



## NEW STUDENT TRUSTEE ORIENTATION

Kayla Cruz

Wednesday, June 2, 2021 – 3:00 p.m.

### I. Rio Hondo College Overview

#### A. *Rio Hondo College*

1. Vision, Mission, Values Statement  
<https://www.riohondo.edu/president/about-us/>

#### B. *Governance*

1. [RHC Organizational Chart](#)
2. RHC Organizational Structure and Governance Manual  
<https://www.riohondo.edu/president/governance-manual/>

### II. Board of Trustees

#### A. *District/Trustee Area Map*

#### B. *Board Goals*

1. Board Goals 2020-2021

#### C. *Board Policies & Administrative Procedures (pertaining to the Board)*

<http://www.riohondo.edu/board/policies.htm>

- [BP 2015 Student Member of the Board](#)
- [BP 2105 Election of Student Member, Board of Trustees](#)
- [AP 2105 Election of Student Member](#)
- [BP 2200 Board Duties and Responsibilities](#)
- [BP 2210 Board of Trustees Officers](#)
- [BP 2310 Regular Meetings of the Board](#)
- [BP 2320 Board Meetings: Special and Emergency Meetings](#)
- [AP 2320 Board Meetings: Special and Emergency Meetings](#)
- [BP 2345 Public Participation at Board Meetings](#)
- [BP 2715 Code of Ethics/Standards of Practice](#)
- [BP 2725 Board Member Compensation](#)

#### D. *Communication*

1. Board Norms
2. Board Protocols

#### E. *Board of Trustees Agenda*

1. Board Meetings and Dates
2. Oath of Office – June 9, 2021, 6:00PM
3. Sample Board Agenda utilizing Board Docs
4. Agenda Workflow Chart
5. Monthly Standing Meeting to Review Board Agenda with all Constituents
6. Monthly Standing Meeting with ASRHC President & Supt./President
7. FLEX Calendar
8. Call in or email for Absences (Excused and non-excused reasons)

**F. Student Trustee Travel-Physical Travel Suspended due to Pandemic**

1. Upcoming Conferences – *on hold due to COVID-19*
2. Process for Travel – *on hold due to COVID-19*

**G. Media & Governmental Relations Protocol**

Ruthie Retana is the District's Public Information Officer (PIO)  
[RRetana@riohondo.edu](mailto:RRetana@riohondo.edu) / Office # (562) 463-3145

It is best to refer all media inquiries directly to Ruthie Retana, Director of Marketing & Communications.

**III. Institutional Effectiveness**

**A. Accreditation Update**

1. [BP 3200 – Accreditation](#)
2. [AP 3200 - Accreditation](#)
3. Integrated Planning Process

**IV. Staff Contact Information**

- Teresa Dreyfuss, Superintendent/President, [TDreyfuss@riohondo.edu](mailto:TDreyfuss@riohondo.edu)  
Mobile # (562) 544-5981
- Reneé Gallegos, Executive Assistant to the President & BOT, [RDGallegos@riohondo.edu](mailto:RDGallegos@riohondo.edu)  
Office # (562) 463-7271
- Angie Tomasich, Administrative Assistant, [Angie.Tomasich@riohondo.edu](mailto:Angie.Tomasich@riohondo.edu)  
Office # (562) 462-7272

**V. Other Helpful Resources**

- CCLC Trustee Handbook – Chapter 8 – Student Trustee  
[https://cclleague.org/sites/default/files/publications/pdf/trusthdbk2021\\_full\\_version.pdf](https://cclleague.org/sites/default/files/publications/pdf/trusthdbk2021_full_version.pdf)
- Educational Master Plan  
[https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2020/09/RHC\\_EMP\\_2020-2030.pdf](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2020/09/RHC_EMP_2020-2030.pdf)



**2021 NEW BOARD MEMBER ORIENTATION**  
**Trustee Elect Anais Medina Diaz**  
**Trustee Area 1**  
**Monday, March 22, 2021 at 11:30AM**

