b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
(c) the proposed resolution of the complaint; and
(d) the complainant's right to appeal to the District's Board of Trustees and to file a complaint with the Department of Fair Employment and Housing or the U.S. Equal Employment Commission.

The District will keep these documents on file for a period of at least three (3) years

[2] *For non-employment complaints filed under the federal civil rights statutes referenced in Section I, a copy of the summary report and written notice shall be forwarded only to the complainant.*

after closing the case, and make them available to the State Chancellor upon request.

XV. Discipline and Corrective Action

If harassment, discrimination, and/or retaliation occurred in violation of Board Policy 3410, Board Policy 3430, or this procedure, the District shall take disciplinary action against the respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- **providing an escort to ensure that the complainant can move safely between classes and activities;**
- providing counseling services;
- **providing academic support services, such as tutoring;**
- arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record;
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the discrimination or harassment and the misconduct that may have resulted in the complainant being disciplined; and
- preventing offending third parties from entering campus.
- **circulating memoranda to students and staff about pertinent District policy; and**
- **other remedies deemed necessary by the District.**

If discipline is imposed, the nature of the discipline will generally not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in discrimination or harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant. A victim of discrimination or harassment who is informed of disciplinary action must keep that information confidential.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or harassment as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, and personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further unlawful harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District will ensure that complainants and witnesses know how

to report any subsequent problems, or any retaliation, or new incidents of discrimination or harassment. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

XVI. Appeal Rights

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision. Similarly, if the complainant is not satisfied with the process or the results of an administrative decision, he or she may also appeal using the following procedure:

- First level of appeal: The complainant has the right to file an appeal to the District's Board of Trustees within 15 days from the date of the administrative determination. The Board will review the original complaint, the investigative report, the administrative determination, and the appeal.

- The Board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the Board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the Board will be forwarded to the complainant and for Title 5 complaints, to the State Chancellor's Office.

- Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor's Office in any Title 5 case not involving employment-related unlawful discrimination or harassment within 30 days from the date that the Board issues the final District decision or permits the administrative determination to become final by taking no action within 45 days. The appeal must be accompanied by a copy of the decision by the Board or evidence showing the date on which the complainant filed an appeal with the Board, and a statement under penalty of perjury that no response was received from the Board within 45 days from that date. In any case involving employment discrimination or harassment, the complainant has the right to file a complaint with the Department of Fair Employment and Housing (DFEH) where the case is within the jurisdiction of that agency.

XVII. Extensions

If, for reasons beyond its control, the District is unable to comply with the 90-day or

150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the District Compliance Officer will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within five (5) days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor, the 150-day deadline is automatically extended by an equal amount.

XVIII. Confidentiality of the Process

The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged discrimination or harassment; the complainant's age; whether there have been other discrimination or harassment complaints about the same individual; and the **responding** individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

If a complainant insists that his or her name not be revealed, the District Compliance Officer (or third party investigator) should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request, as long as doing so does not jeopardize the rights of other students or employees.

Complainants, witnesses, and those accused of discrimination or harassment shall be informed of the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. Persons who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination or harassment will be asked to sign a confidentiality acknowledgement statement.

XIX. Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or

serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District's unlawful discrimination and harassment policy.

If an individual believes she/he has been subject to retaliation, the individual may file an additional or amended complaint with the District Compliance Officer. The District Compliance Officer (or third party investigator) shall investigate the claim of retaliation in accordance with these procedures.

If the District Compliance Officer (or third party investigator) determines that the complaint of retaliation is valid, in addition to any other remedies which may be appropriate (such as disciplinary action), the appropriate District administrator/manager shall take all necessary steps to end the retaliatory behavior as quickly as possible and shall provide counseling to the person performing the retaliation in regard to the rights of complainants to be free from retaliation.

XX. Academic Freedom

Rio Hondo Community College District Board of Trustees reaffirms its commitment to academic freedom, as defined in BP 4030, but recognizes that academic freedom does not allow any form of unlawful discrimination. Nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for any specific community college program, course, or activity, including participatory/shared governance and representation of constituents.

