

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, Wednesday, January 15, 2014, 6:00 p.m.
3600 Workman Mill Road, Whittier, California
AGENDA**

I. CALL TO ORDER

- A. Call to Order (6:00 p.m.)**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Approval of Minutes: December 11, 2013**
- E. Open Communication for Public Comment**

Persons wishing to address the Board of Trustees on any item on the agenda, or any other matter, are invited to do so at this time. Pursuant to the Brown Act, the Board cannot discuss or take action on items not listed on the agenda. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda.

Persons wishing to make comments are allowed three minutes per topic; thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting.

F. Commendations

- **Academic Retiree – Raymundo Esquivel**
- **Classified Retiree – Marian Lassiter**

G. Presentations

- **Public Safety (Dr. Ygnacio Flores)**

II. CONSENT AGENDA

A. FINANCE & BUSINESS

- 1. Finance & Business Reports**
- 2. Authorization for Out-of-State Travel & Conferences**
- 3. Amendment #1 to Memorandum of Understanding (MOU) #13C290 with Chaffey Community College District (CCCD) for Delivery of Employment Training Panel Programs**
- 4. Award contract for Property Appraisal – Tucker Appraisal Service Corporation**
- 5. Amendments to Butte-Glenn Agreement #RHA13-14 Covered California Grantee and Assister Training**
- 6. SB-1070 Career Technical Education Pathways Program Grant for Fiscal Year 2013-14 through California Community College Chancellor's Office**
- 7. Additional DSA Plan Check Fees - Construction of Six (6) Light Poles at the Santa Fe Springs Regional Public Safety Training**
- 8. Non-Resident Tuition**
- 9. Professional Services – McCallum Group, Inc.**
- 10. Revenue Agreement – International Study Tour, Inc.**
- 11. Install Seven (7) Steel Bollards – Golden State Paving, Inc.**
- 12. Continuing Education**
- 13. Consultants**

- B. PERSONNEL**
 - 1. Academic
 - 2. Classified
 - 3. Unrepresented

- C. ACADEMIC AFFAIRS**
 - 1. Curriculum Items

III. ACTION ITEMS

- A. FINANCE & BUSINESS**
 - 1. Emergency Resolution #011514 – Repair Facilities Yard Fuel Pumping Station – Fleming Environmental, Inc.
- B. PRESIDENT'S OFFICE**
 - 1. Revision to Board Policies 2110, 2210, 2340, 2345, 2431, 2432, 2510, 2610, 2715, 2725, 4020, 7340 (Final Adoption)

IV. INFORMATION ITEMS

- 1. Building Program
- 2. Accreditation Update (Dr. Kenn Pierson)
- 3. CCCT Board Election – 2014 – Call for Nominations
- 4. Governance Manual 2014

V. STAFF AND BOARD COMMENTS

- Board Development Reporting

VI. CLOSED SESSION

Pursuant to Section 54956.8:

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
 - 11400 Greenstone Avenue, Santa Fe Springs

Pursuant to Section 54956.9(b):

CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (2 Cases)

Pursuant to Section 54956.9(c):

- **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (1 Case)**

Pursuant to Section 54957:

- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE (1 Case)**
- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Section 87607 of the Education Code, full-time tenure-track faculty have been evaluated, the Board will have received statements for the most recent evaluations along with the recommendations of the President and the Board will consider the recommendations. There are 16 faculty members who will be reviewed including those in their second and third contracts.

Pursuant to Section 54957.6:

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

VII. ADJOURNMENT

- **Date of Next Regular Board Meeting – February 19, 2014, 6:00 p.m.**

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability, who requires a reasonable accommodation to participate in a Board meeting of the Rio Hondo Community College District, may request assistance by contacting the President's Office of Rio Hondo College, 3600 Workman Mill Road, Whittier, California. This document is available in alternate format. Telephone (562) 908-3403; fax (562) 908-3463; TDD (562) 908-3422.

**RIO HONDO COMMUNITY C OLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

1. Finance and Business Reports

a. Purchase Order Report

Attached is the Purchase Order Report containing purchases for the preceding month. Funds have been budgeted for these purchases in the funds shown. Individual purchase orders are available in Contract Management and Vendor Services prior to the meeting for Board review. Purchases have been processed in accordance with Administrative Procedure No. 6334.

b. Payroll Warrant Report

Attached is the Payroll Warrant Report for the month of December, 2013.

RECOMMENDATION: That the Board of Trustees approve the Consent Agenda item as presented.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 10

 Not approved

Yes

No

 Delayed for further study

Vote:

5

0

Student Trustee Advisory Vote:

1

0

PAYROLL WARRANT REPORT

DECEMBER

2013

Administrative salary	C1F-C	\$	268,602.81		
	C1F-N	\$	14,367.25		
				\$	282,970.06
Full time Faculty & Educational Salary	C2F-C	\$	1,613,505.22		
				\$	1,613,505.22
Faculty Hourly	C5F-C	\$	895,351.97		
	C5F-N	\$	8,919.28		
	337-C	\$	6,204.97		
				\$	910,476.22
Classified Monthly	E4J-N	\$	577,682.48		
	E4K-N	\$	526,306.00		
	343-N	\$	467.34		
	344-N	\$	232.43		
				\$	1,104,688.25
Classified Hourly	H1K-N	\$	41,591.16		
	H1J-N	\$	52,639.27		
				\$	94,230.43
					\$ 4,005,870.18

Board Report Detail

v4.0

Req Type(s): REQCON REQBPO REQPO; Req Date between 12/01/13 & 12/31/
g between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req		Order Amt
				Fund	Req Fund	
1314-1224	RIO HONDO COMMUNITY COLLEGE	STAFFING CHARGES FOR COMMENCEMENT 2013	STUDENT AF	01		\$1,543.00
1314-1228	FISHER SCIENTIFIC	INSTRUCTIONAL SUPPLIES	PHYSICAL S	01		\$602.15
1314-1229	GSC INTERNATIONAL, INC.	INSTRUCTIONAL SUPPLIES	PHYSICAL S	01		\$292.56
1314-1233	123-AWARDS	BRONZE PLAQUE FOR PHYSICAL EDUCATION BUILDING	BOND PROJE	42		\$816.35
1314-1234	P & J CARBURETORS	REBUILD CARBURATOR	FACILITIES	01		\$255.40
1314-1242	ANA MARIA GONZALEZ	EDUCATIONAL REIMBURSEMENT FALL 2013	HUMAN RESO	01		\$1,000.00
1314-1245	PETERSON HYDRAULICS, INC.	HYDRAULIC SYSTEM REPAIR	CAREER & T	01		\$5,436.08
1314-1247	POCKET NURSE	INSTRUCTIONAL SUPPLIES	HEALTH SCI	01		\$328.86
1314-1249	LOS ANGELES COUNTY FIRE DEPT.	HAZARDOUS MATERIALS DISCLOSURE PROGRAM	FACILITIES	01		\$2,515.00
1314-1250	GORM INC.	CUSTODIAL SUPPLIES	FACILITIES	01		\$4,844.51
1314-1251	TURFSTAR	GROUNDS EQUIPMENT PARTS	FACILITIES	01		\$583.79
1314-1252	GST	PRINTER & 4-TONER CARTRIDGES	ACADEMIC A	01		\$942.15
1314-1255	HOME DEPOT	STANDING ORDER FOR PURCHASE OF SUPPLIES	CAREER & T	01		\$500.00
1314-1256	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PUBLIC SAF	01		\$319.37
1314-1257	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PUBLIC SAF	01		\$280.02
1314-1260	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	STUDENT AF	01		\$488.45
1314-1261	WHITTIER AREA CHAMBER OF.	BUSINESS DIRECTORY ADVERTISEMENT	MARKETING	01		\$650.00
1314-1263	SHARI HERZFELD	PHONE SERVICE REIMBURSEMENT	CAREER & T	01		\$492.84
1314-1266	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	BUSINESS D	01		\$1,351.59
1314-1269	GILBERT RODRIQUEZ	ENTERTAINMENT FOR BOARD OF TRUSTEES OATH CEREMONY	PRESIDENT'	01		\$500.00
1314-1270	NORMA E. FLORES SANDOVAL	CATERING SERVICES PRESIDENT'S HOLIDAY OPEN HOUSE	PRESIDENT'	01		\$712.50
1314-1274	NATIONAL FIRE FIGHTER CORP.	STANDING ORDER FOR PURCHASE OF WILDLAND TOOLS	PUBLIC SAF	01		\$4,200.00
1314-1276	EMCOR SERVICE MESA ENERGY SYS	SERVICE CALL TO REPAIR HVAC AT SWEC	FACILITIES	01		\$3,727.44
1314-1277	CDW-G	MULTI-FUNCTION PRINTER/TONER/3-YR PROTECTION PLAN	GRANT DEVE	01		\$661.94
1314-1281	ALLCASION TRAVELWEAR	PROMOTIONAL ITEM - PROGRAM BACKPACK(900)	EXT. OPPOR	01		\$6,491.19
1314-1282	JT PRINT IT!	PROMOTIONAL ITEMS - CASE(1000) & RULER CASE(1000)	EXT. OPPOR	01		\$2,378.20
1314-1284	JT PRINT IT!	PROMOTIONAL ITEM - FLASHLIGHT W/RHC LOGO(500)	EXT. OPPOR	01		\$2,128.75
1314-1285	STEVE TOMORY	TRAVEL REIMBURSEMENT STEM SYMPOSIUM SACRAMENTO, CA	CAREER & T	01		\$1,090.13
1314-1286	STEVE TOMORY	TRAVEL REIMBURSEMENT CTE FALL CONF IN ONTARIO, CA	CAREER & T	01		\$468.21
1314-1287	EATON CORPORATION	INSTRUCTIONAL SUPPLIES	CAREER & T	01		\$1,291.00
1314-1288	THE RACK DEPOT, INC.	STORAGE RACKS	CAREER & T	01		\$329.18
1314-1289	AD-INFIN-ITEM	PROMOTIONAL ITEM - IMPRINTED CAP(28)	MESA	01		\$426.97
1314-1291	RIO HONDO COLLEGE GRANTS	STARSS GRANT AWARDS	MESA	01		\$61,900.00
1314-1292	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PRESIDENT'	01		\$256.54
1314-1293	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	FACILITIES	01		\$467.11
1314-1294	SUPERFLOW TECHNOLOGIES GROUP	INSTRUCTIONAL SUPPLIES	CAREER & T	01		\$9,483.00
1314-1295	FRY'S ELECTRONICS, INC.	STANDING ORDER FOR PURCHASE OF SUPPLIES	CAREER & T	01		\$1,000.00
1314-1296	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	FACILITIES	01		\$1,007.16
1314-1298	CDW-G	BATTERY BACK UPS(12)	INFORMATIO	01		\$784.67
1314-1300	H.W. WILSON CO.	ANNUAL SUBSCRIPTION TO PERIODICAL LITERATURE	LIBRARY/LE	01		\$539.55
1314-1301	RIO HONDO SYMPHONY	PROGRAM AD FULL PAGE	MARKETING	01		\$350.00
1314-1302	GST	COLOR PRINTER(1);TONER(4) & 3-YEAR MAINTENANCE SVS	EXT. OPPOR	01		\$949.07
1314-1304	SODEXO AMERICA LLC	CATERING SERVICES CARE CHRISTMAS PARTY EVENT	EXT. OPPOR	01		\$1,697.29
1314-1305	SODEXO AMERICA LLC	CATERING SERVICES CARE WORKSHOP	EXT. OPPOR	01		\$391.75
1314-1306	CHARLES FLACK	TRAVEL REIMBURSEMENT NAEMSE TRAINING CHULA VISTA	PUBLIC SAF	01		\$894.41
1314-1310	ELIZABETH CORIA	TRAVEL REIMBURSEMENT PSA CONF LAS VEGAS, NV	FINANCIAL	01		\$418.58
1314-1311	MONIKA ACOSTA	TRAVEL REIMBURSEMENT PSA CONF LAS VEGAS, NV	FINANCIAL	01		\$394.28
1314-1314	LISA ROSS	MEDICAL INSURANCE FOR PART-TIME FACULTY	HUMAN RESO	01		\$500.00

