

## Senate Executive Board Members

President: Dr. Angela Medina Rhodes  
1<sup>st</sup> Vice President: Kelly Lynch  
2<sup>nd</sup> Vice President: Aditi Sapra  
Secretary: Michael Koger  
Parliamentarian: Angelica Martinez  
ASCCC Representative: Farrah Nakatani  
Past-President: Dorali Pichardo Diaz  
RHCFA President: Diana Valladares  
Curriculum Chair: Elizabeth Ramirez

### Discussion Expectations

1. Be respectful
2. Step back or step up
3. Challenge the idea, not the person
4. Stay focused on the issue
5. Speak your discomfort or support
6. Acknowledge each other's experiences
7. Commit to learning from each other

### 10 + 1

"Academic and professional matters" means the following policy development and implementation matters:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate



## Academic Senate Agenda

October 17, 2023 1:00 p.m.

Locations: 3600 Workman Mill Road, Room LR128, Whittier, CA/3000 San Gabriel Blvd., Rosemead, CA 91770/ 7226 Hamner Ave, Eastvale, CA 91752/840 East Whittier Blvd, La Habra, CA. 90631/ 18 W Sierra Madre Blvd # A, Sierra Madre, CA 91024/ 214 W Rt 66, Glendora, CA 91740/ 101 The City Dr., Orange, CA 92868/ 1370 Veteran Avenue # 104, Los Angeles, CA 90024

1. Call to Order
2. Approval of Minutes from October 3, 2023
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 Report**
  - a. DEIA Definitions, Julio Flores and Ceci Rocha-Attached
5. **President's Report**
  - a. Announcement: President's Cabinet Report Out
  - b. Announcement: Committee Appointment
    - i. Foundational Skills and Instructional Support
      - A. Diego Silva
  - c. Discussion: Dissolution of Instructional Technology Practices Committee
6. **Vice President's Report**
  - a. 1<sup>st</sup> Vice President, Kelly Lynch
  - b. 2<sup>nd</sup> Vice President, Aditi Sapra
7. **Unfinished Business**
  - a. None
8. **New Business**
  - a. BP 3XXX Institutional Civility, Ethics, and Anti-bullying DRAFT, First reading-Attached
  - b. AP 3XXX Institutional Civility, Ethics, and Anti-bullying DRAFT, First reading-Attached
9. **Committee Reports**
  - a. Senate Committees
    - i. Academic Rank, Frank Sotelo
    - ii. Curriculum, Elizabeth Ramirez
    - iii. Distance Education, Kenn Pierson-Geiger
    - iv. Instructional Technology (ITC), Dana Arazi
    - v. Open Educational Resources (OER), Sheila Lynch
    - vi. Outcomes, Sean Hughes
    - vii. Staff Development/FLEX, Katie O'Brien

**Rio Hondo College  
Vision Statement**

Rio Hondo College aspires to be an evolving community-focused institution that embraces diversity, equity, and inclusion as a means to achieve personal, professional, and educational goals in a caring and rigorous environment.  
(Board Approved 5/12/21)

**Mission Statement**

Río Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.  
(Board Approved 7/08/20)

- b. Planning & Fiscal Council Committees
  - i. Facilities, Scott Jaeggi-Attached
  - ii. Institutional Effectiveness (IEC), Julio Flores-No report
  - iii. Planning and Procedural Council, Rudy Rios
  - iv. Program Review, Marie Eckstrom
  - v. Safety, Brian Brutlag
- c. Additional Committees
  - i. Enterprise Systems Advisory, Colin Young
  - ii. Foundational Skills & Instructional Support, Tyler Okamoto
  - iii. Online Education Initiative (OEI), TBD
  - iv. ASCCC Open Educational Resources Initiative (ASCCC OERI), Sheila Lynch
  - v. Student Equity, Julio Flores-No report
  - vi. Student Success and Support Services Program (SSSP), Bill Curington

**10. Announcements**

**11. Adjournment**

# FINAL DRAFT

## **Rio Hondo College DEIA Core Concepts SE Committee Recommendations**

**Equity** is the institutional commitment to the identification and elimination of opportunity gaps to achieve equality in academic outcomes. Equity seeks to render justice by addressing structural factors and institutional practices that benefit certain groups and harm others.