When investigating unlawful discrimination or harassment complaints containing issues of academic freedom, the District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302

XXI. Dissemination of Policy and Procedures

All College employees will be provided with a copy of the District's written policy on unlawful discrimination and harassment at the beginning of the fall semester of each new academic year.

District policy and procedures related to harassment will include information that specifically addresses sexual violence. District Policy and Procedures related to harassment will be made available in the college catalog, emailed to all students and College employees, and will be posted on the District's Website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file.

XXII. Notice, Training, and Education for Students and Employees

Rio Hondo Community College District's Compliance Officer, or designee, shall make arrangements for, or provide training to, employees and students on the District's unlawful discrimination and harassment policy and procedures.

A workshop or informational session will be made available to all District employees at least once annually. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six (6) months of assuming a supervisory position and every two (2) years thereafter. In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A workshop or informational session will be made available to all students at least once annually. The student workshop or informational session will include an explanation of the policy, how it works, and how to file a complaint. The session will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. In addition, a copy of the District's written policy on unlawful discrimination and harassment, as it pertains to students, will be distributed to all students through the student portal at the beginning of each fall semester.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of discrimination and harassment on all bases covered by this procedure, and the remedies available to victims of discrimination and harassment.

XXIII. Definitions

Definitions applicable to nondiscrimination policies are as follows:

- "Accused" means the individual who allegedly unlawfully discriminated against or harassed the complainant
- "Appeal" means a request by a complainant made in writing to the Rio Hondo Community College District Board of Trustees pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
- "Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and Title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- "Complaint" means a written and signed statement meeting the requirements of

Title 5, section 59328[3] that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, sections 59300, et seq.

- "Complainant" means anyone who alleges that he or she has personally suffered unlawful discrimination in violation of these policies and procedures, or a person who has learned of such unlawful discrimination, including a faculty member, administrator, student, family member, or other third party who files on behalf of an individual or group alleged to have suffered discrimination or harassment.
- "Days" means calendar days.
- "Gender" means sex, and includes a person's gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- "Mental disability" includes, but is not limited to, all of the following:
  - (1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disability, that limits a major life activity. For purposes of this section:
    - (A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
    - (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
    - (C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities, as well as working.
  - (2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
  - (3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
  - (4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
  - (5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2). "Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- "Physical disability" includes, but is not limited to, all of the following:
  - (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

[3] See section VIII., Filing a Formal Written Complaint.

(A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

(B) Limits a major life activity. For purposes of this section:

(i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

(ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.

(iii) "Major life activities" shall be broadly construed and include physical, mental, and social activities and working.

(2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.

(3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.

(4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

(6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

- "District" means Rio Hondo Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its College that receives state funding or financial assistance through the District.
- "Respondent" or **"Responding Party"** means the individual who allegedly unlawfully discriminated or sexually harassed the complainant.
- "Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.
- "Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. "Sex" also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.
- "Sexual harassment" is unlawful discrimination in the form of unwelcome sexual

advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

(1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
(2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
(3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
(4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
(5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
(6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
(7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

- "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.
- "Unlawful discrimination" means discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

XXIV. Record Retention

The District will retain on file for a period of no less than three years after closing the case copies of:

- **The original complaint;**
- **The investigatory report;**
- **The summary of the report if one is prepared;**
- **The notice provided to the complainant, of the District's administrative determination and his/her right to appeal;**
- **Any appeal;**
- **The District's final decision; and**
- **Documentation of any corrective actions taken.**

Unlawful discrimination and harassment records that are part of an employee's employment records may be classified as permanent records and retained indefinitely in accordance with Title 5, California Code of Regulations, section 59022.

XXV. Source /Reference:

In so providing, Rio Hondo Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100, et seq.), and the Age Discrimination Act (42 U.S.C. § 6101).

Education Code Section 66281.5; Government Code 12950.1; Title 5, Sections 59320, 59324, 59326, 59328, and 59300 et seq.; 34 C.F.R. Section 106.8(b).

I. Members of Rio Hondo College who are witnesses or victims of a crime should immediately report the crime to District Security Office and the Los Angeles County Sheriff's Department, Pico Rivera Office.