Board Report Detail

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Req Type(s): REQCON REQBO REQPO; Req Date between 12/01/13 & 12/31/
g between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1387	POWERSTRIDE BATTERY	GOLF CART BATTERY(4)	FACILITIES	01	\$501.40
1314-1388	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGE(3)	HUMAN RESO	01	\$519.93
1314-1392	NE SYSTEMS, INC.	ARISTA NETWORK COMPONENTS	INFORMATIO	01	\$4,878.49
1314-1393	HOME DEPOT	SAW(1); BATTERY PACK(2); HMR IMPACT KIT(2)	FACILITIES	01	\$651.82
1314-1394	WELLS SLONIGER	REFUND	ACCOUNTING	76	\$1,650.00
1314-1395	CDW-G	MICROSOFT SURFACE PRO TABLET(4) & NETWORK EQPT	BUSINESS D	01	\$18,490.72
1314-1396	CDW-G	NETWORKING EQUIPMENT	BUSINESS D	01	\$19,071.29
1314-1397	CDW-G	MICROSOFT SURFACE PRO TABLET(8)	BUSINESS D	01	\$9,886.32
1314-1398	CDW-G	MICROSOFT SURFACE PRO TABLET(8)	BUSINESS D	01	\$9,886.32
1314-1399	RAN GRAPHICS	PRINTING SERVICES CONTINUING ED CLASS SCHEDULE S14	CONTINUING	01	\$7,526.75
1314-1400	JESSICA DORADO	REIMBURSEMENT PURCHASE OF INSTRUCTIONAL SUPPLIES	HEALTH SCI	01	\$616.75
1314-1401	TIFFANY SAUNDERS	REIMBURSEMENT PURCHASE OF INSTRUCTIONAL SUPPLIES	HEALTH SCI	01	\$728.10
1314-1402	RATH SECURITY	NEW BLUE LIGHT PHONE, J LOT	BOND PROJE	42	\$6,540.73
1314-1403	GISELE SLONIAK	REIMBURSEMENT PURCHASE OF INSTRUCTIONAL SUPPLIES	HEALTH SCI	01	\$572.19
1314-1406	CROSSROADS CAFE	CATERING SERVICES REFLECTION & RENEWAL RETREAT	STAFF DEVE	01	\$276.42
1314-1407	GALL'S, INC.	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$3,104.25
1314-1409	MARIANO ZARO	TRAVEL REIMBURSEMENT INTL BOOK FAIR GUADALAJARA,MX	STAFF DEVE	01	\$750.00
1314-1410	LORRAINE SPEIR	TRAVEL REIMBURSEMENT ENGLISH TCHR CONF BOSTON, MA	STAFF DEVE	01	\$600.00
14-1411	SHARI HERZFELD	TRAVEL REIMBURSEMENT CCCAOE CONF PALM SPRINGS, CA	CAREER & T	01	\$548.47
14-1412	COMMUNITY COLLEGE LEAGUE OF CA	FACILITATOR FOR BOARD OF TRUSTEES RETREAT	PRESIDENT'	01	\$2,293.45
1314-1416	XEROX EDUCATION SERVICES, INC.	ELECTRONIC DELIVERY FINAL 1098T	ACCOUNTING	01	\$8,759.38
1314-1417	DYRELL FOSTER	REIMBURSEMENT FOR PURCHASE APPLE IPAD TABLET	STUDENT AF	01	\$323.52
1314-1420	DYRELL FOSTER	REIMBURSEMENT FOR PURCHASE \$40 GIFT CARDS(9)	STUDENT AF	01	\$360.00
1314-1421	AIRSPLAT	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$2,724.73
1314-1422	HOME RUN SOFTWARE SERVICES, INC	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$1,117.25
1314-1425	PAPERCUT SOFTWARE INT'L PTY LT	PRINT TECHNOLOGY SOFTWARE	BUSINESS D	01	\$4,002.00
1314-1429	COPQUEST, INC.	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$765.18
1314-1431	LOS ANGELES COUNTY-REGISTRAR-	PRINT BOARD CANDIDATE STATEMENTS	PRESIDENT'	01	\$2,093.40
1314-1432	COPSPUS INC.	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$2,199.52
1314-1433	DIANNA REYES	TRAVEL REIMBURSEMENT FALL PLENARY IN IRVINE, CA	PRESIDENT'	01	\$366.91
1314-1434	SEAN HUGHES	REIMBURSEMENT FOR ATTENDING SEMINAR IN COMMERCE, CA	CAREER & T	01	\$278.56
1314-1435	GAIL BIESEMEYER	REIMBURSEMENT FOR PURCHASE OF PHARMACOLOGY BOOK(4)	HEALTH SCI	01	\$395.92
C1314-0329	OHNO CONSTRUCTION COMPANY	CONSTRUCTION SVS BID #2019 SOFTBALL FIELD RENOVATN	BOND PROJE	42	\$42,400.66
C1314-0330	KMI ASSOCIATES	LEED CONSULTING SERVICES BID #1163 PE COMPLEX	BOND PROJE	42	\$2,160.00
C1314-0331	TOUCHNET INFORMATION SYSTEMS,	SUBSCRIPTION SERVICE(5-MONTHS)	INFORMATIO	01	\$31,846.78
C1314-0332	VASQUEZ & COMPANY LLP	AUDIT FINANCIAL POSITION MEASURE A GEN OBLIGA BOND	BOND PROJE	42	\$2,609.00
C1314-0333	SOUTHWEST MGMT. CONSULTANTS	PROFESSIONAL SERVICES NOVEMBER 2013	PRESIDENT'	01	\$1,250.00
C1314-0334	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SVS SOCCER FIELD PROJECT	BOND PROJE	42	\$4,241.32
C1314-0335	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SVS CLOSE OUT CERTIFICATION FEE	BOND PROJE	42	\$8,500.00
C1314-0338	PMSM ARCHITECTS	ARCHITECTURAL SERVICES SOCCER FIELD RENOVATION	BOND PROJE	42	\$9,935.00
C1314-0339	BEVERLY LYNN WEDDINGTON	CONSULTANT SERVICES	STUDENT AF	01	\$3,487.50
C1314-0340	LORI SWITANOWSKI	CONSULTANT SERVICES	INDEPENDEN	01	\$582.74
C1314-0341	FBJ PAINTING	CHANGE/MODIFY FIRE DEPT CONNECTION AT SWEC	BOND PROJE	42	\$3,375.00
C1314-0342	EDGE DEVELOPMENT, INC.	CONSTRUCTION SVS BID #1163 PE COMPLEX	BOND PROJE	42	\$4,029.73
C1314-0344	LORI SWITANOWSKI	CONSULTANT SERVICES	FOSTER PAR	01	\$3,500.00
C1314-0345	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES OCTOBER 2013	PRESIDENT'	01	\$2,381.00
C1314-0348	MCCALLUM GROUP, INC.	PROFESSIONAL SERVICES NOVEMBER 2013	PRESIDENT'	01	\$2,200.00
C1314-0349	WESTBERG & WHITE ARCHITECTS	UPDATE FINAL PROJECT PROPOSAL, FINE ARTS CENTER	BOND PROJE	42	\$3,500.00

Board Report Detail

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Site: 0568; Req Type(s): REQCON REQBO REQPO; Req Date between 12/01
 1/13; Costing between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1233	123-AWARDS	BRONZE PLAQUE FOR PHYSICAL EDUCATION BUILDING	BOND PROJE	42	\$816.35
1314-1379	DIVISION OF THE STATE ARCHITEC	PLAN CHECK FEES SOCCER FIELD RENOVATION PROJECT	BOND PROJE	42	\$26,650.00
1314-1380	DIVISION OF THE STATE ARCHITEC	DSA PLAN CHECK FEES CLOSEOUT DOCUMENTATION	BOND PROJE	42	\$500.00
1314-1384	DISCOUNT TWO-WAY RADIO CORP.	RADIO PROGRAMMING FOR HAND HELD RADIOS	BOND PROJE	42	\$1,811.25
1314-1402	RATH SECURITY	NEW BLUE LIGHT PHONE, J LOT	BOND PROJE	42	\$6,540.73
C1314-0329	OHNO CONSTRUCTION COMPANY	CONSTRUCTION SVS BID #2019 SOFTBALL FIELD RENOVATN	BOND PROJE	42	\$42,400.66
C1314-0330	KMI ASSOCIATES	LEED CONSULTING SERVICES BID #1163 PE COMPLEX	BOND PROJE	42	\$2,160.00
C1314-0332	VASQUEZ & COMPANY LLP	AUDIT FINANCIAL POSITION MEASURE A GEN OBLIGA BOND	BOND PROJE	42	\$2,609.00
C1314-0334	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SVS SOCCER FIELD PROJECT	BOND PROJE	42	\$4,241.32
C1314-0335	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SVS CLOSE OUT CERTIFICATION FEE	BOND PROJE	42	\$8,500.00
C1314-0338	PMSM ARCHITECTS	ARCHITECTURAL SERVICES SOCCER FIELD RENOVATION	BOND PROJE	42	\$9,935.00
C1314-0341	FBJ PAINTING	CHANGE/MODIFY FIRE DEPT CONNECTION AT SWEC	BOND PROJE	42	\$3,375.00
C1314-0342	EDGE DEVELOPMENT, INC.	CONSTRUCTION SVS BID #1163 PE COMPLEX	BOND PROJE	42	\$4,029.73
C1314-0349	WESTBERG & WHITE ARCHITECTS	UPDATE FINAL PROJECT PROPOSAL, FINE ARTS CENTER	BOND PROJE	42	\$3,500.00
C1314-0355	LIBERTY MUTUAL INSURANCE CO.	CONSTRUCTION SERVICES BID #1163 PE COMPLEX PROJECT	BOND PROJE	42	\$129,342.60
C1314-0356	GATEWAY SCIENCE & ENGINEERING	GEOTECHNICAL INSPECTION SVS BID #1163 PE COMPLEX	BOND PROJE	42	\$973.80
					=====
					\$247,385.44

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

2. Authorization for Out-of-State Travel and Conferences

In accordance with Board Policy No. 7400 which has been reviewed, authorization is requested for attendance at out-of-state educational conferences by Board members who may be able to do so and staff, as indicated on the following page.

These trips are for the benefit of the Rio Hondo Community College District in accordance with Education Code Sections 87032 and 72423, which have been reviewed.

RECOMMENDATION: That the Board of Trustees approve the Consent Agenda item as presented.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None be

☒ **Accepted and approved - Action No. 10**

☐ **Not approved**

☐ **Delayed for further study**

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

OUT-OF-STATE TRAVEL AND CONFERENCES
AGENDA ITEM II, A. 2.
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OUT-OF-STATE TRAVEL AND CONFERENCES

AGENDA ITEM II. A. 2.

1/15/2014 Page 1 of 1

EMPLOYEE	CONFERENCE NAME & LOCATION	DATES	REASON FOR ATTENDING	DAYS AWAY FROM COLLEGE	APPROX. COST/ FUNDING SOURCE	PRESENTER	PARTICIPANT
Gisela Spieler-Persad	Legislation Seminar for TRIO Managers-Council for Opportunities in Education New Orleans, LA	March 9 to 11, 2014	Conference attendee	2	\$1,420.00 SSS STEM Grant		X
Teresa Dreyfuss	41st Annual National Conference - Collective Bargaining New York, NY	April 6-8 2014	Conference attendee	2	\$1,806.98 District Fund		X
Philip Luebben	41st Annual National Conference - Collective Bargaining New York, NY	April 6-8 2014	Conference attendee	2	\$1,806.98 District Fund		X
Mary Ann Pacheco	41st Annual National Conference - Collective Bargaining New York, NY	April 6-8 2014	Conference attendee	2	\$1,806.98 District Fund		X
Kathy Pudielko	41st Annual National Conference - Collective Bargaining New York, NY	April 6-8 2014	Conference attendee	2	\$1,806.98 District Fund		X
<div> <div>Madeline Shapiro</div> <div>Vicky Santana</div> <div>Gary Mendez</div> <div>Mary Ann Pacheco</div> <div>Norma E. Garcia</div> <div>Student Trustee:</div> <div>Caroline Carroll</div> </div>							

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

3. Amendment #1 to Memorandum of Understanding (MOU) #13C290 with Chaffey Community College District (CCCD) for Delivery of Employment Training Panel Programs

At a Regular Board of Trustees Meeting on June 12, 2013, the Board approved an MOU with Chaffey College (Action Item III.A.28) in the amount of \$50,000.00 to provide ETP (Employment Training Panel) pre-qualified training programs to ETP employers and their employees. Due to timing limitations as well as competing opportunities for Career and Technical Education faculty resources, it has been determined that it will not be possible to complete \$50,000.00 in EPT programs by the May 15, 2014 deadline. Accordingly, Amendment #1 decreases the amount of compensation to a realistically achievable amount of \$25,000.00.

RECOMMENDATION: That the Board of Trustees approve Amendment #1 to Chaffey Community College District MOU #13C290 reducing the amount of compensation to \$25,000.00 and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 10

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

4. Award Contract for Property Appraisal – Tucker Appraisal Service Corporation

District staff has received three proposals, summarized below, to appraise the value of the property located at 11401 Shoemaker Avenue, Santa Fe Springs, California.

<u>Appraiser</u>	<u>Proposal</u>
1) Tucker Appraisal Service Corporation, Murrieta, CA	\$ 2,500
2) CBRE, Inc., Los Angeles, CA	\$ 3,500
3) Parkcenter Realty Advisors, Santa Ana, CA	\$ 4,500 to \$5,500

Staff recommends awarding a contract to Tucker Appraisal Service in the amount of \$2,500.00 paid from Bond Funds.

RECOMMENDATION: That the Board of Trustees award a contract to Tucker Appraisal Service Corporation to appraise the property at 11401 Shoemaker Avenue, Santa Fe Springs, in an amount not to exceed \$2,500.00 from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 10

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA**

Regular Meeting, January 15, 2014, 6:00 p.m.

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

5. Amendments to Butte-Glenn Agreement #RHA13-14 Covered California Grantee and Assister Training

At a Regular Board of Trustees Meeting on October 9, 2013, the Board approved Agreement #RHA13-14 for Covered California Grantee and Assister Training (Affordable Care Act) in the amount of \$16,077.00.

- Amendment #1 changes the Agreement to include facilities for 1-day agent training for 300+ participants; and provision of up to 5-classroom assistants.**
- Amendment #2 changes the Agreement to include facilities for 3-days of training for 50+ participants; and provision for classroom assistants, and provides facilities for additional sessions for Certified Enrollment Counselor and Insurance Agent Training if needed.**

The amendments provide additional revenue of \$19,831.50, increasing the Agreement total from \$16,077.00 to \$35,908.50

RECOMMENDATION: That the Board of Trustees approve Amendments #1 & #2 to Revenue Agreement #RHA13-14 with Butte-Glenn Community College District and authorize the Administration to execute appropriate documents on behalf of the

District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 10

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA

Regular Meeting, January 15, 2014, 6:00 p.m.

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

6. SB-1070 Career Technical Education Pathways Program Grant for Fiscal Year 2013-14 through California Community College Chancellor's Office

The California Community College Chancellor's Office has notified the District of awarding Senate Bill 1070 (SB-1070) Career and Technical Education (CTE) Pathways Program Grant for Fiscal Year 2013-14.

The primary objective of SB-1070 is for consortia within regions to develop and implement sustainable policies and infrastructure that result in the measurable and successful transition of CTE students from high school to postsecondary education and careers. Consortia will be required to identify and leverage regional resources, leadership, and investments utilizing multiple sources which may include CTE Transitions, Perkins IV, SB-70, SB-1070, and SB-1402 grant funding.

Consortia must be comprised of a minimum of nine (9) community colleges with one (1) high school district per community college.

For the first year, the grant is limited to \$200,000.00 for planning. Augmentation in years two and three will provide for project management as well as implementation of the projects that are planned during year one.

RECOMMENDATION:

That the Board of Trustees approve SB-1070 Career Technical Education Pathways Program Grant for Fiscal Year 2013-14 through the California Community College Chancellor's Office in the amount of \$200,000.00 and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia,
and carried, that the Consent Agenda with the following revisions:

None be

☒ **Accepted and approved - Action No. 10**

☐ **Not approved**

☐ **Delayed for further study**

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA

Regular Meeting, January 15, 2014, 6:00 p.m.

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

7. Additional DSA Plan Check Fees - Construction of Six (6) Light Poles at the Santa Fe Springs Regional Public Safety Training

Fees paid to the Division of the State Architect (DSA) are based on the total final cost of a project. DSA has requested additional fees for this project based on the final cost which exceeded the original estimated project cost. These fees are for the final plan check review to close out the six (6) Light Poles project in the amount of \$1,110.34 and will allow the College to obtain final DSA certification.

RECOMMENDATION: That the Board of Trustees approve the additional fees to the Division of the State Architect for final review and closeout of the six (6) Light Poles project for an amount not to exceed \$1,110.34 from Bond Funds and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

☒ **Accepted and approved - Action No. 10**

☐ **Not approved**

☐ **Delayed for further study**

Yes

No

Vote:

5

0

Student Trustee Advisory Vote:

1

0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA

Regular Meeting, January 15, 2014, 6:00 p.m.

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

8. Non-Resident Tuition

Each year, the District is required under Education Code Section 76140 to evaluate, and adjust if necessary, its Non-Resident Tuition based on a legally-defined formula. Non-Resident Tuition is the per-unit cost charged to students who have resided in the State of California for less than one year, or international students. The law provides that the District may charge the District's per-unit cost of education on the state's average per unit cost of education.

In order to comply with Education Code, as directed by the Chancellor's Office, staff recommends the Non-Resident tuition be \$193.00 per unit based on the highest year's statewide average per unit cost, for fiscal year 2014-15.

RECOMMENDATION: That the Board of Trustees approve the Non-Resident Fee of \$193.00 per unit, for fiscal year 2014-15.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 10

Not approved

Yes

No

Delayed for further study

Vote:

5

0

Student Trustee Advisory Vote:

1

0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA

Regular Meeting, January 15, 2014, 6:00 p.m.