**Diversity** is supportive of the proposition that everyone and every group should be valued. It is about understanding these differences to embrace and celebrate what makes individuals unique, including the dimensions of race, ethnicity, national origin, gender, sexual orientation, socio-economic status, age, neurodiversity, abilities, religious beliefs, ideologies, and other marginalized identities.

**Inclusion** is the action that ensures that people are and feel welcomed, appreciated, and valued. Inclusion is the active, intentional, and ongoing engagement to achieve diversity, and it goes beyond numerical representation to support authentic and empowered participation and a true sense of belonging for all.

**Educational justice** is an institutional commitment to redesigning systems that support equitable distribution of resources in order to eliminate opportunity gaps for historically and disproportionately impacted students. It requires a systemic and structural understanding to tackle the conditions that have historically created and continue to create unequal academic outcomes.

**Social justice** is an achieved consciousness and the institutional commitment to an equitable resource distribution that ensures an environment, free from discrimination, where all members are physically and psychologically safe and secure.

**Antiracism** refers to the work of actively removing institutional policies and practices that produce unequal outcomes for disproportionately impacted racial groups. Practicing antiracism requires constantly identifying, challenging, and upending existing racist policies and requires the institution to replace them with antiracist policies, practices, and procedures that foster equity between racial groups.

## FINAL DRAFT

**Accessibility** is an institutional commitment to provide the opportunity and accommodations for a person with a disability to acquire the same information and materials, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. This includes the intentional design or redesign of technology, policies, products, services, and facilities that increase one's ability to use, access, and obtain services and an education.



## **BP 3XXX Institutional Ethics, Civility and Anti-Bullying**

Rio Hondo College District is committed to creating a culture of respect and civility that is free of harassment where all members of the community share a commitment to academic freedom, open inquiry, and the pursuit of knowledge.

It is the policy of the RHC District to foster an environment which maximizes student learning and employee performance and a climate of civility among faculty, staff, and students. Rio Hondo College is committed to maintaining high standards for behavior where every member conducts themselves in a manner which demonstrates proper regard for the rights and welfare of others. Rio Hondo College board members, employees, students, and visitors are expected to show respect to others and behave with integrity.

All employees of the Rio Hondo College District retain their freedom of speech under both the federal and state constitutions. Freedom of speech is a fundamental personal right, but it does not confer an absolute right to speak, without responsibility, whatever one may choose, or provide an unrestricted license that gives immunity for every possible use of language.

As members of the Rio Hondo College community, we are expected to treat others with civility and respect, while recognizing that disagreement and informed civil debate are valued in an academic environment. Civility and mutual respect in an educational setting also precludes bullying.

Bullying is considered a form of uncivil and disrespectful behavior that is prohibited under this policy and the accompanying administrative procedures.

Uncivil, disrespectful, or bullying behavior is strictly prohibited on any college property, at any college function, event, or activity, or through the use of any electronic or digital technology, whether or not such use occurs on college property.

### **Reference:**

**Created: 10/2023**



## AP 3XXX Institutional Ethics, Civility and Anti-Bullying

### Reference:

**CIVILITY:** Civility refers to the content and style with which verbal, written, and other types of communication occur in professional interactions or settings. In a civil context, all members of the community are heard, valued, taken seriously, treated with dignity and respect, and treated without prejudice. Importantly, civility, especially in an academic context, encompasses vigorous, reasoned disagreement and critique of ideas. Civility underpins the ability to ‘agree to disagree’ on contentious issues and is a necessary precondition for collegial interchanges that are free and unfettered. Civility enables the diversity of thought and ideas fundamental to an academic institution.

Examples of civility include:

- Treating others with dignity, courtesy, respect, politeness, and consideration;
- Speaking in tones of voice that are appropriate for the circumstances;
- Being respectful of others’ right to express their views, even if there are disagreements; and
- Managing conflict with others in a respectful way rather than a confrontational way.

**INCIVILITY:** Demeaning, intimidating, threatening, or physically or emotionally violent behaviors that affect the ability to learn or work in the college environment. Such behaviors include oral and written communications and physically threatening behavior.