II. In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the District Security Office and the Los Angeles County Sheriff's Department, Pico Rivera Office. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

III. The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Crimes reported to the Los Angeles County Sheriffs Pico Rivera Station; and
- Crimes that are considered to represent a continuing threat to other students and employees.

IV. In the event that a situation arises **on campus or any District property** that, in the judgment of the Director of Facilities, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff, and the campus' student newspaper. The

information shall be disseminated by the Director of Marketing and Communications in a manner that aids the prevention of similar crimes.

V. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Marketing and Communications may also post a notice on the campus-wide electronic bulletin board and on the Website at: www.riohondo.edu providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to Security by phone (562) 463-3490.

VI. The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

VII. If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

VIII. The District shall annually collect and distribute statistics concerning crimes on **District property** ~~**campus**~~. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information. Employees who, in good faith, reported such activities and/or assisted the District in the investigation will be protected from retaliation.

IX. The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on ~~**campus and at affiliated locations**~~ **District property** for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting Facilities Service, Room MT102, 3600 Workman Mill Road, Whittier, CA 90601 or at the Website address published at www.riohondo.edu/facilities/security.

X. To Report a Crime:
Employees should contact Campus Security at (562) 463-3490 (non-emergencies) and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Pico Rivera Sheriff's Station. In addition, crimes may be reported to the following areas:

- Dean, Student Affairs
- **Executive** Dean, Counseling ~~**& Student Development**~~ **& Student Equity or Dean, Counseling & Student Equity**
- Coordinator, Student Health Services

- Executive Director, Human Resources

XI. **The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.** The District may disclose to a victim the final results of disciplinary proceedings of an alleged perpetrator of a crime of violence or a non- forcible sex offense, regardless of the outcome. The District may also disclose to anyone the final results of a disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

XII. The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

XIII. **Required Reports to Local Law Enforcement Agency (CCLC)**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed ~~on or off campus~~ on District property, that is received by a campus security authority and made by the victim for the purposes of notifying the ~~institution~~ District or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- **the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and**
- **the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.**

XIII. Reference:
Penal Code Section 245;
Education Code Section 212; 87014;
The Handbook for Campus Safety and Security Reporting
U.S. Department of Education
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 U.S.C. § 1232g;
34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14);
Campus Security Act of 1990

This procedure is legally required.

I. **For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General's website. (CCLC)**

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with any of the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

II. "Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. The following definitions should be applied in the context of this administrative procedure:

- "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
  - a current or former spouse of the victim;
  - a person with whom the victim shares a child in common;
  - a person who is cohabitating with or has cohabitated with the victim as a spouse;
  - a person similarly situated to a spouse of the victim under California law; or
  - any other person against an adult or youth victim who is protected from that person's acts under California law.

- "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or

resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between them should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. (CCLC)

III. These written procedures and protocols are designed to ensure that victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515).

IV. All students, faculty members, or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the District Compliance Officer (Executive Director of Human Resources), who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the District Compliance Officer or designee is authorized to release such information.

V. The District Compliance Officer, or designee, shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following, ~~upon request~~:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents; District Compliance Officer, Director of Facilities Services, Evening College Supervisor, Security Office, and Weekend College Coordinator, **Survivor Advocate**, should be notified.
- **Information about the importance of preserving evidence and the identification and location of witnesses; (CCLC)**
- A description of available services and the persons on campus available to provide those services, if requested. Services and those responsible for providing or arranging them include the following:

  24-Hour Sexual & Domestic Violence Counseling:

  - East Los Angeles Rape Hotline (bilingual) 800-585-6231
  - **LA Rape & Battering Hotline (bilingual)** 626-793-3385
  - Project Sister Sexual Assault Crisis Center Claremont 909-623-1619
  - Santa Monica Rape Treatment Center 310-319-4000
  - RAINN online hotline https://hotline.rainn.org/

  Hospitals (Transportation is available to a hospital, if necessary)

- Presbyterian Intercommunity Hospital (SART available) 562-698-0811
- Whittier Hospital 562-945-3561
- Greater El Monte Hospital 626-579-7777
- Queen of the Valley, West Covina 626-962-4011