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

9. Professional Services – McCallum Group, Inc.

On January 9, 2013, the Board of Trustees extended its legislative advocacy agreement with the McCallum Group, Inc., (Patrick McCallum) providing legislative advocacy in Sacramento through January 31, 2014 in the amount of \$2,200.00 per month.

The Administration recommends a one year contract extension from February 1, 2014 through January 31, 2015 in the amount of \$2,200.00 per month paid from Unrestricted General Funds.

RECOMMENDATION: That the Board of Trustees approve an Agreement with the McCallum Group, Inc., for legislative advocacy services from February 1, 2014 through January 31, 2015, not to exceed \$2,200.00 per month from Unrestricted General Funds and authorize the Administration to execute such contract on behalf of the District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 10

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

10. Revenue Agreement – International Study Tour, Inc.

The Continuing Education Department is requesting approval of a revenue agreement to provide not-for-credit English as a Second Language class to international students through International Study Tour, Inc. The training will consist of two (2) days of classes on January 21st and January 22nd, 2014 and International Study Tour will pay the District \$25.00 per student for each day of class.

RECOMMENDATION: That the Board of Trustees approve a revenue Agreement with International Study Tour, Inc., and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 10

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

11. Install Seven (7) Steel Bollards – Golden State Paving, Inc.

Recently three new remote day parking permit dispensers were installed on campus: two in Parking Lot A, and one in Lot 6. Two new 6 inch diameter steel bollards will be installed in front of each of the dispensers to protect them from vehicle damage. In addition, one existing bollard, protecting a blue light phone, was damaged and needs to be replaced for a total of seven (7) bollards. Two quotes were received for this work; Golden State Paving will perform this work prior to the start of the Spring semester.

Golden State Paving, Inc.	\$2,375.00
Nowin Fence, Inc.	\$2,450.00

RECOMMENDATION: That the Board of Trustees approve the proposal of \$2,375.00 to install seven (7) bollards from Golden State Paving, Inc. to be paid from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 10

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

12. Continuing Education

- a. Alexandria Ramos – To serve as an assistant for contract education training under the California Corporate College Contract and Butte Glenn College. The training is related to the Affordable Care Act. Dates of service will be January 20, 2014 – June 30, 2014. Payment not to exceed \$2,200.00 from Contract Education, Butte-Glenn Agreement #RMA 13-14 Covered California Grantee and Assister Training.

RECOMMENDATION: That the Board of Trustees approve the Consent Agenda item as presented.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 10

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 15, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

13. Consultants

- a. **Juan Felipe Alvarez – To present/train Foster and Kinship Care Education trainings/workshops/classes in Spanish/English on topics such as: D-Rate Pre-Service; Sexual Abuse; Active Parenting; AB-12; Cultural Diversity & Identity; Bullying; Grief & Loss; LGBTQ Youth in Foster Care; Discipline vs. Punishment; Caring for Children who have experienced Trauma; and other related topics to Foster Care and Parenting. Dates of service: January 16, 2014 – June 30, 2014. Payment not to exceed \$1,500.00 from FKCE Grant.**
- b. **Lyla Eddington – To act as Project Director and meet with other SB-1070 Consortia and Los Angeles/Orange County Regional Consortium in order to share information and leverage knowledge. Technical Assistance will be secured from the Economic Development funded projects in the area. With added support from the CA Academic Senate, the project is in a position to develop a plan of action supported by its constituents. Dates of service: January 16, 2014 – December 13, 2014. Payment not to exceed \$110,000.00 billed quarterly from SB-1070 Career Technical Education Pathways Program Grant 13-164.**
- c. **Eileen Mayers Pasztor – To present/train a one-time 4-5 hour Foster and Kinship Care education training/institute. Dates of service: January 16, 2014 – June 30, 2014. Payment not to exceed \$250.00 from FKCE Grant.**
- d. **Calvin Witcher – To present/train Foster and Kinship Care Education Trainings/workshops/classes on topics such as; Allegation Prevention; IEP Process; LGBT issues and Foster Children; Recognizing Abuse; Managing Crisis, Working with the System; Chemical & Substance Abuse; AB12 Extended Foster Care; and other related topics in child development, foster care, and parenting. Dates of service: January 16, 2014 – June 30, 2014. Payment not to exceed \$1,000.00 from FKCE Grant.**
- e. **Sean Anthony McNeley – To Plan, coordinate and implement health related activities on campus related to mental health awareness. Assist in the development of printed and online educational and publicity materials. Provide classroom presentations regarding information about student access to available campus health services. To assist in developing workshop templates and presentations for various health-related educational workshops. Dates of service: January 16, 2014 –**

June 30, 2014. Payment not to exceed \$10,000.00 from the Student Mental Health Gant.

RECOMMENDATION: That the Board of Trustees approve the Consent Agenda item as presented.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia, and carried, that the Consent Agenda with the following revisions:

None

be

☒ Accepted and approved - Action No. 10

☐ Not approved

Yes

No

☐ Delayed for further study

Vote:

5

0

Student Trustee Advisory Vote:

1

0

ORIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEE

AGENDA

Regular Meeting, January 15, 2014, 6:00 p.m.

II. CONSENT AGENDA

B. PERSONNEL

The following recommendations are submitted within budget allocations:

1. Academic

a. Employment

Hourly as Needed, Intersession, 2014

Academic Affairs

GONZALEZ, Lydia
PRIEST, Vann

O'BRIEN, Katharine
SMITH, Kevin

Behavioral & Social Sciences

MOE, Sondra

Career Technical Education

DIGHERA, Michael
FRALA, John
LINDY, David
MARTINEZ, Maria
ROMO, Claudia
VERSACE, Emily

DORNEAN, Marius
HERZFELD, Shari
MARTINEZ, Angelica
RIOS, Maria
TOMORY, Steve
VU, Irene

Communications and Languages

CHANDLER, Jim

Counseling and Student Success

ALVARADO, Lupe
DURAN-KATNIK, Sylvia
FLORES-OLSON, Troy
GUZMAN, Sergio
HUINQUEZ, Jorge
PICHARDO-DIAZ, Dorali
SAUCEDA, Henry

DE LA MORA, Martha
FERNANDEZ, Jennifer
GRAHAM, Song
HOLCOMB, Dianne
PARRA, John
RODRIGUEZ, Jose
THOMAS, Julius
TORRES-GIL, Belen

EOPS/CARE/Cal WORKS

CLARK, Dennyse
O'BRIEN, Katie

GARCIA, Yvette
REYES, Dianna
RODRIGUEZ, Jose

Library

BABOU, Robin
SEVILLA-MARZONA, Judy

ENRIGHT, Adele
WELLS, Stephanie

Math & Sciences

SPIELER-PERSAD, Gisela

Public Safety

BENNETT, John
MITCHELL, Carley
RICKMAN, Tracy

KIMBER, George
NORIEGA, Jennette
WALLACE, Gerald

Student Health Office

SANCHEZ, Denna

SMITH, Anza
SAKAMOTO, Rose

Student Success & Retention (Basic Skills)

GUZMAN, Sergio

Special Assignment

The following instructor will be paid a \$250 stipend, paid out of Title 5, for participating in professional development and then creating at least two new assignments/activities to incorporate into English 035/101 and/or 201 to enhance student success:

CALLINAN, Thomas, Communications & Languages

The following instructor will be paid a \$250 stipend, paid out of Title 5, for participating in professional development and then creating at least two new assignments/activities to incorporate into English 035/101 and/or Read 023 to enhance student success:

ECKSTROM, Marie, Communications & Languages

The following instructor will be paid a \$200 stipend, paid out of Title 5, for participating in professional development and then creating at least two new assignments/activities to incorporate into Counseling 101 and/or 151 to enhance student success:

NORIEGA, Jennette, Counseling & Student Success

The following instructor will be paid a \$250 stipend, paid out of Title 5, for participating in professional development and then creating at least two new assignments/activities to incorporate into English 035/101 and/or 201 to enhance student success:

SFEIR, Lorraine, Communications & Languages

The following instructor will be paid a \$250 stipend, paid out of Title 5, for participating in professional development and then creating at least two new assignments/activities to incorporate into ENLA 034 course to enhance student success:

OKAMOTO, Tyler, Communications & Languages

Hourly as Needed, 2013-2014Continuing Education

BARRON, Sergio

Library

BIDWEL, Jennifer
REEVE, Mellanie

ELLIS, Sally
RIVAS, Claudia

Student Affairs

NGUYEN, Linh

Part Time, Spring 2014Behavioral & Social Sciences

HAZLETT, James

KELLY, David
JACKSON, AnikaBusiness

*ALLEN, James

WEATHERSBY, Aaron

Career Technical Education

GUSTAFSON, Larry

Health Sciences and Nursing

FIELDS, Darlene

VELASCO, Ryan

Spring 2014 Assignments (part time)

See attached list

Spring 2014 Assignments (hourly)

ACUNA, Sylvia, Stud. Health Ser.

BEELER, Gabriel, Library

CAMERON, Joan, Student Affairs

SAKAMOTO, Rosario, Stud. Health. Ser.

SINGH, Bindiya, Library

BARBA, Benjamin, Library

BOURGAIZE, Karen

HOVSEPIAN, Viken, Weekend Coll.

SHACKLETT, Tod, Library

SMITH, Anza, Stud. Health Services

WU, Viraseni, Stud. Health Services

b. Retirement

ESQUIVEL, Raymundo, full time instructor in Mathematics. His last day of employment was December 14, 2013

2. Classifieda. Employment, 2013-14Regular Classified

McFARLAN, Gary, Tool Room Attendant, Career Technical Education, 25%, 11 months, effective January 13, 2014

The following employee is being hired in the designated capacity with dedicated funding through June 30, 2014. If continued funding should not be available, 60-day notice shall be served:

LOPEZ, Maria, Financial Aid Assistant, 75%, 11 months, effective December 16, 2013

Substitute, 2013-14

VALDEZ, Juvencio, General Maintenance Worker, Facilities Services, effective December 20, 2013

*(minimum qualification equivalency established pursuant to CP 5165)

3. Unrepresented, (AP 7130), 2013-14a. EmploymentHourlyEOPS/CARE

GARCIA, Alan, Tutor II

GONZALEZ, Amy, Tutor II
ZARAGOZA, Rudy, Tutor IIMath & Sciences

ARIAS, Adriana, Supervisor

DIP, Eduardo, Supervisor
SILVA, Jaime, Tutor IIPhysical Education

AGUILAR, Justin, Coaching Specialist TORRES, Henry, Coaching Specialist

Student Retention & Success (Basic Skills)

BARRERAS, Margali, Tutor II

CASTRO, Hiram, Tutor II

DIAZ, George, Tutor II

DIAZ, Maria Del Carmen

MACIAS, Marina, Tutor II

MONTANEZ, Hortencia, Tutor II

Volunteers

CARO, Brandon, Public Safety

CASTRO, Robert, Public Safety

GONZALEZ, Juan, Public Safety

MURPHY, Katrina, Physical Education

OH, Jean, Public Safety

PEREZ, Armando, Public Safety

VIZCARRA, Jose, Public Safety

Students

MACHUCA, Javier, Accounting

PEREZ, Henry, Purchasing

URZUA, Alexandria, Library

RECOMMENDATION:

That the Board of Trustees approve the
Consent agenda as outlined.Disposition by the Board:It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia,
and carried, that the Consent Agenda with the following revisions:NonebeX Accepted and approved - Action No. 10 Not approved Delayed for further studyYesNo

Vote:

50

Student Trustee Advisory Vote:

10

RHR0447R - PARTTIME ALPHA LIST

Name	Department
ACOSTA-MATA, AILEEN	COMMUNICATIONS & LANGUAGES
ADAUTO, ARNOLD	PUBLIC SAFETY
ALLEN, JANET GEARE	HEALTH SCIENCES AND NURSING
ALPERN, RONNY	MATHEMATICS
ALVAREZ, RICARDO E.	CAREER TECHNICAL EDUCATION
AMEEN, JAMES	COMMUNICATIONS & LANGUAGES
ANDERSON, KENNETH J	COMMUNICATIONS & LANGUAGES
ARAGUNDI, KARL	PHYSICAL EDUCATION
ARAZI, DANA	COMMUNICATIONS & LANGUAGES
ARNOLD, VOIZA O	COMMUNICATIONS & LANGUAGES
ARRONA, MARTHA	COMMUNICATIONS & LANGUAGES
ASKREN, MARK E	COMMUNICATIONS & LANGUAGES
ATKINS, JOHNNIE J.	BUSINESS
AZMY, TAREK M.	PUBLIC SAFETY
BACA, RICHARD	COMMUNICATIONS & LANGUAGES
BAKER, MAUREEN	BUSINESS
BARMAN, KEVIN	BEHAVIORAL AND SOCIAL SCIENCES
BEAUCHEMIN, ROBERT A	CAREER TECHNICAL EDUCATION
BECK, KAREN	BEHAVIORAL AND SOCIAL SCIENCES
BECKMAN, RICHARD	PUBLIC SAFETY
BENITEZ, RUTH L.	HEALTH SCIENCES AND NURSING
BENSON, BOYD R	MATHEMATICS
BLACK, DUSTIN	BEHAVIORAL AND SOCIAL SCIENCES
BLADH, ERIC	BUSINESS
BLAND, JAMES MICHAEL	PUBLIC SAFETY
BLOCK, NICOLE	ARTS & CULTURAL PROGRAMS
BRAKEBILL, JAMES A	PUBLIC SAFETY
BREITENBUCHER, ALBA B.	COMMUNICATIONS & LANGUAGES
BRENES, ORLANDO	PHYSICAL EDUCATION
BRICK, LARRY R.	MATHEMATICS
BROUSSEAU, BETH L.	BEHAVIORAL AND SOCIAL SCIENCES
BUCKLEY SCHAER, MARY	ARTS & CULTURAL PROGRAMS
BURROUGHS, SALLY H.	PHYSICAL EDUCATION
CAESAR, ERIC	BUSINESS
CAMERON, JOHN E.	BUSINESS
CANDIDA, CELESTE	COMMUNICATIONS & LANGUAGES
CARNAHAN, DEBORAH A	ARTS & CULTURAL PROGRAMS
CARREON, MARTHA Q.	BEHAVIORAL AND SOCIAL SCIENCES
CARRERA, WENDY	COMMUNICATIONS & LANGUAGES
CASCELLA, HENRY H.	COMMUNICATIONS & LANGUAGES
CASTRO, RIGOBERTO	COUNSELING & STUDENT SUCCESS
CERVANTES, MISTY	ARTS & CULTURAL PROGRAMS
CHAPEL, JODI K.	ARTS & CULTURAL PROGRAMS
CHAUDRY, AMTUL	MATHEMATICS
CLARKE, DIANA L	BUSINESS
COLBY, KATHRYN A	PHYSICAL SCIENCE
COLQUITT, KATHLEEN R.	BUSINESS
CONTRERAS, ROBERT C.	PUBLIC SAFETY
COTA, CRISTINA	BEHAVIORAL AND SOCIAL SCIENCES
COWPER, DAVID	COMMUNICATIONS & LANGUAGES
CROSSMAN, ELIZABETH E	COMMUNICATIONS & LANGUAGES
CURINGTON, WILLIAM	COMMUNICATIONS & LANGUAGES
CURTIS, GARY L	MATHEMATICS
DAMMENA, DIMETROS W.	MATHEMATICS

