1. Call to Order
2. Approval of Minutes: September 7, 2021
3. Public Comment — Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate’s discretion, be referred to the Senate Executive Council or placed on the next agenda.
4. Guest: Welcome from Dr. Earic Dixon-Peters VPSS
5. Presidents Report
   a. Covid-19 Vaccine Clinic Update
   b. Covid-19 Taskforce Update
   c. Covid communication to students (Appendix A)
   d. Brown Act update
   e. Roberts Rules of Order Guide (Appendix B)
   f. Senate committee appointments (Appendix C)
   g. Administrative Hiring Committees
6. Vice Presidents Report
   a. 1st Vice President
   b. 2nd Vice President
7. Unfinished Business
   a. None
8. New Business
   a. Latin Honors
9. Committee Reports
   a. Senate Committees:
      - Academic Rank
      - Curriculum
      - Instructional Technology (ITC)
      - Online Education (OEC)
      - Open Educational Resources (OER)
      - Staff Development/Flex
      - Outcomes
   b. Planning & Fiscal Council Committees:
      - Institutional Effectiveness (IEC)
      - Program Review
      - PPC
c. Other Committees:
   Basic Skills
   Bookstore
   Enterprise Systems Advisory
   Online Education Initiative (OEI)
   OERI
   Student Equity
   Student Success and Support Services Program (SSSP)

10. Announcements
11. Adjournment
Appendix A

OFFICE OF THE VICE PRESIDENT OF STUDENT SERVICES

MESSAGE FROM DR. EARIK DIXON-PIETERS

September 16, 2021

Welcome back Roadrunners,

I hope you have taken this summer to engage in activities that allowed you to rejuvenate and ready yourself for an amazing Fall 2021. As we complete our third week of the semester, we have taken precautions to ensure your safe return to online and in-person learning. I want to share important information to assist you in your success during the Fall 2021 semester.

We have posted our latest COVID-19 plan with guidelines for Fall 2021 on the College website. These guidelines are subject to change, if the need arises. Below are some important points to keep in mind as you begin Fall 2021.

Vaccine and mask policy

On August 12, 2021, Rio Hondo College Board of Trustees adhered to the Acting Chancellor’s call for action to keep our campuses safe and unanimously approved policy that requires vaccination and mask covering for all employees and students. This includes:

- Students must submit proof of vaccination by October 16th to enroll in in-person courses.
- For students requesting medical or religious exemptions and pregnancy deferral must complete and submit the online form by October 8th.
  - Masks covering nose and mouth must be worn at all times indoors and outdoors while on campus.
  - Face shields alone do NOT count as masks as per Los Angeles County Department of Public Health (LA County) and Centers for Disease Control (CDC) guidelines.
- Maintain 6 feet of physical distancing in classrooms
- Maintain 6 feet of physical distancing everywhere outside the classrooms.
- No congregating in hallways, lobbies, or other indoor spaces (when class ends, leave the building or proceed to your next class).
- No congregating in groups larger than five people (all physically distanced) outdoors.

COVID Protocols/Student Responsibilities

Students experiencing any COVID-19 symptoms (sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; new nasal congestion/sneezing; or stuffy or runny nose; fever of 100.4 degrees Fahrenheit or higher; new cough or a cough that gets worse; difficulty/hard time breathing; and new loss of taste or smell), should stay home. DO NOT come to campus for any reason and seek medical attention for your symptoms.

Students enrolled in in-person classes experiencing COVID-19 symptoms or have been exposed to someone with COVID-19, must notify your instructor(s) of your symptoms immediately. The Student Affairs office will contact students to discuss the safe return and COVID-19 testing processes and procedures. Students diagnosed, or who have a presumed diagnosis of COVID-19, will be interviewed for contact tracing and will be given appropriate quarantine or isolation directions.

Student Submission of Proof of Vaccination and Exemption

Students can submit proof of vaccination and exemption request at https://www.riohondo.edu/student-health-services/vaccination/exemption. Students must submit proof of vaccination by October 16th to enroll in late start, winter, or spring in-person courses. For students requesting medical, religious exemptions or pregnancy deferral must submit forms by October 8th.

Finally, the health and safety of our community depends on all of us doing our part by following the policies and procedures developed to keep us safe. Remember, we are all in this together. We will be sending additional information throughout the semester to ensure you stay informed.

For questions, please contact the Office of Student Affairs at Salcedo@riohondo.edu. I hope you have a safe and rewarding semester.

Dr. EariK Dixon-Peters
Vice President, Student Services
Robert’s Rules of Order
Adapted for Academic Senate

Guiding Principles

- Every member has the right to know what is going on at all times.
- All topics for discussion must be added to the official agenda and members must be notified of the agenda in advance. In addition, meeting minutes that require approval must also be provided in advance so members can review them before the meeting.
- To bring up a topic for discussion, a motion must be made and seconded. Then, discussion may begin.

The Six Steps to a Motion

1. Motion: A member raises a hand or states their intent to move. “I move…”.
2. Second: Another member raises a hand or states their intent to second the motion. “I second…” or “Second.”
3. Restate motion: The President restates the motion for the members. “The motion on the floor is…”
4. Discussion and Debate: The members debate the motion.
   4.1.1. The person who made the motion has the right to speak first on the motion.
   4.1.2. Every member has the right to participate in discussion if they wish, before anyone may speak a second time.
   4.1.3. Only one issue or motion can be discussed at a time.
   4.1.4. When a member would like to speak, they shall raise their hand and wait until they are called on and recognized by the Academic Senate President.
4.2. When any member is speaking, they may only be interrupted for the following reasons.
   4.2.1. Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
   4.2.2. Point of Information: A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.
   4.2.3. Point of Inquiry: A member may ask for clarification in a report to make better voting decisions.
   4.2.4. Point of Personal Privilege: A member may address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member’s conduct.
5. Vote: The President restates the motion and requests votes from the membership.
   5.1. First the President asks for affirmative votes by saying, “All those in favor say aye.”
   5.2. Then, the President asks for the negative votes by saying, “All those opposed say no.”
   5.3. Finally, The President asks for abstentions by saying, “All abstentions”
6. Announce the vote: The President announces the result of the vote and any instructions that follow.
### Appendix C

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<tr>
<th>Position</th>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>3SP Counseling Faculty Rep</td>
<td>Claudia Romo</td>
<td>CTE/Counseling</td>
</tr>
<tr>
<td>3SP Faculty Rep</td>
<td>Michael Forrest</td>
<td>MSE/Geology</td>
</tr>
<tr>
<td>Academic Rank</td>
<td>Francisco Sotelo – BSS</td>
<td>BSS/Psychology</td>
</tr>
<tr>
<td>Academic Rank</td>
<td>Jay Ribaya</td>
<td>MSE/Biology</td>
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<tr>
<td>Transfer and Completion AS Rep</td>
<td>Diego Silva</td>
<td>Student Affairs/Counseling</td>
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<td>Transfer and Completion At Large Faculty</td>
<td>George Wheeler</td>
<td>Arts/Music</td>
</tr>
<tr>
<td>Transfer and Completion At Large Faculty</td>
<td>Ed Izaguirre</td>
<td>MSE/Physics</td>
</tr>
<tr>
<td>OER MSE Representative</td>
<td>Erin Irwin</td>
<td>MSE/Math</td>
</tr>
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