VI. The District Compliance Officer, or designee, should provide ~~victims~~ **survivors** with information about the victim assistance resources:

- Some financial assistance may be available to victims through the Los Angeles County District Attorney's Office. Under California law, some victims of crime may receive financial assistance for unreimbursed medical and income losses as a result of the crime. For information on this program, call Los Angeles County Victim/Witness Assistance Program, 562-807-7212;
- Counseling by District Psychological Services, Student Services Building 562-463-7302, or referral to a counseling center;
- **Confidential Survivor Advocate, Student Union room 202 or local crisis center (see above hotline numbers);**
- Notice to the police, if desired;
- Other available campus resources or appropriate off-campus resources.

A description of each of the following procedures may be provided upon request:

- Criminal prosecution;
- Civil prosecution (i.e., lawsuit);
- District disciplinary procedures, both student and employee;
- Modification of class schedules;
- Tutoring, if necessary.

VII. The District Compliance Officer, should be available to provide assistance to District Security Office regarding how to respond appropriately to reports of sexual violence.

VIII. The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of sexual assault on District property shall be kept informed, through the District Compliance Officer, of any ongoing investigation. Information shall include the status of any student of employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

IX. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at

or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

X. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused;
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

XI. In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances.

- The complainant was asleep or unconscious;
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition. (CCLC)

~~IX.~~XII. The District shall maintain the identity of any alleged victim ~~or~~ witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, ~~or~~ witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Director of Marketing and Communications, who shall work with the District Compliance Officer to ensure that all confidentiality rights are maintained.

XIII. Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;

- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:
  - The ~~accuser and the accused~~ **reporting and responding parties** are entitled to the same opportunities to have ~~others~~ **one advisor, advocate, or support person** present during a disciplinary proceeding; and
  - Both the ~~accuser and the accused~~ **reporting and responding parties** must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the ~~accused~~ **respondent.**
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

XI**V**. Education and Prevention Information

The District Compliance Officer or designee shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, **and** or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations **and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.**
- Post sexual violence prevention and education information on the campus internet Website regarding domestic violence, dating violence, or stalking.

~~XII~~**XV**. References / Sources:
Education Code Sections 67385 **and 67386**;
20 U.S.C. § 1092(f);
34 C.F.R. § 668.46(b)(11)

I. Smoking is not allowed on campus except in designated areas as indicated on the Campus Directory, **and violations may be subject to fines up to $100 (BP 3570).**

~~I~~ II. Smoking is prohibited within 20 feet of a main exit, entrance, operable window, or mechanical air intake of any ~~campus~~ building **on District property**.

~~II~~ III. Smoking is prohibited inside any indoor area of any ~~campus~~ building **on District property**.

~~III~~ IV. "Covered parking lot" means an area designated for the parking of vehicles that is enclosed or contains a roof or ceiling, but does not include lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of the parking lot or a building to which it is attached.

~~IV~~ V. "Smoking" means engaging in an act that generates **s**moke, such as, for example: possessing a lit pipe, a lit hookah pipe, an operating electronic cigarette, a lit cigar, or a lit cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind (Public Health Law and Policy – Technical Assistance Legal Center).

~~V~~ VI. Smoking is prohibited in any enclosed place of employment on ~~campus~~ **District property**, including lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.

Tobacco products, including cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers) may not be used within 250 feet of a youth sports event. A youth sports event is any practice, game, or related activity organized by any entity at which athletes up to 18 years of age are present. (CCLC)

Note: Governing bodies of each community college district have the authority to enforce these requirements by citation and fine. If a campus adopts the enforcement and fine authority, it must post signs stating its tobacco use policy and inform employees and students of the policy (Government Code section 75971.1)

~~VI~~ VII. ~~Smoking is not allowed on campus except in designated areas as indicated on the Campus Directory, and violations may be subject to fines up to $100 (BP 3570).~~ **(move to paragraph I)**

~~VII~~ VIV. References:

Government Code Sections 7596, 7597, 7597.1 and 7598;
Labor Code Section 6404.5;
Health and Safety Code Section 104495;
Title 8, Section 5148

SECURING OF COPYRIGHT

AP No. 3710

Board Reviewed: NEW

I. It is the responsibility of interested parties to follow the necessary procedures for securing a copyright.

This may include but is not limited to:

- Registering that copyright with the United States Copyright Office.
- Acquiring and paying for necessary rights from third parties (paid by the party seeking the copyright) if the creation of the work and/or securing of the copyright requires such acquisition.