RHR0447R - PARTTIME ALPHA LIST

Name	Department
DAZA, IGOR	COUNSELING & STUDENT DEVP.
DE DIOS, ANGELA M	BEHAVIORAL AND SOCIAL SCIENCES
DE NINO, RONALD J.	COMMUNICATIONS & LANGUAGES
DINEEN, BARRY F	PUBLIC SAFETY
DOCHNAHL, TERRIL F	PUBLIC SAFETY
DOWLING, LENORE M	COMMUNICATIONS & LANGUAGES
DUNN, JENNIFER	COMMUNICATIONS & LANGUAGES
DURAN, GARY	ENVIRONMENTAL TECHNOLOGY
DURFIELD, AMBERLY N	COMMUNICATIONS & LANGUAGES
DYE, DANNA	PHYSICAL EDUCATION
EARLEY, JERRY D.	ENVIRONMENTAL TECHNOLOGY
EFRON, ALAN	PHYSICAL SCIENCE
ELAM, CHRISTINE L.	BUSINESS
ESDIN, JOSEPH	BIOLOGY
ESKO, TEDDI R.	PHYSICAL EDUCATION
ESPLEY, DAVID	PUBLIC SAFETY
EULER, ANNELIESE	ARTS & CULTURAL PROGRAMS
FARMER, KERRY W.	ARTS & CULTURAL PROGRAMS
FEINOUR, ANDREW	BUSINESS
FERNANDEZ, JUAN M.	PHYSICAL SCIENCE
FERNANDEZ, RAFAEL G.	COMMUNICATIONS & LANGUAGES
FITCH, JILL	COMMUNICATIONS & LANGUAGES
FLACK, CHARLES D	PUBLIC SAFETY
FLORES, MICHAEL C.	BEHAVIORAL AND SOCIAL SCIENCES
FLORES-OLSON, RAQUEL	COMMUNICATIONS & LANGUAGES
FOSTER, MARI	BEHAVIORAL AND SOCIAL SCIENCES
FRIED, CARMEN V.	COMMUNICATIONS & LANGUAGES
FRITZ, CAROLE E.	MATHEMATICS
GALLEGOS, JOSHUA R	COMMUNICATIONS & LANGUAGES
GALVAN, ROBERT D.	PUBLIC SAFETY
GARCIA, SANTIAGO A	BEHAVIORAL AND SOCIAL SCIENCES
GARWOOD, DON	PUBLIC SAFETY
GILL, JACK C.	MATHEMATICS
GOLD, CHRISTOPHER E.	PUBLIC SAFETY
GOMEZ, EDWARD	ARTS & CULTURAL PROGRAMS
GOVEA, MELISSA N.	BEHAVIORAL AND SOCIAL SCIENCES
GRAHAM, LYNNE	MATHEMATICS
GRESHAM, ANN J.	ARTS & CULTURAL PROGRAMS
GRZYWA, ANDREW	PUBLIC SAFETY
GUNN, JEFFREY R	BEHAVIORAL AND SOCIAL SCIENCES
GUTIERREZ, JESUS E	MATHEMATICS
HABERLE, SCOTT M.	PUBLIC SAFETY
HAGGERTY, JUDITH C.	PUBLIC SAFETY
HALL, DAVID R.	BEHAVIORAL AND SOCIAL SCIENCES
HAMILTON, KIEKO	COMMUNICATIONS & LANGUAGES
HANSEN, DOUGLAS	BUSINESS
HARVEY, DALE A	ARTS & CULTURAL PROGRAMS
HATLESTAD-SHEY, ALEXANDRE	COMMUNICATIONS & LANGUAGES
HATTAR, MICHAEL M	MATHEMATICS
HEMENWAY, STEVEN M	PHYSICAL EDUCATION
HEMPHILL, KATHI	HEALTH SCIENCES AND NURSING
HENDERSON, JUDITH L	BEHAVIORAL AND SOCIAL SCIENCES
HENG, NAY SOK	COMMUNICATIONS & LANGUAGES
HENNIGAN, JOHN E.	PHYSICAL EDUCATION

RHR0447R - PARTTIME ALPHA LIST

Name	Department
HERBST, BRIAN H.	ARTS & CULTURAL PROGRAMS
HERRERA, RENE	PHYSICAL EDUCATION
HILLBRUNER, ANTHONY JAMES	BEHAVIORAL AND SOCIAL SCIENCES
HILLER, MELANIE	COMMUNICATIONS & LANGUAGES
HO, HSING R.	COMMUNICATIONS & LANGUAGES
HO, ROBERT	COMMUNICATIONS & LANGUAGES
HOLE, MICHAEL	BEHAVIORAL AND SOCIAL SCIENCES
HOWARD, GROVER A	BEHAVIORAL AND SOCIAL SCIENCES
HSU, CHIASHENG	BUSINESS
HSU, THEODORE	MATHEMATICS
HUFFAKER, PHILDON J.	BEHAVIORAL AND SOCIAL SCIENCES
HUGHES, MARY-LINN	ARTS & CULTURAL PROGRAMS
HUGHES, SEAN M.	CAREER TECHNICAL EDUCATION
HULSEY, JED R.	PUBLIC SAFETY
ISAAC, SAMUEL C.	COMMUNICATIONS & LANGUAGES
ISAAC, SHIRLEY C.	BIOLOGY
JALLOH, KATRINA	COMMUNICATIONS & LANGUAGES
JOCO, JEROME P.	HEALTH SCIENCES AND NURSING
JOHNSON, JOHNNY	MATHEMATICS
JOHNSON, MARTIN	PUBLIC SAFETY
JONES, BRANDON R.	BIOLOGY
JONES, CARL F.	PUBLIC SAFETY
JUCHARTZ, ARLINE F.	COMMUNICATIONS & LANGUAGES
KADAKIA, SHIMONEE	PHYSICAL SCIENCE
KAISER, DEBRA	BEHAVIORAL AND SOCIAL SCIENCES
KALLER, DOREEN G	COMMUNICATIONS & LANGUAGES
KANDEL, JUDITH	BIOLOGY
KARMIRYAN, RUZANNA	BEHAVIORAL AND SOCIAL SCIENCES
KATZNELSON, MARCI D.	ARTS & CULTURAL PROGRAMS
KELBERT, CINDY	HEALTH SCIENCES AND NURSING
KERMANE, BRUCE N.	COMMUNICATIONS & LANGUAGES
KHWAJA, ZIA	MATHEMATICS
KOEHLER, CLAIRE	COMMUNICATIONS & LANGUAGES
KOGER, MICHAEL J	COMMUNICATIONS & LANGUAGES
KORTZ, VERONICA	COMMUNICATIONS & LANGUAGES
KOWALSKI, VICTOR J	BIOLOGY
LAI, WENDY S.	COMMUNICATIONS & LANGUAGES
LANER, XOCHITL F.	COMMUNICATIONS & LANGUAGES
LASSITER, AWDREA N.	COMMUNICATIONS & LANGUAGES
LATSON, JACK	BEHAVIORAL AND SOCIAL SCIENCES
LAWRENCE, OLGA	HEALTH SCIENCES AND NURSING
LAZARO, NED F	BEHAVIORAL AND SOCIAL SCIENCES
LEACH, BARBARA J	HEALTH SCIENCES AND NURSING
LEE, REHWA HO	PHYSICAL SCIENCE
LEVITT, SUSANNA H.	ARTS & CULTURAL PROGRAMS
LEVY, ANDREW E.	ARTS & CULTURAL PROGRAMS
LEW, SANDRA E.	COMMUNICATIONS & LANGUAGES
LEWIS, NICOLE B.	ARTS & CULTURAL PROGRAMS
LIM, JOYCE J.	COMMUNICATIONS & LANGUAGES
LIM, KENNETH C.	CAREER TECHNICAL EDUCATION
LIM, TODD S.	PHYSICAL EDUCATION
LIN, CHIMIN	COMMUNICATIONS & LANGUAGES
LIVANIS, LULA	COMMUNICATIONS & LANGUAGES
LOPEZ, RACHEL A.	PHYSICAL EDUCATION

RHR0447R - PARTTIME ALPHA LIST

Name	Department
LOW, JOYCE L.	MATHEMATICS
LOW, SANDRA	ARTS & CULTURAL PROGRAMS
LOWE, RICHARD M.	PHYSICAL EDUCATION
LY, HOA	MATHEMATICS
MADRIGAL, EA	BEHAVIORAL AND SOCIAL SCIENCES
MAFFRIS, BLAIR A.	ARTS & CULTURAL PROGRAMS
MAGGINETTI, JACLYN	BEHAVIORAL AND SOCIAL SCIENCES
MALAKAR, SUBHASH	MATHEMATICS
MANALASTAS, DEBBIE M.	HEALTH SCIENCES AND NURSING
MANGAHAS, RONALDO	MATHEMATICS
MARKOSSIAN, MARINA	COMMUNICATIONS & LANGUAGES
MARTIN, DAVID D.	CAREER TECHNICAL EDUCATION
MARTINEZ, ANGELICA	CAL WORKS
MARTINEZ, ERIC	ARTS & CULTURAL PROGRAMS
MARTINEZ, JOSE J.	MATHEMATICS
MAXWELL, CAROLINE E.	ARTS & CULTURAL PROGRAMS
MCDOWELL, CAROL L.	PHYSICAL EDUCATION
MCWHORTER, AMY L	BIOLOGY
MEDINA, CECILIA	BEHAVIORAL AND SOCIAL SCIENCES
MEYSENBURG, MAURICE F	BEHAVIORAL AND SOCIAL SCIENCES
MIKITA, MICHAEL A	COMMUNICATIONS & LANGUAGES
MILANI, NIKI F.	BEHAVIORAL AND SOCIAL SCIENCES
MISANCHUK, ROSE	ARTS & CULTURAL PROGRAMS
MISSAKIAN, ILONA	COMMUNICATIONS & LANGUAGES
MITCHELL, MARTHA G.	HEALTH SCIENCES AND NURSING
MONTERO, SASHA	BEHAVIORAL AND SOCIAL SCIENCES
MONTEZ-OCCHOA, VIRGINIA R.	HEALTH SCIENCES AND NURSING
MORALES, LINDA	HEALTH SCIENCES AND NURSING
MORENO, JUDE	HEALTH SCIENCES AND NURSING
MORTON, WILLIAM A.	CAREER TECHNICAL EDUCATION
MOSLEY, KIMBERLY Y	CAREER TECHNICAL EDUCATION
MOUAWAD, GHADA	COMMUNICATIONS & LANGUAGES
MUHAMMED, ANIL	BUSINESS
MUIR, RUSSELL L.	PHYSICAL EDUCATION
MULLIKIN, WANDA C.	BEHAVIORAL AND SOCIAL SCIENCES
MUNOZ, JOVANY	DISABLED STUDENTS
MURPHY, WILLIAM F.	PUBLIC SAFETY
MUSSELMAN, BERNARD G.	HEALTH SCIENCES AND NURSING
NELSON, BRUCE G	PHYSICAL EDUCATION
NOBLE, WILLIAM PAUL	PUBLIC SAFETY
NORIEGA, JENNETTE	COUNSELING & STUDENT DEVP.
NUNEZ, RAYMOND	HEALTH SCIENCES AND NURSING
O'CONNOR, DOREEN M	COMMUNICATIONS & LANGUAGES
OLDHAM, CAROLYN	LIBRARY
OLIVAS, SALLY	COMMUNICATIONS & LANGUAGES
OLSON, KIRSTEN	BEHAVIORAL AND SOCIAL SCIENCES
OSTLING, GERALD V.	COMMUNICATIONS & LANGUAGES
PARIS, JENNIFER D.	BEHAVIORAL AND SOCIAL SCIENCES
PETROPULOS, DAN J.	PUBLIC SAFETY
PHAM, ANN	MATHEMATICS
POMERANTSEV, LUDMILA	MATHEMATICS
PREWITT, DEZZIE	BEHAVIORAL AND SOCIAL SCIENCES
PULLMAN, LORI L.	CAREER TECHNICAL EDUCATION
QUIRARTE, CARMINA	BEHAVIORAL AND SOCIAL SCIENCES

RHR0447R - PARTTIME ALPHA LIST

Name	Department
RAMIREZ, ADRIANA	BEHAVIORAL AND SOCIAL SCIENCES
RAMIREZ, JOSHUA	BEHAVIORAL AND SOCIAL SCIENCES
RAMIREZ, RICHARD	PUBLIC SAFETY
RAMOS-BERNAL, NATASHA M.	BEHAVIORAL AND SOCIAL SCIENCES
RASMUSSEN, JOSEPH E.	BEHAVIORAL AND SOCIAL SCIENCES
REBIA, SERGIO A.	ARTS & CULTURAL PROGRAMS
REDINGER, MICHELLE	BUSINESS
REGALADO, ANNA	COMMUNICATIONS & LANGUAGES
RENNIE, WILLIAM	COMMUNICATIONS & LANGUAGES
REYES, MAURICIO	CAREER TECHNICAL EDUCATION
RHEE, JEAN K.	BUSINESS
RICARTE, ROMEO E.	ENVIRONMENTAL TECHNOLOGY
RICKTER, EDWARD S	CAREER TECHNICAL EDUCATION
RIGBY, JEFFREY	BEHAVIORAL AND SOCIAL SCIENCES
RIORDAN, JUDITH MARIE	COMMUNICATIONS & LANGUAGES
RIPLEY, WILLIAM R	COMMUNICATIONS & LANGUAGES
RIVAS, OSCAR O.	BIOLOGY
ROBERTSON, CAROLYN G.	ARTS & CULTURAL PROGRAMS
RODDICK, DANIEL M.	BEHAVIORAL AND SOCIAL SCIENCES
RODRIGUEZ, DOMINGO A	BEHAVIORAL AND SOCIAL SCIENCES
RODRIGUEZ, VICTORIA	HEALTH SCIENCES AND NURSING
ROLDAN, PABLO	COMMUNICATIONS & LANGUAGES
ROMERO MORALES, MARIA R.	BEHAVIORAL AND SOCIAL SCIENCES
ROSS, LISA A	BEHAVIORAL AND SOCIAL SCIENCES
RUSCH, LORI F	ARTS & CULTURAL PROGRAMS
SACCONI, ADEMAR J.	CAREER TECHNICAL EDUCATION
SAKJIRAPAPONG, POY	HEALTH SCIENCES AND NURSING
SANDERS, ZEB	COMMUNICATIONS & LANGUAGES
SEBOURN, GREGORY	CAREER TECHNICAL EDUCATION
SERRAO, ELIZABETH	COMMUNICATIONS & LANGUAGES
SHAW, TIMOTHY C	BEHAVIORAL AND SOCIAL SCIENCES
SHIBATA, GRACE S.	COMMUNICATIONS & LANGUAGES
SHIELD, PATRICK L	BUSINESS
SIARA, ROBIN	PHYSICAL EDUCATION
SMITH, LARRY T.	COMMUNICATIONS & LANGUAGES
SMITH, MATTHEW P.	COMMUNICATIONS & LANGUAGES
SMITH, RICHARD J.	PUBLIC SAFETY
SOKOL, ALEXIA J.	BUSINESS
STANKEVITZ, DIANE	PHYSICAL EDUCATION
STEWART, DEBORAH J.	HEALTH SCIENCES AND NURSING
STOVER, SHERI	HEALTH SCIENCES AND NURSING
STRATHMAN, NICOLE	ARTS & CULTURAL PROGRAMS
SUARAY, KAGBA	MATHEMATICS
SUENG, SU-CHEN	BEHAVIORAL AND SOCIAL SCIENCES
SWEENEY, MAXINE	COMMUNICATIONS & LANGUAGES
SWICK, DEANE	ARTS & CULTURAL PROGRAMS
SWIFT, JACK D	COMMUNICATIONS & LANGUAGES
SZKLAREK, DINA	COMMUNICATIONS & LANGUAGES
TABATA, FLINT Y.	CAREER TECHNICAL EDUCATION
TABB, ELIZABETH	HEALTH SCIENCES AND NURSING
TALLY, SUSAN	COMMUNICATIONS & LANGUAGES
TELLEZ, MICHAEL A	PHYSICAL EDUCATION
TITEL, MARC	BUSINESS
TOMEIO, JOSEPH E.	CAREER TECHNICAL EDUCATION