Examples of incivility include:

- Shouting;
- Profane, abusive, aggressive, or violent language directed at an individual or individuals;
- Using props suggestive of violence;
- Slamming doors;
- Throwing objects;
- Humiliating, degrading, demeaning, belittling, insulting, frightening, or intimidating another person;
- Distributing comments about an individual, whether verbally or in writing, including online, that are unjustified and are likely to have a negative impact on the individual if they became aware of them;
- Telling inappropriate jokes; and
- Disallowing divergent points of view from being heard—including observations about job performance and collegiality in campus forums.



**ETHICS:** 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. (See Board Policy 3050 for further details).

Rio Hondo College board members, employees, students, and visitors exhibit **INTEGRITY** through:

- accountability;
- responsible stewardship;
- ethical conduct;
- honest and respectful dialogue; and
- sustainable practices.

Rio Hondo College board members, employees, students, and community visitors show **RESPECT** for one another when we:

- collaborate and rely on teamwork;
- celebrate diversity, antiracism, accessibility, and inclusiveness;
- maintain transparent practices;
- show kindness, compassion, and empathy;
- are flexible and show patience; and
- are engaged and committed to our shared work.

## **BULLYING**

1. Bullying is defined as the aggressive and hostile acts of an individual or group which are intended to torment, frustrate, provoke, or humiliate, mentally or physically injure or intimidate, and/or control another individual or group. It is a type of interpersonal aggression that goes beyond incivility and is marked by frequency, intensity, and duration.
2. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:
  - a. Physical Bullying includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
  - b. Verbal/Written Bullying includes ridiculing, insulting, or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory, or offensive remarks to a person; and/or attempting to exploit an individual's known or perceived intellectual or physical vulnerabilities.



- c. Nonverbal Bullying includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
  - d. Cyberbullying is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
  - e. Sabotaging or undermining an individual or group's work performance or education experience.
  - f. Stalking is a pattern of behavior directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
3. Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment.
  4. Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

## **PERFORMANCE EVALUATION**

Bullying shall not include circumstances wherein:

1. A supervisor or any person with supervisory authority reports and/or documents an employee's unsatisfactory job performance and the potential consequences for such performance;
2. A faculty member or academic program personnel advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program; or
3. A faculty member or academic program personnel advise a student of inappropriate behavior that may result in disciplinary proceedings.

## **PROCEDURES FOR REPORTING BULLYING**

1. Reporting Bullying by Students



- a. Complaints alleging students bullying other students, employees, contractors, consultants, visitors, or vendors should be reported immediately to the Vice President of Student Services to ascertain whether or not the behavior would be considered bullying or unlawful discrimination.
- b. In cases of bullying behavior, the report will be forwarded to the Dean of Student Affairs, and the procedures identified in the Student Code of Conduct will be followed.
- c. The Vice President of Student Services may direct the College Police and Safety to investigate such reports.
- d. Students may be disciplined for bullying behavior in accordance with the Student Code of Conduct.

## 2. Reporting Bullying by Employees

- a. Complaints alleging college employees bullying other employees, students, contractors, consultants, visitors, or vendors should be reported immediately to the Vice President of Human Resources to ascertain whether or not the behavior would be considered bullying or unlawful discrimination.
- b. In cases of bullying behavior, the report will be forwarded to the employee's immediate supervisor who will conduct an investigation of the matter and take appropriate corrective action deemed necessary based on the findings of the investigation. Such corrective action could include discipline pursuant to board policies and/or collective bargaining agreements.
- c. As needed, the immediate supervisor may seek assistance from the College Police and Safety or a neutral third-party to complete the investigative process.

## 3. Reporting Bullying by Board Members

- a. Complaints alleging board members bullying other board members, employees, students, contractors, consultants, visitors, or vendors should be reported immediately to the Superintendent/President who will take the concerns to the President of the Board of Trustees, and/or Board Council as needed, to ascertain whether or not the behavior would be considered bullying or unlawful discrimination.



- b. In cases of bullying behavior, the report will be forwarded to the Board President and/or Board Council as warranted, and the procedures identified in Board Policy 2715 Code of Ethics/Standards of Practice.

#### 4. Protection from Retaliation

- a. Individuals who report violations of this policy, seek to have prohibited conduct corrected, or participate in an investigation are protected from retaliation.

### **DISCIPLINARY ACTION**

Violations of this policy shall be considered misconduct, and violators may be subject to disciplinary action in accordance with college policy, applicable collective bargaining agreements, and the Student Code of Conduct.