II. After proper acquisition of copyright, all information secured shall be subject to Copyright Law and must be attributed or otherwise subject to prohibition.

III. Source / References:
Intellectual Property BP/AP 3715
Ed Code Section 72207, 81459
17 US Code 201

INTELLECTUAL PROPERTY

AP No. 3715

Board Reviewed: 12/9/09

NOTE: THE FOLLOWING PROCEDURE IS LEGALLY ADVISED. LOCAL PRACTICE MAY BE INSERTED. THE FOLLOWING IS TAKEN FROM THE RHC 2004-07 CERTIFICATED CONTRACT, ARTICLE 23, PGS 97-100.

I. Introduction

This procedure is not intended to govern administrative or classified copyrights. Those rights for work prepared outside the course and scope of college employment, shall be regulated by Title 17 of the United States Code.

II. Purpose

The District and the RHCFA have a mutual interest in establishing an environment that encourages creativity and innovation of Faculty Members in developing instructional materials and excellence in their field of specialty. To pursue that goal, Article 23: Intellectual Property of the Collective Bargaining Agreement will identify the owners of the copyrights to certain works that may be created by Faculty Members, and to identify the uses that may be made of those works by Faculty Members and the District.

III. Definitions

"Works" means any material that is eligible for copyright protection including (but not limited to) instructional materials in all media forms (e.g., syllabi, lectures, student exercises, computer software, web-based activities, textbooks, study materials, course management tools and tests) books, articles, dramatic and musical compositions, poetry, narratives, analyses (e.g., scientific, logical, opinion or criticism), works of art and design, photographs, films, video and audio recordings, computer software, architectural and engineering drawings, and choreography.

"License means permission to use a work. A "non-exclusive license" is one (1) that gives permission to use a work while that same work may also be used by the party who gave the permission and by others to whom permission is also given.

IV. Ownership of Copyrights

A. Ownership by Faculty Members

1. The Collective Bargaining Agreement ("the CBA") between the Faculty and the District obligates the Faculty Member to teach their assigned courses, and perform other duties, according to the terms set forth in the CBA. The District, however, acknowledges that the terms of the CBA are not intended and shall not be construed to grant any ownership rights to any materials produced by the Faculty in furtherance of these duties; and that the District does not have an interest under The CBA in any copyrights to work created by the Faculty Members in support of or related to their performance of instructional or other duties, including both classroom and distance education.

2. All copyrights to works created by Faculty Members shall be owned by the Faculty Member or Members who created the works, even if those works are created in connection with courses they teach, or other duties they perform as Faculty Members, while they are employed by the District and in connection with their employment, unless the work is created under the exceptional circumstances set forth in Section B ~~2.a. or 2.b.~~ below.

B. Ownership by the District

1. The District will own the copyright to any work or other materials that is created for the purpose of being a part of (i) the documentation of curriculum of the District, such as a course outline or description; ~~(ii)~~ an information publication or promotional materials of the College, such as catalogs, class schedules, or advertisements; or ~~(ii)~~ an administrative policy of the District.

2. The Faculty and the District foresee a potential mutual interest for the District to provide additional support in the form of extraordinary financial, staff, technical or other resources, or release time, in order to sponsor work to be created by a Faculty Member in addition to his or her obligations under the CBA. In such a case, the District and the Faculty Member enter into an express written agreement regarding the ownership of the copyright of the work. In order that the District acquire any ownership rights to the copyright in said work, the agreement must

- Be made prior to substantial completion of the work;
- Set forth a description of the work to be created and a specific time period in which the work that gives rise to the copyright is to be created;
- Set forth the proportional ownership of the copyright, the terms of use of the work;
- Include an express waiver by the Faculty Member of the rights in the copyright to which the member would otherwise be entitled under this article.