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**AGENDA**

1. **Welcome and Introductions** – Rosaelva Lomeli, Board President & Teresa Dreyfuss, Superintendent/President
2. **District Budget, Bond Issuance and Project Completion** – Teresa Dreyfuss, Superintendent/President
3. **Enrollment Report** –Stephen Kibui, Vice President of Finance & Business & Dr. Alice Mecom, Acting Vice President, Academic Affairs and Dean, Communications and Languages
4. **Enrollment Data** – Dr. Caroline Durdella, Dean of Institutional Research & Planning (*Via Zoom*)
5. **Academic/Career Technical Programs** - Dr. Alice Mecom, Acting Vice President, Academic Affairs & Dean, Communications and Languages
6. **Student Achievement Data** - Dr. Caroline Durdella, Dean of Institutional Research & Planning (*Via Zoom*)
7. **Accreditation and Standard IV** - Dr. Caroline Durdella, Dean of Institutional Research & Planning (*Via Zoom*)
8. **Student Services Program Highlights** – Lisa Chavez, Dean of Counseling (*Via Zoom*)
9. **GO RIO Program** – Dr. Russell Castañeda Calleros, Director of Government & Community Relations (*Via Zoom*)
10. **Campus Response to COVID-19** - Stephen Kibui, Vice President of Finance & Business
11. **Board and FLEX Calendars**
12. **Questions and Answers**



**2020 NEW BOARD MEMBER ORIENTATION SESSION**  
**Trustee Elect Kristal Orozco**  
**Trustee Area 4**  
**Wednesday, November 25, 2020 at 1PM**

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**AGENDA**

1. **Welcome and Introductions** – Board President Valladares and Acting Superintendent/President Teresa Dreyfuss
2. **District Budget, Bond Issuance and Project Completion** – Acting Superintendent/President Teresa Dreyfuss
3. **Enrollment 320 Report** –Stephen Kibui, Vice President of Finance & Business,
4. **Academic/Career Technical Programs**-Dr. Alice Mecom, Dean, Communications and Languages (*Via Zoom*)
5. **Enrollment Data** – Dr. Caroline Durdella, Dean of Institutional Research & Planning (*Via Zoom*)
6. **Student Achievement Data** - Dr. Caroline Durdella, Dean of Institutional Research & Planning (*Via Zoom*)
7. **Accreditation** - Dr. Caroline Durdella, Dean of Institutional Research & Planning (*Via Zoom*)
8. **Student Services Program Highlights** – Lisa Chavez, Dean of Counseling (*Via Zoom*)
9. **GO RIO Program** – Dr. Russell Castañeda Calleros, Director of Government & Community Relations (*Via Zoom*)
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12. **Questions and Answers**



## SUPERINTENDENT/PRESIDENT'S OFFICE

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### **NEW TRUSTEE ORIENTATION (Trustees Lomeli & Valladares)**

Monday, July 15, 2019

- I. Rio Hondo College Overview**
  - A. Rio Hondo College Facts**
    1. 2018 Annual Report
  - B. Institutional Effectiveness**
    1. ACCJC
    2. Workflow of Planning Process
    3. Program Review 2020-2021 Planning Process
    4. Six Year Program Review Cycle
  - C. Organizational Structure**
    1. RHC Organizational Chart
  - D. Governance**
    1. 2018 Governance Manual
  - E. Board Policies & Administrative Procedures**
    - BP 1200 District Vision, Mission, Values Statement
    - BP 2200 Board Duties and Responsibilities
    - BP 2715 Code of Ethics/Standards Practice
- II. Board of Trustees**
  - A. 2018-2019 Board of Trustee Goals
  - B. Board of Trustee Sub-Committees for 2019
  - C. Student Equity & Achievement (SEA Program) Advanced Allocation
  - D. 2019-2022 Student Equity Plan Executive Summary
  - E. Guided Pathways
- III. Board of Trustees Protocols**
- IV. Board Norms**
- V. Board Communication**
  - Effective Board Communication & Preparation
  - Board & CEO Roles, Different jobs, Different Tasks
  - BP 2340 Board Meeting Agenda
  - AP 2340 Agendas
  - Board Agenda Workflow
  - Draft BOT Schedule of Commendation, Presentations, Agenda & Information Items
- VI. Media Requests**

**VII. Adopted Budget**

- A. 2019-2020 Tentative Budget
- B. 2018-2019 Adopted Budget

**VIII. Updates**

- Board Updates
- President's Update

**IX. Collective Bargaining**

- A. CSEA Bargaining Agreement 2017-2020
- B. RHCFA Bargaining Agreement 2016-2019 (next contract is in printing production)

**X. Building Program Update**

- Building Projects Completed & In-Progress
- Citizen's Oversight Committee (COC) Roster

**XI. Other**

- CCLC Trustee Handbook (*Provided to you at the CCLC Conference Fall 2018*)
- BP & AP 2510 Participation in Local Decision Making
- Title 5 Regulations (10+1)
- 2019-2020 Instructional FLEX Calendar
- AP 7040 Conference & Meeting Attendance
- Travel Authorization Policy/Procedures/Practices
- District Travel Request Form
- District Travel Reimbursement Form