RHR0447R - PARTTIME ALPHA LIST

Name	Department
TORRES, YBONNE	BEHAVIORAL AND SOCIAL SCIENCES
TOVMASIAN, GRANT	COMMUNICATIONS & LANGUAGES
TOWHIDLOW, MARK	MATHEMATICS
TRAN, TRI C.	COMMUNICATIONS & LANGUAGES
TRESS, MARGUERITE L.	MATHEMATICS
TSUHAKO, JOY	BEHAVIORAL AND SOCIAL SCIENCES
UNGER, KAREN	PHYSICAL EDUCATION
UPDIKE, HAROLD D	PUBLIC SAFETY
VALDES, JEFFREY	ENVIRONMENTAL TECHNOLOGY
VALDES, STEVEN	BUSINESS
VALENZUELA, JAVIER	ARTS & CULTURAL PROGRAMS
VANCE, HOLLY L.	COMMUNICATIONS & LANGUAGES
VASQUEZ, DAVID	CAREER TECHNICAL EDUCATION
VELARDE, ROBERT	CAREER TECHNICAL EDUCATION
VELASCO, MONIQUE	HEALTH SCIENCES AND NURSING
VERDIELL, JESUS EMIR	PUBLIC SAFETY
VICHENGRAD, KIRK	ARTS & CULTURAL PROGRAMS
VILLANUEVA, VIVIANA	COUNSELING & STUDENT DEVP.
VORNDRAH, JOANN M	HEALTH SCIENCES AND NURSING
WALLS, CARL B	CAREER TECHNICAL EDUCATION
WARD, ASHLEY F	ARTS & CULTURAL PROGRAMS
WARD, DEBRA S.	BEHAVIORAL AND SOCIAL SCIENCES
WIJENAYAKE, INDRASENA P.	BEHAVIORAL AND SOCIAL SCIENCES
WOUDENBERG, MARY KAY	COMMUNICATIONS & LANGUAGES
WU, MIGO	ARTS & CULTURAL PROGRAMS
YOUNG, ELIZABETH	BEHAVIORAL AND SOCIAL SCIENCES
ZAKI, NABIL E	CAREER TECHNICAL EDUCATION

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA**

Regular Meeting, January 15, 2014 6:00 p.m., Board Room

II. CONSENT AGENDA

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 Course that is Part of an Existing Program

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

SPCH 101H: Public Speaking Honors

(Communications & Languages)

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This is a degree appropriate course and a general education course at Rio Hondo and four-year institutions. The honors component will allow the students to do in-depth analysis and study of communication theory and concepts as it applies to Public Speaking.

PE 159: Cross Training for Intercollegiate Athletics

(Physical Education)

Degree Applicable; (1 Unit)

Transfers to: CSU

Justification: The purpose of the course is to develop a level of physical fitness, strength and conditioning that will enhance the athlete's ability to be successful in intercollegiate competition.

PE 211: Off Season Intercollegiate Tennis

(Physical Education)

Degree Applicable; (1 Unit)

Transfers to: CSU

Justification: With the skills developed in this class, along with pre-season training and conditioning, the student should be better prepared to compete at the collegiate level.

PE 270: Women's Intercollegiate Basketball Team II

(Physical Education)

Degree Applicable; (1.5 Units)

Transfers to: CSU

Justification: This class is designed to prepare our athletes for

intercollegiate competition in basketball. Emphasis will be placed on all aspects of the sport as well as the academic requirements for transfer and maintaining eligibility. Our athletes will be monitored and encouraged to advance in their academic and athletic skills throughout the course.

PE 281: Men's Intercollegiate Basketball Team II

(Physical Education)

Degree Applicable; (1.5 Units)

Transfers to: CSU

Justification: This class is designed to prepare our athletes for intercollegiate competition in basketball. Emphasis will be placed on all aspects of the sport as well as the academic requirements for transfer and maintaining eligibility. Our athletes will be monitored and encouraged to advance in their academic and athletic skills throughout the course.

b. Unit/Hour Change

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

CIT 103: Microsoft® Word®

Unit Change: FROM: 1.5 Units TO: 3 Units

Hour Change: FROM: 18 Lecture/27 Lab

TO: 36 Lecture/54 Lab

DANC 152: Dance Rehearsal and Performance

Unit Change: FROM: 3 Units TO: 4 Units

Hour Change: FROM: 18 Lecture/108 Lab/59.4 Other

TO: 18 Lecture/108 Lab/54 Performance

PE 176: Women's Intercollegiate Soccer Team

Unit Change: FROM: 2 Units TO: 3 Units

Hour Change: FROM: 180 Lab

TO: 162 Lab

PE 185: Men's Intercollegiate Swim Team

Unit Change: FROM: 2 Units TO: 3 Units

Hour Change: FROM: 180 Lab

TO: 162 Lab

PE 190: Men's Intercollegiate Soccer Team

Unit Change: FROM: 2 Units TO: 3 Units

Hour Change: FROM: 180 Lab

TO: 162 Lab

*UC transfer process in progress for courses where applicable

RECOMMENDATION: That the Board of Trustees approve the curriculum items as listed.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Ms. Norma E. Garcia,
and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 10

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA

Regular Meeting, January 15, 2014, 6:00 p.m.

III. ACTION ITEMS

A. FINANCE AND BUSINESS

1. Emergency Resolution #011514 – Repair Facilities Yard Fuel Pumping Station – Fleming Environmental, Inc.

The fueling station, located in the facilities yard, stopped working. The fuel pumping station requires repair to allow staff to fuel the various district vehicles that help to keep the District operational.

Fleming Environmental, Inc. has agreed to perform the necessary work to repair the fuel pumping station. The cost is not to exceed \$19,735.00.

The contractor will draw plans for Los Angeles County to review to issue permits. The work requires the contractor to demolish the concrete adjacent to the pump station island and thereafter tunnel under the island to perform the repair. Once repairs and testing are completed, the County Fire Department must inspect the project. The project will take approximately four days to complete, once permits are issued.

Public Contract Code Section 20654 allows the Board of Trustees by unanimous vote, and the approval of the county superintendent of schools to declare an emergency by resolution enabling the administration to contract on behalf of the district for the performance of labor and furnishing of materials and/or supplies for this purpose without advertising for or inviting bids.

RECOMMENDATION: That the Board of Trustees unanimously declare an emergency authorizing immediate repair of the fuel pumping station and authorize the Administration to execute the Los Angeles County Office of Education Emergency Resolution form to acquire the approval of the Superintendent of Schools.

Disposition by the Board:

It was moved by Ms. Norma E. Garcia, seconded by Ms. Madeline Shapiro,
and carried, that report No. III.A.1, with the following revisions:

None be

☒ **Accepted and approved - Action No. 11**

☐ **Not approved**

☐ **Delayed for further study**

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, January 15, 2014, 6:00 p.m.

III. ACTION ITEM

B. PRESIDENT'S OFFICE

1. Revision to Board Policies 2110, 2210, 2340, 2345, 2431, 2432, 2510, 2610, 2715, 2725, 4020, 7340 (Final Adoption)

The following Board Policies were approved for first reading at the December 11, 2013 meeting. They are forwarded for final adoption:

BP 2110	Vacancies on the Board of Trustees
BP 2210	Board of Trustees Officers
BP 2340	Board Meeting Agenda
BP 2345	Public Participation at Board Meetings
BP 2431	Superintendent/President Selection
BP 2432	Superintendent/President Succession
BP 2510	Participation in Local Decision Making
BP 2610	Presentation of Initial Collective Bargaining
BP 2715	Code of Ethics/Standards of Practice
BP 2725	Board Member Compensation
BP 4020	Program, Curriculum, and Course Development
BP 7340	Leaves

RECOMMENDATION: That the Board of Trustees approve Board Policies 2110, 2210, 2340, 2345, 2431, 2432, 2510, 2610, 2715, 2725, 4020, 7340 for final adoption.

Disposition by the Board:

It was moved by Ms. Santana, seconded by Ms. Shapiro
and carried, that Report No. III.B.1 with the following revisions:
all except BP 2345 (See below action #13) be

X Accepted and Approved - Action No. 12

 Not Approved

 Delayed for further Study

Vote:	Yes	No
	<u>5</u>	<u>0</u>

Student Advisory Vote

Vote:	Yes	No
	<u>1</u>	<u>0</u>

Disposition by the Board:

It was moved by Ms. Shapiro, seconded by Ms. Santana
and carried, that Report No. III.B.1 with the following revisions:
Unanimously approve BP 2345 be

☒ Accepted and Approved - Action No. 13
☐ Not Approved
☐ Delayed for further Study

	Yes	No
Vote:	<u>5</u>	<u>0</u>

Student Advisory Vote

	Yes	No
Vote:	<u>1</u>	<u>0</u>

VACANCIES ON THE BOARD OF TRUSTEES

BP No.
2110

Board Adopted: 1/9/02; 11/12/03

Page 1 of 1

- I. Vacancies on the Board of Trustees may be caused by any of the events specified in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code 5090.
- II. Within no more than sixty days (60) of the vacancy or filing of a deferred resignation, the Board shall determine whether to order an election or make a provisional appointment to fill the vacancy. If an election is ordered, it shall be held on the next regular election date no less than one hundred thirty (130) days after the occurrence of the vacancy.
- III. If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for the District Board of Trustees governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.
- IV. The provisional appointment will be made by a majority public vote of the Board members at a public meeting.
- V. The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.
- VI. Source/Reference:
Education Code Sections 5090, 5091, et seq.

BOARD OF TRUSTEES OFFICERS

BP No. 2210

Board Adopted: 1/9/02; 11/12/03

Page 1 of 2

- I. At the annual organizational meeting, the Board shall elect from among its members a President, a Vice President, and a Clerk of the board. The terms of officers shall be for one year.
- II. Responsibilities of the Officers of the Board of Trustees shall be as follows:
 - A. ~~The duties of the~~ President of the Board shall include:
 1. Serve as the presiding officer, when in attendance, of all meetings of the Board;
 2. Call emergency and special meetings of the Board as required by law;
 3. Consult with the Superintendent/President on board meeting agendas;
 4. Communicate with individual board members about their responsibilities;
 5. Participate in the orientation process of new board members;
 6. Assure Board compliance with policies on board education, self-evaluation, and CEO evaluations;
 7. Represent the Board at official events or ensure Board representation.
 8. **Respond to all media inquiries on behalf of the Board of Trustees and may choose to collaborate with the Superintendent/President if necessary. Other members of the Board of Trustees are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries. (Board approved 8/10/13 Board Retreat)**

BOARD OF TRUSTEES OFFICERS

BP No. 2210

Board Adopted: 1/9/02; 11/12/03

Page 2 of 2

- B. ~~The duties of the Vice President of the Board shall be as follows:~~
1. Act in the place of the President whenever needed;
 2. Automatically become the President in the case of resignation or death of the President.
- C. ~~The duties of the Clerk of the Board shall be as follows:~~
1. Perform those functions that are required by the Education Code;
 2. Fulfill such other functions as may be required from time to time.
- D. As Board Secretary, ~~the duties of the Superintendent/President shall be as follows:~~
1. Have charge of all the Board's correspondence;
 2. Keep a record of ~~it's~~ **the Board's** proceedings and other records as are required by law or by direction of the Board of Trustees;
 3. Notify members of the Board of regular, special, emergency, and adjourned meetings;
 4. Prepare and post Board meeting agendas;
 5. Have prepared for adoption minutes of Board meetings; attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
 6. Certify as legally required all Board actions;
 7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

Former Board Policies 1000 and 1005; Education Code Section 72000.

BOARD MEETING AGENDA

BP No. 2340

Board Adopted: 11/12/03; 2/20/08

Page 1 of 2

- I. Agendas shall be developed by the Superintendent/President in consultation with the President of the Board. An agenda shall be posted adjacent to the place of meeting at least **seventy-two (72)** hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
- II. No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:
 - A majority decides there is an "emergency situation" as defined for emergency meetings;
 - Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
 - An item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.
- III. The order of business may be changed by consent of the Board of Trustees.
- IV. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.
- V. **Members of the Board may request a matter directly related to the business of the District as an item on the agenda. The Board must provide the item to the President of the Board eighteen (18) days prior to the regularly scheduled Board of Trustees meeting. The Board President will consult with the Superintendent/President to determine if the item may need advisory review by the shared governance process. If the item has potential funding and or policy implications, the Superintendent/President, in consultation with the Board President, will determine whether the item is agendized as an action or informational item. Failure to adhere to this policy may result in a violation of Code of Ethics/Standards of Practice (BP No. 2715). (Board Sub-Committee) Aligned with AP 2340.**
- VI. **Members of the public may submit a written request to the Superintendent/President requesting an item to be placed on an agenda for a regular scheduled Board of Trustees meeting on a matter directly related to the business of the District. If the item has potential funding and/or policy implications, the Superintendent/President, in consultation with the President of the Board, will determine whether the item is agendized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled Board meeting (Board sub-committee). Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public**

BOARD MEETING AGENDA

**BP No.
2340**

Board Adopted: 11/12/03; 2/20/08

Page 2 of 2

and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

VI. Source:

Government Code Sections 549504 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5;

PUBLIC PARTICIPATION AT BOARD MEETINGS

BP No. 2345

Board Adopted: 11/12/03; 2/20/08

Page 1 of 2

- I. The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board. Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:
 - A. There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda. Members wishing to present such items shall submit a written request at the beginning of the meeting to the Superintendent/President that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.
 - B. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340. A written summary of the item must be submitted to the Superintendent/President at least two weeks prior to the Board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.
- II. Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than seventy-two (72) hours prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.
- III. If requested, writings that are public records shall be made available in appropriate alternative format to be accessible to persons with a disability. (CCLC)
- IV. Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.
- V. The Board recognizes that there are district groups among the parties interested in Board actions. These include:

PUBLIC PARTICIPATION AT BOARD MEETINGSBP No.
2345

Board Adopted: 11/12/03; 2/20/08

Page 2 of 2

- A. The administrative staff that have input through established administrative channels which requires channeling such through the Superintendent/President.
 - B. Elected representation of College or Colleg- related organizations, specifically the President of the Academic Senate, President of the Rio Hondo College Faculty Association, President of the Classified California School Employees Association, and President of the Associated Students of Rio Hondo College Body.
 - 1. The organization representatives, each elected by a recognized College constituency will sit in specially designated seats that differentiate them from the general public or the administrative staff. As such, they are afforded special privileges to participate in the Board's deliberative process.
 - 2. In each case, administrative staff, elected representatives, and general public may provide input when directly requested by the Board to do so.
 - C. ~~Open Agenda~~ Action items are considered individually and are so noticed in advance. The general public interested in speaking to an agenda item is asked to fill out a card indicating name, affiliation, item to address, and time requested. This gives the Board some indication of the magnitude of the concern and the time required. Faculty and staff seated in the audience have the same privilege as members of the public, unless queried by the Board of Trustees. Requests to address the Board should be presented on provided cards to the Superintendent/President prior to the beginning of the meeting, but in no case later than when the item is addressed by the Board.
 - D. Organizational representatives, the President of the Academic Senate, President of the Rio Hondo Faculty Association ~~President~~, President of the Rio Hondo California School Employees Association, CSEA and President ~~and the ASB of the~~ Associated Students of Rio Hondo College need only raise their hands to be recognized by the President of the Board.
- VI. Source/Reference:

Government Code Section 54954.3, 54957.5; Education Code 72121.5,
Former Policy 1007.