This paragraph shall not be construed to grant the District any copyright in any work absent such an express written agreement. The Faculty Member shall own the rights to any copyright for work related to, but not included in the description in said agreement or primarily created outside the period of time set forth in the agreement.

V. Permitted Uses

A. Use of work when copyright is owned by Faculty Member

B. Uses by Faculty

1. The District acknowledges that Faculty Members may use works whose copyrights they own in any way not in violation of any currently existing District Policy, including, for example, authorizing the for-profit publication of such works in return for royalties paid solely to Faculty Members, without any further authorization from the District. The District may not be required to pay royalties or other fees to any Faculty Member for the use of works, to which the Faculty Member owns the copyright, in the performance of that Faculty Member's obligations under the CBA.

C. Uses by District

1. The District may use works whose registered copyrights are owned by a Faculty Member, with the oral or written consent of that same Faculty Member, in the following ways: (1) to reproduce such works (for example, by photocopying them, by duplicating computer disks on which they have been saved, or by installing them on computer networks); (2) to distribute such works (to students in classes); (3) to perform or display such works (for example, in classroom teaching, by web casting, or by broadcasting). There shall be no restriction on use from unregistered copyrights.

2. The District may not, however, authorize others to use works for which a Faculty Member owns the copyright, unless the District first obtains the written consent of the Faculty Member who owns the work's copyright.

3. Use of work when copyright is owned by District

4. ~~4.~~ Faculty Members acknowledge that the District may use works whose copyrights the District owns in any and all ways it may wish, including, for example, authorizing the for-profit publication of such works in return for royalties paid solely to the District, subject only to the non-exclusive license of the Faculty Member who created the work to use it (in the manner ~~set~~ forth in ~~paragraph E.2.b~~ **Section D** below), without any further authorization from the Faculty Members who created those works. ~~B. Uses by Faculty Member~~

D. Uses by Faculty

1. Faculty Members shall have a non-exclusive license to use works they created, whose copyrights are owned by the District with the oral or written consent of the District, in the following ways: (1) to reproduce such works (for example, by photocopying them, by duplicating computer disks on which they have been saved, or by installing them on computer networks); (2) to distribute such works (for example, to students in classes); (3) to perform or display such

works (for example, in classroom teaching, by web casting, or by broadcasting); and (~~5~~ 4) to create derivative works (for example, companion materials or updated versions). There shall be no restriction on use from unregistered copyrights.

2. Faculty Members may do these things themselves, but may not authorize them to be done by others, unless they first obtain the written consent of the District.

VI. Responsibilities

A. Registration of copyright

1. It shall be the responsibility of the party who owns the copyright, in full or in part, to work to register that copyright with the United States Copyright Office.

2. Acquiring and paying for necessary rights from third parties **is the responsibility of the party who owns the copyright.**

3. If the creation or use of a work requires rights to be acquired from third parties, such rights shall be acquired and paid for by the party (i.e., the Faculty Member or the District) who owns the copyright to that work or according to the proportionate shares in ownership unless the agreement granting part or all of the copyright states other obligations.

B. Dispute Resolution

1. Disputes between Faculty Members and the District concerning Article shall be resolved pursuant to the grievance procedures, Article 16 of the Collective Bargaining Agreement. (RHC Certificated Bargaining Agreement, Article 23).

VII. Reference: 17 USC 101 et seq; 35 USC 101 et seq; and 37 CFR 1.1 et seq

I. At the Academic Senate's final meeting of the academic year, the Academic Senate on behalf of the faculty of Rio Hondo College will recommend that students who have completed the requirements for a degree be conferred that degree with all rights, privileges, and responsibilities thereunto appertaining.