### **EDUCATION/PREVENTION**

1. This policy shall be disseminated through inclusion in the Faculty Handbooks and in other employee materials, the Student Handbook, on the College's website, and Board of Trustee training.
2. Under the direction of the Vice President of Student Services, the Office of Student Life will facilitate coordinate anti-bullying workshops and seminars throughout the academic year to provide continuing education for students.
3. The Office of Human Resources, in coordination with the Staff Development Committee, will facilitate anti-bullying training for college employees.

### **OTHER REMEDIES**

Nothing contained herein shall preclude or limit any right, remedy or cause of action provided under any other college policy, or any local, state or federal ordinance, law or regulation, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1964 or the Americans With Disabilities Act of 1990.

**Created 10/2023**

Facilities Committee Meeting  
September 20, 2023  
1:30 p.m.

**Meeting Notes**

Co-chairs: Martin Morozowsky, Facilities Director  
Scott Jaeggi, Faculty Representative

Members present: Martin Morozowsky, Andrew Delgado (special guest), Scott Jaeggi, Nedra Brown, Shaina Phillips, Adam Wetsman, Sandra Rivera, Renee Gallegos, Don Miller, Earic Dixon-Peters

Members Not Present: Stephen Kibui, Jodi Senk, Alberto Bretado, ASRHC (TBA), ITS (TBA)

- Call to order at 1:35 P.M.
- Facilities Report
  1. **All Gender Rest Room signs** - [All gender locations by floor.pdf](#)  
Single-stall restrooms are converted to all-gender use. A public list will be shared with the committee.
  2. **Blue Light Emergency Phone Installation**  
All 50 Blue Lights are replaced and the devices are connected to T-Mobile technology. Fire Academy is making a request to install one in Santa Fe Springs/Fire Academy in the future. Calls are picked up by Security Offices or parking booth after hours, on weekends and holidays.
  3. **Science Building Roof**  
The project is on hold until a thermal wetness scan is performed, once completed, the project will resume.
  4. **Campus Marquees** - [52702R3 - Rio Hondo College.pdf](#)  
The workman mill road sign will be replaced with updated technology. An additional marquee in the Lower Quad will be replaced as well. The Marketing Department will control message information. The marquee on N-Drive - [52868 - Rio Hondo Non-illuminated Monument Sign.pdf](#) will be replaced with a stucco finish and current Rio colors, lettering, and logo. The "I Love Rio" sign will be in place at the end of December.
  5. **Digitization of Campus Blueprints**  
[230844\\_RHC\\_Presentation.pdf](#) [IMG\\_3149.jpg](#) [IMG\\_3150.jpg](#)  
We are creating an online plan room with an app. Authorized personnel will be able to view drawings and buildings through the SharePoint database.
  6. **Flock 'License Plate Reader' Cameras**  
LPR technology is currently not in use, President's Office is currently working on writing policy and how to apply it. College entrance (2) N-Entrance (2), CDC (1) north corner looking at Parking Lot C. The monitory will be held by Office Chief a new department that will be created. Facilities monitor the system.
  7. **Solar Project** - [CL-CA-17-0240-CA - Rio Hondo Community College - Canopy - Aug.16.2023.pdf](#)

Solar power will be installed in Parking Lot A and Parking Lot B. There will be 2.4mw of power we will have 640kw of power. We are currently working on an agreement/student with Edison. After the 20 year power purchase from Edison solar will become the property of Rio Hondo.

**8. Provide Services for Sustainability Benchmarking-FPPS - [Intro to STARS for CCDs.pptx](#) / [Example STARS Checklist and Contacts.xlsx](#)**

The Sustainability Tracking, Assessment & Rating System (**STARS**) is a transparent, self-reporting framework for colleges and universities to measure current sustainability. The program will require campus-wide participation from faculty/staff in order to comply with the program. We will be requesting to form a committee to corroborate in gathering data information for the program.

**9. Rio Hondo College will be participating in the Great Shakeout on 10/19 @10:19am - [Great Shakeout 2023.pdf](#)**

- Next meeting will be held on Tuesday, October 24<sup>th</sup> at 1:30 p.m.
- Meeting Adjourned at 2:27 p.m.