GEO-SUPERINTENDENT/PRESIDENT SELECTION

BP No. 2431

Board Adopted: 3/15/06

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I. In the case of a ~~GEO~~ Superintendent/President vacancy, the Board of Trustees shall has established a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations. (See AP 2431)

II. Source/Reference:

ACCJC Accreditation Standard IV.B.1 and IV.B.1.j.; Title 5, Sections 53000 et seq.; AP 2431

CEO SUPERINTENDENT/PRESIDENT SUCCESSION

**BP No.
2432**

Board Adopted: 3/15/06

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- I. The Board of Trustees delegates authority to the CEO Superintendent/President to appoint an acting CEO Superintendent/President to serve in his or her absence for short periods of time, not to exceed fourteen (14) calendar days at a time.
- II. In the absence of the CEO Superintendent/President and when an acting Superintendent/President has not been named, administrative responsibility shall reside with:
 1. Vice President, Academic Affairs
 2. Vice President, Finance and Business
 3. Vice President, Student Services
- III. The Board shall appoint an acting CEO Superintendent/President for periods exceeding fourteen (14) days.
- IV. Source/Reference:

Education Code Sections 70902(d), 72400; Title 5, Section 53021(b.)

Participation In Local Decision MakingBP No.
2510

Board Adopted:

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Proposed changes recommended by PFC Sub-Committee in red
Proposed changes made by Board at the 8/14/13 meeting in blue

The term "shared" was removed by the Board at the 8/14/13 meeting; the Academic Senate would like the phrase to read "Shared/Participatory"

- I. The Rio Hondo College Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for ~~Board~~ Board action and administrative procedures for Superintendent/President's action under which the District is governed and administered.

- A. ~~Shared Participatory/Shared~~ governance furthers the ~~mission, goals, and purposes~~ Vision, Mission, and Values of the District. In keeping with the spirit and intent of ~~AB~~ Assembly Bill 1725, the Board recognizes the unique role of the faculty, acting through the Academic Senate, in ~~shared~~ Participatory/Shared governance at Rio Hondo College. The Board affirms the District's commitment to maintaining and following the agreements developed with the Academic Senate to achieve the implementation of Title V, Section 53200. In addition, the Board encourages and recognizes the active participation of other District constituencies in those ~~shared~~ Participatory/Shared governance activities most appropriate to their interests and expertise.

B. Definition of Participatory/Shared Governance

Participating effectively in district and college governance is shared involvement in the decision-making process. It does not imply total agreement; the same level of involvement by all is not required; and final decisions rest with the Board or designee.

(October 8, 2013 Workshop facilitated by CCLC/former Academic Senate President)

- II. Each of the following shall participate as required by law in the decision making processes of the District **as stated in AB1725 (commonly known as the "10+1" legislation):**

- I.
 - A. ~~Academic Senate (Title 5, Sections 53200-53206) Academic Senate (Title 5, Sections 53200-53206) The board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.~~

1. The Board and its designees will consult collegially with the Academic Senate with respect to academic and professional matters. Academic and professional matters include the following:

Participation In Local Decision MakingBP No.
2510

Board Adopted:

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- a) Curriculum, including the establishment of prerequisites and placing courses within disciplines;
- b) Degree and Certificate requirements;
- c) Grading policies;
- d) Educational program development;
- e) Standards regarding student preparation and success;
- f) Governance structures as related to faculty roles;
- g) Faculty involvement in accreditation;
- h) Policies for Faculty professional development activities;
- i) Policies for program review;
- j) Processes for institutional planning and budget development, and;
- k) Other academic and professional matters as mutually agreed upon between the Academic Senate and the Board.

2-1)

A-B. Staff (Title 5, Section 51023.5)

1. Classified staff shall be provided with the opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified California School Employees Association will be given every reasonable consideration.
2. Management/Confidential staff shall be provided with the opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Management/Confidential group will be given every reasonable consideration.

B-C. Students (Title 5, Section 51023.7)

1. The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students Body will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Participation In Local Decision Making

BP No.
2510

Board Adopted:

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- III. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups **(administrators, faculty, staff, and students)** have been provided the opportunity to participate as referenced in BP 2410 (Board Policy and Administrative Procedure).
- IV. Nothing in this policy will be construed to interfere with the formation or Administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act. (Government Code Sections 3540, et seq.)

PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

BP No.
2610

Board Adopted: 3/13/02; 11/12/03

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- I. The Superintendent/President ~~is directed to enact~~ shall establish administrative procedures (AP 2610) that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.
- II. Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines found in the District's collective bargaining agreements or those prescribed by the rules and regulations of the California Public Employment Relations Board.
- III. In consultation with the Superintendent/President, the Board shall appoint and maintain a Negotiations Team to be its sole spokesperson in reference to employer/employee relations covered by the Government Code, Div. 4 of Title 1, and Sections 3540 to 3599.
- IV. Communications among the Board, Negotiations Team, and Collective Bargaining units shall be as follows:
 - A. All District responses to exclusive bargaining units shall be from the Board through its Negotiation Team on collective bargaining matters.
 - B. Individual Board members shall not discuss employer/employee relations on an individual basis with any representatives, designated or otherwise, of any employee organization in the District.
 - C. Other than initial proposals, all communications from exclusive bargaining units dealing with employer/employee relations shall be directed to the Board through the Negotiation Team.
- V. Source/Reference:

Government Code Section 3547; Former Policy 1015.

CODE OF ETHICS/STANDARDS OF PRACTICEBP No.
2715Board Adopted: 11/12/03; 5/14/08 (Reviewed at Board Study Session on
6/14/13 and Board Retreat on 8/10/13)Page 1
of 2

- I. The Board of Trustees maintains high standards of ethical conduct for its members and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Superintendent/President, based upon mutual trust and support. Members of the Board are responsible to:
- Act only in the best interest of the **District entire community**;
 - Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
 - Prevent conflicts of interest and the perception of conflicts of interest;
 - Support the District mission;
 - Ensure that students receive the highest quality education;
 - Exercise authority, **not as individuals**, only as a Board;
 - Use appropriate channels of communication;
 - Respect others and act with civility;
 - Remain informed about the District, educational issues, and responsibilities of Board membership;
 - Devote adequate time to Board work **and preparing for meetings**;
 - Maintain the confidentiality of closed sessions;
 - Deal with any violations; and
 - Adhere to the established Board protocols.
- II. The Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:
- If a Board member feels the **BP 2715, Code of Ethics/Standards of Good Practice Policy** has been violated, the Board member should go to the **President of the Board, or Vice President of the Board if the President of the Board is in violation.** ~~member-~~ **The President (or Vice President) of the Board shall go to the Board member (or Board President) who violated the the policy Standard** and have a discussion to resolve the violation.
- If not resolved, the President of the Board / Vice President **of the Board** in open session at the next regularly scheduled Board meeting, **will** appoints a committee of two Board members to hear the case within a two week period of the notification to determine if censure is in order.
- If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion **and follow the censure process associated with Robert's Rules of Order, the Board's chosen method of handling the**

CODE OF ETHICS/STANDARDS OF PRACTICE

BP No.
2715

Board Adopted: 11/12/03; 5/14/08 (Reviewed at Board Study Session on
6/14/13 and Board Retreat on 8/10/13)

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of 2

**Board's official business (Board Study Session 6-14-13 and reaffirmed
at the Board Retreat on August 10, 2013).**

If the alleged behavior violates laws, the President of the Board /Vice
President of the Board may seek legal counsel and the violations referred to
the District Attorney or Attorney General as provided for in law.

- III. **The Board will review the Code of Ethics statement at least annually.
(Agreed at the June 14, 213 study session and reaffirmed at the Board
Retreat on August 10, 2013.**
- IV. **Source/Reference
Accreditation Standards 40.A.5. IV.B.1.h.**

BOARD MEMBER COMPENSATION

BP No. 2725

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

Page 1 of 1

- I. Members of the Board of Trustees who attend all Board meetings shall receive \$400 per month, and the student member shall receive \$200 per month.
- II. (moved to paragraph II) A Trustee is allowed to attend a total of three board meetings via technology-based conferencing system for each calendar year. Technology-based conferencing systems are to be used in exigent circumstances when attendance in person is not feasible. Board members who request to attend via technology based conferencing systems must inform the Board President and/or Superintendent/President prior to the agenda being posted so location can be indicated in order to be in compliance with the Brown Act.
- III. If a Board member is not going to be able to attend the Board meeting, he/she is to call the Superintendent/President's Office to report the absence prior to the meeting. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.
- IV. A member of the Board may be paid for a meeting when absent if the Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting from which the member is absent he/she is performing services outside the meeting for the ~~community college~~ District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable to the Board.
- V. Source/Reference

Education Code Section ~~4090, 35120~~, 72024, former Policy 1010.

PROGRAM, CURRICULUM AND COURSE DEVELOPMENTBP No.
4020

Board Adopted: 3-15-06/ 1-14-09

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Recommended changes suggested by Board at April 20, 2011 Special Board Meeting. After completing the review process, the PFC has recommended the deletion of the following language as indicated in the strikeouts.

- I. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. ~~SB1440 was passed in 2010 with the intent of creating a clear pathway for Rio Hondo college student to transfer and obtain an AA or AS degree simultaneously*~~. To that end, the Superintendent President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.
- II. Furthermore, these procedures shall include:
 - appropriate involvement of the faculty and Academic Senate in all processes;
 - regular review and justification of programs and course descriptions;
 - opportunities for training for persons involved in aspects of curriculum development;
 - consideration of job market and other related information for vocational and occupational programs.
- III. All new programs and program deletions shall be approved by the Board. Strike out line The Board will assess all academic degrees in the following manner ~~Tracking of Transfer Model Curriculums (TMCs) will be conducted and reported to the Board on an annual basis.~~
~~The Board will assess all academic degrees in the following manner*:~~
 - ~~Degree provides maximum options for student to transfer while obtaining an AA/AS degree, using classes that may be "double counted."~~
 - ~~Degree will prepare student to arrive at a local CSU/UC with junior standing.~~
 - ~~Discipline faculty will is strongly encouraged to (Board of Trustees) work with the articulation officer to create AA/AS degrees that feed into local CSU/UC and statewide Universities.~~
 - Moved up to Paragraph III ~~Tracking of Transfer Model Curriculums (TMCs) will be conducted and reported to the Board on an annual basis.~~

PROGRAM, CURRICULUM AND COURSE DEVELOPMENTBP No.
4020

Board Adopted: 3-15-06/ 1-14-09

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- IV. New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval when needed.
- V. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

VI. **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program (CCLC).

- VII. The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims (CCLC).

VII. **Source/Reference:**

Education Code Section 70901 (b), 70902(b); 78016;

Title 5, Section 55100, 51022 (a), 55130, 55150;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

34 Code of Federal Regulations Sections 600.2, 603.24, and 668.8 (CCLC)

See Administrative Procedure

LEAVES

BP No.
7340

Board Adopted: 1-23-64; 6-29-76; 1-18-78; 1-10-79; 1-14-81; 1-23-84;
6-25-89; 3-21-93; 6-29-96; 5-10-98; 1-10-99; 4-13-05

Page 1 of 2

- I. The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:
 - A. Illness leaves for all classes of permanent employees;
 - B. Vacation leave for members of the classified service, administrators, supervisors, and managers;
 - C. Leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated, or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (CCLC); (EC 87768.5; 88210)
 - D. Leave of absence to serve as an elected member of the legislature (EC 87701);
 - E. Pregnancy leave (EC 87766; 88193; Government Code Section 12945);
 - F. Use of illness leave for personal necessity (EC 87784; 88207);
 - G. Industrial accident leave (EC 88192, 87787);
 - H. Bereavement leave (EC 87788, 88194,);
 - I. Jury Service or appearance as a witness in court (EC 87035; 87036);
 - J. Military service (EC 87700);
 - K. Sabbatical leaves for permanent faculty;
 - L. Family Medical Leave Act;*
 - M. California Family Care Act;*
 - N. Quarantine (EC 88199);
 - O. Catastrophic leave (EC 870450)

LEAVES

**BP No.
7340**

Board Adopted: 1-23-64; 6-29-76; 1-18-78; 1-10-79; 1-14-81; 1-23-64;
6-25-69; 3-21-73; 6-29-76; 5-10-78; 1-10-79; 4-13-05

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- II. Vacation leave for ~~members of the classified service~~, educational administrators, and classified administrators shall not accumulate beyond the total days of paid leave accrued for two years of work. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.
- III. In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.
- IV. Source/Reference:

EC 79020, 87034, 87036, 87037, 87700, 87768.5, 87782, 87784, 87787, 87788, 88190, 88192, 88194, 88199, 88203, 88210, 88027, 87701, 87763 et seq., 88190 et seq. and cites above. *State and Federal Employment Law.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, January 15, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

1. Building Program

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, January 15, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

2. Accreditation Update



ACCREDITATION LEADERSHIP TEAM (ALT)
Friday, December 4, 2013, 1:00 p.m. - 3:30 p.m., Board Room

Members Present: Kenn Pierson (Co-Chair), Adam Wetsman (Co-Chair), Teresa Dreyfuss, Phil Luebben, John Frala, Karen Koos, Kevin Smith, Howard Kummerman, Russell Castañeda-Calleros, Vann Priest, Marie Eckstrom (Writer/Editor), Chedva Weingart, Gary Van Voorhis, Angie Tomasich (Support Staff), Rachel Garcia (Support Staff), Reneé Gallegos (Recorder/Support Staff).