The degree of Associate ofin Arts or Associate ofin Science will be conferred upon any student satisfactorily completing ~~the following requirements: a~~ A two-year prescribed departmental college curriculum with a minimum of 60 units, ~~for the Associate in Arts degree or the Associate in Science degree (~~a 2.0 average GPA or better and~~)~~ with at least twelve (12) units in residence which will include:~~,~~

~~II.~~

~~A. A two-year prescribed departmental college curriculum of 60 units for the Associate in Arts degree or the Associate in Science degree (2.0 average or better) with at least twelve (12) units in residence.~~

A. ~~The degree of Associate in Arts or Associate in Science will be conferred~~ with Aa major consisting of a minimum of eighteen (18) units in an area of emphasis (or major). A listing of all majors can be found in the degree listing in the college catalog. ~~Major course criteria:~~ and satisfactory completion of any one of the following three general education course criteria:

B. ~~The Associate in Arts degree or Associate in Science degree will be awarded to any student upon satisfactory completion of any one of the following three general education course criteria:~~

Option I: Certified completion of the California State University General Education breadth pattern (CSUGE);

Option II: Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC) pattern;

~~III.~~ Option III: Certified completion of the Rio Hondo College General Education and Proficiency requirements as listed below:

~~A.~~1. A minimum "C" grade for all course work within the major

~~B.~~2. No non-degree applicable course work can be included in the total number of units earned towards a ~~major~~degree.

~~C.~~3. Two physical education activity courses.

~~D.~~4. American Institutions Requirements – successful completion of one of the following courses: HIST 143, HIST 143H, HIST 144, 144H, HIST 158, HIST 159, 159H, 170, POLS 110 or POLS 110H or Advanced

Placement examination scores of 3, 4, or 5 on either of the following exams: U.S. Government and Politics or U.S. History.

E.5. Competence in reading and written expression that may be met by:

a. The reading requirement may be met by one of the following:

1) a. Letter grade of "C" or better Credit ("P" grade) earned in READ 043 023 or higher level reading course. placement into READ 101

2) b. Appropriate score on the reading assessment test or appropriate multiple measures placement. Appropriate score on the reading assessment test or appropriate multiple measures placement, according to Rio Hondo College's multiple measures placement rules for direct and non-direct matriculants as directed by the Chancellor's office on 03/10/17.

3) c. 2 or 4 year degree from a regionally accredited U.S. institution.

b. The written expression requirement may be met by one of the following:

a.1) Credit earned (grade of "C" or better) in ENGL 101 (College Composition and Research).

b.2) A satisfactory score on the CSU English Equivalency Exam (to be determined by the Division of Communications and Languages).

c.3) Students earning a "C" or better in freshman composition courses (three (3) or more semester units/four (4) or more quarter units) from regionally accredited colleges and universities.

d.4) Advanced Placement examination scores of 3, 4, or 5 on either of the following exams: AP English Language & Composition or English Literature & Composition.

e.5) CLEP examination scores of 50 or higher on the following exams: College Composition, College Composition Modular, English Composition (if taken before July 2010).

F6. Competence in mathematics that may be met by one of the following:

~~1.~~a. Credit ("C" grade or better) in MATH 060 (Geometry), ~~MATH 070 (Intermediate Algebra),~~MATH 070 (Intermediate Algebra), or MATH 072 (The Mathematics of Money), or MATH 073 (B-STEM Intermediate Algebra) or MATH 073B, or a higher-level ~~math~~ quantitative reasoning course.

~~2.~~b. A satisfactory score on the Rio Hondo College Math Proficiency Exam.

c. Advanced Placement examination scores of 3, 4 or 5 on any of the following exams: AP Calculus AB or AP Calculus BC or AP Statistics.

d. CLEP examination scores of 50 or higher on the following exams: Calculus, College Algebra, College Algebra-Trig, and Trigonometry.

~~3.~~

~~G.~~7. Completion of general education course requirements ~~of course work~~ in each of four (4) areas, in addition to the major(s) requirement. The four (4) area requirements and courses from which a student may choose are as follows:

a. ~~1.~~ Natural Sciences with Lab (a lab must be included) – minimum of three (3) units.

b. ~~2.~~ Social and Behavioral Sciences – minimum of three (3) units.

c. ~~3.~~ Humanities – select one course from each of:

i. Fine Arts - minimum of three (3) units

ii. Humanities - minimum of three (3) units

d. ~~4.~~ Language and Rationality – select one (1) course from each of:

i. English Composition - minimum of three (3) units.

ii. Communication and Analytical Thinking - minimum of three (3) units

IV. The Degree of Associate in Arts for Transfer or Associate in Science for Transfer will be conferred with a major consisting of a minimum of eighteen (18) units in an area of emphasis (or major). A listing of all AA-T or AS-T degrees can be found in the degree listing in the college catalog. ~~Major~~ Degree course criteria includes the following:

A Completion of a minimum of sixty (60) CSU transferable semester units.

B. Minimum GPA of 2.0 in all CSU-transferable coursework (some majors may require a higher GPA).

C. Completion of the major units with a grade of "C" or better or a "P" if the course is taken on a Pass-No Pass basis.

D. Certified completion of the California State University General Education Breadth (CSUGE) pattern; or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

V. District policies and procedures regarding general education and degree requirements are published in the college catalog and are filed with the State Chancellor's Office.

VI. Reference:

Title 5, Section 55060; Accreditation Standard II.A.

GRADING AND ACADEMIC RECORD SYMBOLS

AP No. 4230

Board Reviewed: 8/15/07; 4/11/12

Note: This procedure is ***legally required***. Local practice may be inserted, but must comply with Title 5. The grading symbols permitted include the following:

I. Evaluative symbols:

		Grade Point:
A.	A – Excellent	4
B.	B – Good	3
C.	C – Satisfactory	2
D.	D – (Less than satisfactory)	1
E.	F – Failing	0
F.	*P –Pass* (satisfactory)	
G.	*NP* – No *Pass* (not satisfactory)	
H.	***SP - Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)***	

II. Non - Evaluative symbols:

A. I – Incomplete

B. IP – In Progress

C. RD – Report Delayed

D. W – Withdrawal

E. MW – Military Withdrawal

F. **EW – Excused Withdrawal (The EW symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.)**

III. Source / Reference:

Title 5, Section *55023*, ***55024***

ACADEMIC RENEWAL

AP No. 4240

I. Students may petition to have their academic record reviewed for academic renewal of substandard academic performance ~~under the following conditions:~~by meeting the academic renewal guidelines.

- ~~Students must have achieved a grade point average of 2.0 in 30 units and~~
- ~~At least two years must have elapsed from the time the course work to be removed was completed.~~ (Approved by Senate)

II. Students may apply for academic renewal multiple times. Up to 30 units of course work, in total, may be eliminated from consideration in the cumulative grade point average.

III. Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

IV. Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

V. Academic Renewal Guidelines (RHC Catalog)

The academic renewal procedure permits the alleviation of a student's previously recorded substandard academic performance that is not reflective of a student's present demonstrated ability and level of performance. Academic renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Rio Hondo College may disregard ~~particular,~~ previously recorded substandard work from a student's cumulative grade-point average.

1. Students may petition to have their academic record reviewed for academic renewal through the Admissions and Records Office to remove previous substandard work (any course in which a grade below 2.00 has been recorded) taken at Rio Hondo College. The District Superintendent/President, or designee, may grant permission.
2. Up to 30 units may be alleviated.
3. A student's current demonstrated ability may be the basis for alleviating previous substandard work.
4. ~~From the last substandard work to be alleviated,~~ In order to qualify, the student must meet one of the following criteria:

Option I: ~~the following~~ Earn 30 consecutive units with a minimum of a 2.0 GPA from any accredited college or university, following the completion of the most recent substandard work to be alleviated ~~from any accredited college or university must average at least a 2.00 GPA in order to qualify.~~, and two years must have elapsed since the most recent work to be alleviated.

Option II: Earn 15 consecutive units with a minimum of a 2.5 GPA from any accredited college or university, following the completion of the most recent substandard work to be alleviated, and one year must have elapsed since the most recent work to be alleviated.

~~5. Two years must have elapsed since the most recent work to be alleviated.~~

~~6.~~5. The student's academic record will be appropriately marked indicating those courses that have been alleviated.

VI. When academic work is alleviated, grades are not removed; they are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside the District.

VII. Source / Reference:
Title 5, Section 55044 and 55046.