Special Guest: Dr. Bill Scroggins, President of Mt. San Antonio College

1. Opening Remarks – Dr. Kenn Pierson/Dr. Adam Wetsman- No opening remarks, in the interest of moving on to the guest speaker.
2. Dr. Bill Scroggins, President of Mt. San Antonio College, was invited by President Dreyfuss to attend the ALT meeting. Dr. Scroggins shared his perspective on completing a successful accreditation self-evaluation process. Members of the team asked questions about “do’s and don’ts” regarding the accreditation process.

It has been Dr. Scroggins’ privilege over the years to be involved with the completion of four institutional self-studies and four site visits—none of which resulted in a sanction. Dr. Scroggins has also served on eleven ACCJC Evaluation teams and chaired eight, most recently for Coast Community College District. He was on the College of the Redwoods site visit, which resulted in the institution’s “Show Cause.” Scroggins anticipates the College of the Redwoods being removed from Show Cause in the near future. He advised that institutions should not necessarily be afraid of sanctions. If your college receives one, you need to follow the process set by ACCJC to work your way through it.

The Four D’s

Dr. Scroggins offered a few suggestions for items that support the self-evaluation report, categorizing them as the four D’s:

1. Support for Self-Evaluation Report
 - **Data** – Supports the evidence cited in the Standards, sub-Standards, etc. There should be lots of data crossover. Having data at the top level is important. Data should be integrated in all the work that we do. Cite the data and provide links that are easily accessible. Show how the data is used daily at the institution, not just created specifically for Accreditation.
 - **Documents** – The self-evaluation narrative will refer to documents that provide evidence. Committee meeting minutes are a great example. Make all documents

Web-based. Have all documents ready on the Website prior to the visiting team's arrival so team members have time to review. Collect notes and activate live links and layout in an organized manner. Integrate links at the end of paragraphs within the body of the documents.

- *Descriptions* - Place descriptions of the College early in the narratives. We want to put our best foot forward. Descriptions need to support the messages we want conveyed.
- *Diagrams* – Diagrams, numbers, and narratives should be easily understood and meaningful. The layout should be introduction, analysis, and graphics. There may be some duplication among the four Standards. Themes will emerge near the end of the process. A theme reader should be involved.

Major themes that Dr. Scroggins encountered in his experience that have proven to be potential “snake pits” include:

- a. Rubrics provided by ACCJC
- b. Program Review – Integrated planning, review, and assessments
- c. Planning and Budget – Actions are based upon assessment
- d. SLO's

Everything we do should be used to show improvement. This is true of Human Resources planning, budgeting, etc. Dr. Scroggins recommended: “Document, document, document.” He suggested giving extensive details on financial stability. Don't lie—especially about the following:

- a. 5% reserve without transfers
- b. Long Term Fiscal planning with a three year minimum for future planning
- c. Cash Flow/Cash Balance

Audits don't matter much because they do not appear in Accreditation reports. It is more about making coherent decisions that are data-driven and connected to planning, and the self-evaluation report offers an opportunity to show this.

2. Resource requests have to be documented to justify staffing augmentations. Show the connection to goals, objectives, and strategic planning in the organization. The team should be able to pick up a document and see the connection and rationale. Benefits and salary are not that relevant. More importantly, an overemphasis on salary and benefits can deprive other resources from being available to meet a Standard. We have some districts, like San Francisco CC spending 97% on salary and benefits, which was a red flag. They were not providing facilities and technology upgrades, which affected Standard III.b and III.d. That will be a tough one for SFCC because they cannot fix those two things over night.
3. Shared Governance - This is the main snake pit. Do not refer to Title V or Education Code in this section. Colleges need to write about what their current practice is. A college can improve if they are written up. We need to be careful how we deal with this Standard. For example, the Standard might say faculty play a significant role in the design and implementation of curriculum. If you have an issue with the way curriculum is developed and approved, and someone is all upset about it and wants to write about it in the Accreditation report in order to fix it, you better write about it in terms of faculty playing a

significant role. However, academic administrators also have a significant role in the design and implementation of curriculum by Accreditation Standards. Be careful with the way you deal with shared governance issues. There is some squishy language about campus climate, involvement, etc. We have to operationalize things. We can write about issues in the report, but we need to write in Accreditation language. The Accreditation standards hold the CEO responsible to carry out shared governance. We cannot say "Well, we want to empower the Academic Senate to carry out shared governance." That is not the way the Standards are written. The CEO is responsible for carrying out Board Policy and Procedures with respect to shared governance. Be careful how we write the response. We need to think about the way we operate and translate that into the Accreditation Standards. We want the shared governance descriptions to be on-point.

We also need to acknowledge there are items that need fixing in our self-evaluation report and work on fixing those items now before the team arrives. Our CEO will have the opportunity to write an update literally days before the site visit, noting all the things that have been done since the self-evaluation was written. The self-evaluation is not done when it is passed by the Board of Trustees. The CEO will be writing an update and the team chair will be reading that. An example would be bad record keeping in a given office. If you have holes in your process, write that in the report. Be true to our word. Tell it like it is. The visiting team will talk to staff and the truth will come to light. Remember, there are plenty of people who know what the practice is and won't be afraid to say so! We can show any improvement by the time the team visits.

The question was posed to Dr. Scroggins on how to handle differences in viewpoint. For example, the faculty feel one way and the administration another. Dr. Scroggins said the Board of Trustees makes the decision as to which direction to go. He suggested regular, honest updates to the Board of Trustees on progress on the self-evaluation. There is a possibility of what is called a minority report, and we also can write letters directly to ACCJC if there are major issues. When we write those letters, the chair of the site team will receive copies. There are means to communicate if an individual, personally, or we as a group do not agree with something that is going on, and that will be noticed. However, be prepared because the team will have to hold at least two open sessions, and it is expected that the Administration won't be there. These open sessions are for the rank and file. If there is a difference of opinion, we should try to talk it out beforehand. That collaboration will show when the team comes to visit the campus. Write about that collaboration in our report. If there is an established process, then reference the steps that we went through.

A question was posed to Dr. Scroggins regarding recommendations for improvement that the College had previously received. One recommendation for improvement in 2008 had to be followed up on in 2009 within a very short, intensive time period. Finally, in 2010 we received the green light that we could proceed. This can be explained in the self-evaluation. There was about an 18-month period during which we are not able to identify any progress made in this particular area. Right around 2012 when we began getting ready for the 2014 visit, we picked up where we left and started addressing what we said we would do. Now, we are about a year into addressing this issue. By the time next summer rolls around, we should have a lot of good evidence showing progress. It was like our College took a collective sigh of relief for about 12-18 months. We know that we are

not able to cram but need to show sustainable progress throughout the year. So how do we account for that in the report?

Dr. Scroggins responded that this question leads to the final two areas of sanctions. If we have gotten a recommendation previously, and we do not fully meet the Standard now, then we will probably get sanctioned. If we have changed a key process and have not fully implemented it for at least once cycle, maybe even two, we will probably get sanctioned. Let's say for example several years ago, we got a recommendation for Standard IV dealing with Board micromanagement. Then we changed CEOs and the CEO fixed it. Then we changed CEOs again and the problem recurred. Now we have a new CEO who is fixing it, but it is not fixed yet. We will get sanctioned. Now, remember we are going to write it honestly in the self-evaluation report and say that we are working on it. Then we have six months to fix it to fully meet the Standard or we will get sanctioned. It is not what it says in the self-evaluation. The self-evaluation is a guide for the visiting team. It is what happens on the ground in September 2014.

Dr. Scroggins added that, if we think we meet the Standard and are on the other side of the problem, then we need to be cheerleaders about it and hold a full-court press. For example, if our program review process was not intact two years ago but now we have things in motion . . . if we have buy in from constituent groups like Academic Senate and it is working . . . that is what we want to present.

How we get all this work done is another issue. He reiterated the five snake pits in the Accreditation process: Program Review, Planning, SLOs, Shared Governance, and completing the cycle on previous recommendations.

A question was raised on how much emphasis should be placed on recommendations? Dr. Scroggins said there is a part of the report that shows the status on the recommendations from before. We usually won't write a whole lot about that because we are going to write what our current status is. The best thing to do is say, "We fixed it, and you will see in Standard such and such that we continue to fully meet the Standard." Remember those words!

There are many different ways to get the work done. The problem is that Accreditation is so big. We need a way for people to work together. His experience has been that an institution needs to get a good organization. You have teams by Standards and teams by the eleven sub-Standards. That is a reasonably sized group to manage. We have groups working on the Mission, Institutional Effectiveness, Instruction, Student Services, Library, Human Resources, Facilities, Fiscal, Technology, Governance at the Administrative Level, and Governance at the Board Level.

The Four I's

There are four things that need to be done, which are the four I's.

1. Interview – Assign someone to talk to whoever "owns" the information on the Standard, as well as the users of the information. Report back with bullet points. Give the items to your writer in that manner. Get ideas. The best way to avoid getting tangled up in language/format is not to have interviewers write paragraphs.

- Leave that to the report writer. Don't come back from an interview and try to write the whole Standard. Ask, what does your unit do to meet the Standard? How do you meet the Standard? What do you think? Is your unit compliant or not?
2. Investigate – The investigator can get behind the scenes. For example, if the Academic Senate says this is their position on an item, the investigators will see if they can document this. The investigator goes out to find the evidence. The evidence is data and documentation, providing an evidence trail.
 3. Identify – This is the third person of the team who comes in and says, "Can we identify that this matches this?" If the interviewer goes back and asks additional questions based on the documents, the investigator goes and looks for more information. Information is the key. Look in people's filing cabinets, call retirees, do whatever you need to identify it.
 4. Integrate – The integrator is the one who takes a look at the documents and says, "OK, do we meet the Standard?" Integrators are the ones to organize the information. Dr. Scroggins advised having separate people do this because people get invested in their work. At this point, we are still not writing. We are gathering information in bullet form. It is really important when we write that the tone, grammar, word choice, paragraph breaks, and writing style has a nice flow and makes sense. It may not seem important, but the self-evaluation report is the first thing that people are going to read about what we do. It really needs to come across professionally. It is like a legal brief. Stick to the Standard! The visiting team does not want to hear from our Librarians how great of a library book collection we have. They want to know, do we meet the Standard and the key points? We have an education center in El Monte. Recognize that all of those services should be available to the students that the center serves. Do we have library accessibility at EMEC? Do we have an online program? We have to apply these Standards to every instructional delivery mode, place, or type.

There seems to be a similar pattern with fiscal people. Are we planning ahead for years 2 and 3? What are we basing our assumptions on? Are we writing a logical narrative in the budget that shows that? What is the planning for cash flow? What are our Board policies on inter-fund transfers? Many times, fiscal staff are just looking at the bottom line and not thinking about the policy issues associated with those hot-button issues.

The most significant problem with self-evaluation is the language. Often, a subcommittee wants to fight about the way things are worded tooth and nail. It's not worth fighting over if something is black or white. If there is that big of a disagreement, write both viewpoints. Say, "Here are two opinions and here is where we are at." It may result in a planning agenda. Find ways to resolve problems throughout the process.

Howard Kummerman explained that we have followed the manuals supplied by ACCJC. On the topic of Distance Education (DE)/Correspondence Education, the manual questions are very similar to the self-evaluation manual. The question was posed to Dr. Scroggins, "Have you seen colleges that have done a good job integrating the information for the Distance Education/Correspondence Education along with the information that needs to be included in the standards and self-

evaluation questions so that it flows evenly . . . yet are able to give the team all of the information they need to know to show that we meet the Standard?"

Dr. Scroggins responded that, with respect to DE, there are three different places where it specifically asks how we are doing with Instructional Services Support, etc. We need to specifically call those out and write them as part of what we naturally do. These are our modes of delivery, and this is how we are meeting student needs in those areas. We need to think about DE as a separate "campus" and meet the Standards the same way. That is how the team will look at it. Dr. Scroggins advised the we not call it out as separate piece of work. We should integrate it into everything we say.

Dr. Pierson asked Dr. Scroggins at what level the four I's should be occurring. This is theoretically what we are doing at Rio Hondo, but there has had to be some flexibility in the process with shifting duties. Dr. Scroggins advised the following:

Interview – Occurs at the sub-committee level.

Investigate – Occurs at the sub-committee level.

Identify – Occurs at the sub-committee level by the co-chairs.

Integrate – Completed by the Standard/ALT co-chairs.

Dean Koos replied that this is what is happening in Standard II. Dr. Pierson explained to Dr. Scroggins that we have the CORE, which is the Dropbox location where all evidence is housed and funnels upward to Marie Eckstrom, who is the designated Writer/Editor. In Dr. Scroggins' opinion, the four I's should happen before the evidence is turned over to the writer.

Russell Castaneda-Calleros posed the question to Dr. Scroggins in terms of managing our Board Members while they remain engaged in the self-study: "How have you dealt with varying levels of Trustee's expectations among the various Board Members? How do we ensure that they are all on the same page regarding their role and the process? How has that worked out for you?"

Dr. Scroggins responded that, generally, he knows what the hot button issues are with each of the Trustees in his District. In advance of every Board meeting, he shares with them information on each of the areas where they are concerned. If they have issues with something, he meets with them or sometimes brings another staff member with him to drill down to the issue so that every time he walks into a Board meeting, he largely knows what is going to happen. We need to keep the President informed, and President Dreyfuss needs to inform the co-chairs of any issues the Board has. If there are issues, President Dreyfuss need to have those conversations ahead of time. The President has the task of keeping communication open between the Board and what is happening on the campus. The President has to nurture the relationship with the Board, which also builds trusts when sharing information.

Dr. Pierson thanked Dr. Scroggins for sharing his knowledge and for making the time to be on campus with us. It is easy to get stressed and sidetracked during this process, so it is nice to hear that we are running on a similar track that has garnered Dr. Scroggins many successful Accreditations.

Dr. Pierson thanked the group for all the work that has been done through the Accreditation process. We are at the end of the semester, and there are countless hours that have been put in over the semester and throughout the 14 months that we have been collectively working on it. The workload has been heavy. Some Standards are functioning better than others. Dr. Pierson stated that he feels tension in the air and wants all members who are working on Accreditation to know that their work does not go unnoticed. He personally thanked the co-chairs and asked that they please keep Dr. Wetsman and him informed of where they can help with other Standard committee members so they don't feel that they have to take all remaining work upon themselves in order to bring non-functioning sub-Standard groups up to speed. Dr. Pierson and Dr. Wetsman will do what they can. They can only twist arms so far, but they would like to be more involved from this point forward in helping the co-chairs. On behalf of the District, Dr. Pierson thanked the co-chairs for their hard work and effort but reminded them, "It is going to require another long haul to the finish line."

3. ALT Meetings – January through July 2014 ALT Meetings will be held from 1:00 p.m.- 2:30 p.m. on January 30, February 27, April 3, April 24, May 22, June 26, and July 24, 2014. There will not be a meeting in March due to Spring Break. It was the consensus of the team to "set these dates in stone." Members are encouraged to schedule around the dates. Reneé will send out the meeting notices now to populate the calendar.
4. Readjusting the Timeline - Dr. Pierson spoke about the possibility of readjusting the timeline for completion of the first draft. He asked to take a realistic look at where we are with the Standards material. It is looking like February is not realistic for a first draft. Marie Eckstrom stated she has very little to pull from to write about, and it is not realistic that we can meet the February date. The report needs to be of quality, and we need to have a report that can be vetted, suggesting a first draft due date of March 21. Marie will have a better idea once more info is added. Standard IV is the only Standard that has uploaded any information to date. Marie has already met with Russell. Marie is going to have to make the rounds and sit with all the co-chairs to review the information submitted and to clarify questions, etc. This is going to take time. Each Standard will undoubtedly have to make revisions and upload them. Marie sees these meetings happening in February if not before.

It was decided the first draft of the self-evaluation report will be due March 21. ALT members can review it over a two week period before the April 3 ALT meeting, which is when we will discuss it. This leaves only six weeks until the end of the Academic year to hold campus forums and take the document through the vetting process by all constituent groups. It was noted that it took one month for the Mission statement alone to go through the vetting process.

Are all co-chairs going to work in January? Even with the best of intentions, realistically, January will not be a productive month. Some Standards co-chairs will work and some won't. We are not planning to have an ALT meeting in January. Marie will be doing some writing and making notations of evidence. She wants to meet with the co-chairs to ensure there is no disconnect with what they are meaning and how she is writing. That will be a better use of her time and far more productive. We will still need to search for additional evidence and allow time for that, as well. It needs to match up the numbering etc. Just get the stuff in so it can be worked on.

Dr. Pierson asked Howard and Angie to revise the timeline as well as develop a vetting schedule for planning purposes. Dr. Wetsman asked between the first draft and the start of the vetting process that ALT should look at the report before it goes out for public consumption. It could be that we say that we need to emphasize these themes, etc., so we may not want to start the vetting process until the end of April for that reason. Diagrams also need to be standardized and the actual content should have a nice flow to it. We want to have the most final draft before going through the vetting process. When we do that, we may want to wait until early May. We do not end school until late May, so it may not be a problem. It will go to the Board at the same time, and the final version of the report will go to the Board in the Summer.

5. Moment with Marie - Marie asked that she would like to meet with the co-chairs after any revisions are made to each Standard narrative. The co-chairs and Marie can dialogue to ensure clarity of the document. Then, they can revise what was written and resubmit by uploading to the CORE. Marie had no further comments.
6. Responses to 2008 Self Evaluation – Howard/Angie – We discussed the recommendations from the previous self evaluation, our response, and follow-up reports. Angie put packets together for the co-chairs and in Dropbox via a spreadsheet. Templates have been uploaded. The matrix should help ensure that we cover the former recommendations and update the Commission on their status.

7. Detailed Reports from Standards Committees 1-4:

- Standard I - Institutional Mission and Effectiveness—Gonzalez and Kummerman, co-chairs

Howard Kummerman reported that Standard I has all bullets populated for Standard and Sub-Standards. They will review them again before putting them into the template. They are in the final stages of the four I's. Estimated time to give to Marie will be two more weeks.

- Standard II Student Learning Programs and Services – Smith, Koos, and Gee, tri-chairs

Karen Koos reported that the co-chairs we need more time. Standard II Committee has been meeting on Fridays. They have things close but are waiting to tie up a few loose ends. Henry Gee is working on part B. Karen Koos and Kevin Smith are working every Friday on Accreditation work. They will hand off items to Marie in pieces.

- Standard III Resources – Dreyfuss, Frala, and Leubben, tri-chairs

President Dreyfuss reported that she, Vice President Leubben, Jim, Gary, and Chedva have been meeting frequently. They are beginning to write and format into templates. They are targeting to have complete things by the end of January. The IT plan is the most complete of all the plans under Standard 3. They are waiting for the Facilities Master Plan

that will be listed as a reference, but they do not have to wait on this to proceed. John Frala and Yolanda Emerson are working on the Human Resources segment.

- Standard IV Leadership and Governance – Priest and Castañeda-Calleros, co-chairs

Russell Castaneda-Calleros reported that Standard IV's goal is to have items completed by the end of the semester. It was helpful to meet with Marie to clarify what is still needed to fill in the gaps. It would be helpful to hear from Marie when they are on track.

Kevin Smith reported that he has not decided whether or not to work in the month of January. He has given up a lot of time to work on Accreditation. Dr. Pierson reviewed the rationale behind connecting a faculty member and an administrator(s) as co-chairs of each Standard. None of us expected to be at this point at the end of the semester. We are working to resolve this issue. Dr. Pierson agreed to take into consideration the workload of co-chairs who are faculty members not assigned to work in January. He will also query faculty co-chairs to see what their plans are for the month of January. He asked everyone to be patient as we work through this concern, and he reminded the group, "We are all in one boat here with Accreditation."

8. ACCJC Proposed Changes to Standards (for 2015) – Did not discuss due to lack of time.
9. Announcements – No announcements were made.
10. Next Meeting Date – January 30, 2014, Board Room

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, January 15, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

3. CCCT Board Election – Call for Nominations

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

The Community College League of California is calling for nominations to all California Community College Trustees for the 2014 CCCT Board Elections.

The call for nominations takes place from January 1 – February 15. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25th. This year, eight persons will be elected to the Board. Of those eight seats, there are six incumbents eligible to run for re-election, one board member has termed out, and one seat was vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top eight vote getters. Pursuant to the CCCT governing policies, that person will complete the term of the vacated seat, which expires in 2015.

The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 4, 2014.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, January 15, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

4. Governance Manual 2014

RIO
HONDO
COLLEGE



2014

Organizational Structure and Governance Manual





President's Message

I believe that collaborative efforts enhance and support student success. The information in this document provides an overview of College organization and governance. It is not intended as a substitute for the Board Policies and Administrative Procedures.

The governance framework facilitates our commitment to genuine participation in our governance processes.

I also believe that Rio Hondo College must maintain operational integrity in non-governance matters. Therefore, the organizational framework outlined herein facilitates ongoing operations within a context of responsible administrative management and collaborative efforts to further the mission of the College.

This *Organization and Governance Manual* is organized into three sections:

- I. Participatory Governance - Participatory Governance is an essential element in the planning and decision-making process. Clearly defined roles and responsibilities make governance transparent and ensure effective participation by stakeholders.
 - College Governance and Communications Flow Chart
 - Overview of the Participatory Governance Framework
 - Governance Councils and Committees

NOTE: Collective bargaining processes and procedures are specifically excluded from governance matters.

II. Administrative Operational Framework - Clearly defined areas of responsibility also acknowledge non-governance management functions essential to efficient and responsible operations.

- College Organizational Chart
- Overview of the District's Management Organization
- Management Councils and Committees

III. Appendix - For reference only. It is important to note that there are other processes, procedures, and protocols not subject to governance review but which are also part of college operations.

This document is reviewed under the general purview of the President's Council, which includes representatives from the Academic Senate, Classified staff, and Administration. In order to reflect new issues and processes, the document will be reviewed and distributed annually.

Teresa Dreyfuss
Superintendent/President

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Participatory Governance Structure



The purpose of the Río Hondo Community College District participatory governance structure is to provide each constituent group the opportunity to participate in the planning process and initiatives, as well as to develop, review, and revise policies and procedures through their representatives.

Participatory Governance General Principles

Introduction

Participatory governance at the Rio Hondo Community College District is achieved in the spirit of cooperation, collaboration, and collegiality. It promotes the Vision, Mission, and Value Statement as well as the Code of Ethics statement (see appendix) of the College and ensures their achievement through policies and procedures, via a structure of councils, committees, and task forces that have effective processes of planning, implementation, and evaluation.

The purpose of the Rio Hondo Community College District participatory governance structure is to provide each constituent group the opportunity to participate in the planning process and initiatives, as well as to develop, review, and revise policies and procedures through their representatives. Functionally, this is accomplished by councils, committees, and task forces created to formalize collegiality, to facilitate collegial communication, and to resolve issues as close to the point of origin as possible. This structure provides an opportunity for the perspectives of constituent group interests to be considered.

General Principles

1. All decision making is based on a recognition that the Rio Hondo Community College exists to educate students.
2. All constituent groups have a vested interest and a role in ensuring that Rio Hondo College fulfills the mission defined by the legislature, the State Board of Governors, and the Board of Trustees of the Rio Hondo Community College District.
3. Participatory governance is a method of organized and collegial interaction in which faculty, staff, and students participate in thoughtful deliberation and decision-making, leading to recommendations made to the Superintendent/President, who represents the administration of the District as an agent of the Board of Trustees.
4. Mutual agreement is the goal to be achieved through active participation and collegial interaction by all constituent groups.
5. The most effective means of developing policies and procedures is to provide

opportunity for involvement by the constituent groups affected by the implementation of these policies and procedures.

6. In academic and professional matters, as defined by AB 1725, the Superintendent/President will rely on the advice of the Academic Senate in reaching mutual agreement.
7. Representatives of constituent groups involved in the participatory governance process have the responsibility to keep their respective groups informed of the proceedings and recommendations of governance groups.
8. Individuals not serving as representatives have the opportunity to share concerns with the elected representatives of their constituent groups, with the anticipation that their views will be represented in governance councils, committees, and task forces.

Councils and Committees Structure

Council – A council meets on a regular basis and is composed of constituency representatives designated or selected to act in an advisory capacity. A council often directs the work of numerous committees or task forces. Councils at Rio Hondo College include:

- Academic Deans Council
- Administrative Council
- Finance and Business Council
- Planning and Fiscal Council
- President's Council
- Student Services Program Leadership Council

Standing Committee – A standing committee is composed of constituency representatives and considers matters pertaining to a designated charge or subject. A committee reports its recommendations to appropriate representative bodies. Standing Committees at Rio Hondo College include:

- Academic Rank Committee
- ASO Committee
- Basic Skills Committee
- Bookstore Committee
- Commencement Committee
- Curriculum Committee
- Distance Education Committee
- Enterprise Systems Advisory Committee
- Equipment and Technology Committee
- Facilities Committee
- Faculty Awards Committee
- Food Service Committee
- Instructional Technology Committee
- Institutional Effectiveness Committee
- Program Review Committee
- Sabbatical Leave Committee
- Safety Committee
- Staff Development Committee
- Student Discipline Committee
- Student Success and Support Programs Committee (formerly known as Matriculation Advisory Committee)

- Staffing Committee
- Student Grievance Committee

Task Force – A task force addresses special college-wide issues or tasks and meets until the issue is resolved or the task is complete.

Program Advisory Committee – A program advisory committee provides recommendations to a single program or event and does not address district-wide issues and/or recommendations.

Membership

The Rio Hondo Community College District management, faculty, classified staff, and students serve on a variety of constituent group District councils, committees, and task forces. Members of the governance groups of the District are determined by position held or through selection by constituent groups. When the appointment is to be made based on the position held by the individual, the specific position is identified in the composition of the group (e.g., Superintendent/President, Academic Senate President, Classified Representative, Associated Students of Rio Hondo College President). When the individual is appointed or elected to represent a constituent group, the following processes are followed:

Academic Senate/Faculty Appointments – All Senate/Faculty appointments are made through the Senate.

Classified Staff Appointments – All classified staff appointments are made by the CSEA Chapter President and ratified by the Executive Board of the Chapter.

Student Appointments – All student appointments are made through the Associated Students of Rio Hondo College (ASRHC). Whenever possible, an elected student member will be asked to serve on the District councils, committees, or task forces. When elected student members are not able to serve, faculty, staff, and students are asked to recommend a student representative. Students who are recommended by staff need to be confirmed by ASRHC.

Management/Confidential Council Appointments – All

Management/Confidential appointments are made by the Superintendent/President in consultation with the President of the Management/Confidential Council.

Appointments – Appointments of membership will generally be made in April/May to fill positions which will be vacated the subsequent year. Appointments may be otherwise made at any time deemed appropriate by the participatory governance group.

Timeline

August – Staff Development Week – Distribution of Organizational Structure and Governance Manual.

January – Staff Development Week – Revisions to the Organizational Structure and Governance Manual distributed.

May – Representatives from Academic Senate, CSEA, Management/Confidential, and ASRHC participate in the update of Organizational Structure and Governance Manual.

Request for New Council/Committee/Task Force

The process used to request additions, deletions, or changes to a council, committee, or task force begins by completing a Request for District-wide Committee/Council/Task Force form available in the President's Office. The completed form is submitted to the Superintendent/President, who has the responsibility to place the request on the President's Council agenda (see appendix).

Formal Review Process of Governance Committees

Governance Committee Review Process: Timeframe

- Towards the end of the school year in late spring, each governance committee will complete a review process to determine whether or not it fulfilled its mission, realized its vision, and met its goals for that particular year.
- For the purpose of clarification, all governance committees are those listed in the most updated version of the governance manual.

Governance Committee Review: Questions

- This review will include, but will not be limited to, the following questions:
 - Were good working relationships between your governance committee and other committees established/ continued?
 - Was staff preparation adequate to meet governance committee needs?
 - Were the meetings conducted in a satisfactory manner?
 - What was accomplished and what follow-up was needed?
 - What were the governance committee's strengths and weaknesses?
 - How are identified weaknesses used to make needed improvements within governance committees and decision-making structures?
 - What should be done differently in the following year?
 - How effectively did the governance committee decisions feed into the College's Strategic Planning process?
 - To what extent did you believe your committee's recommendations were incorporated into College decisions?

Governance Committee Review: Decision Making Model

- Governance committees will conduct their meetings by consensus.

Other Steps of the Governance Committee Review Process

- After having the annual review meeting, the governance committee will send a summary of the survey results to the President's Office so the results of the meeting can be reviewed by the President's Council.
- At the President's Council, there will be an opportunity to discuss the governance committee review summaries. Any edits can be completed or clarifications can be made before updated versions of the review summaries are finalized.
- After the governance committee review summaries are presented, the members of President's Council will be encouraged to share them with their respective constituency groups and with all governance committees.
- The President's Office can include final versions of the governance committee review summaries on the college website under a new link titled "Governance Committee Review Summaries" as well as the college 'p' drive in the Governance Committees folder.
- After these meetings, the chair appointed by each governance committee will complete any necessary follow up tasks that emanate from the review summary.

Governance Committee Membership Roster and Minutes

- Members from each constituency group will be appointed to the governance committees by their respective leadership representatives.
- If there are any changes throughout the semester, the chair of each governance committee will update the roster with appropriate contacts and contact information and will submit the updated roster to the President's Office so that the updated governance manual will reflect current membership.
- If a change in leadership of a governance committee is expected, the outgoing chair or co-chair will meet with the incoming chair or co-chair to share institutional knowledge and to help transition for the following year.
- Minutes of all meetings, retreats, planning sessions, etc...held by governance committees will be maintained by the chair and posted to the committee website, if available.



College Governance and Communications



College Governance and Communications

Every Rio Hondo College constituent group has a designated role and opportunity for its representatives to participate in college governance and a reciprocal responsibility to communicate back to their respective members.

Communication is a two-way process. As participants in the governance process, everyone depends upon their representatives to 1) carry representative ideas and opinions forward and 2) to report back to their constituency, sharing what has been learned and decided in the process.

The Organizational Structure and Governance Manual “provides the District’s administrative organization, the process that ensures effective participation in the planning decision-making process, the College’s councils and committees, and their communication and reporting relationships to the administration.”

The Governance Flow Chart appears on the following page and illustrates the relationship of the constituent groups to the Superintendent/President and the Board of Trustees.

The Superintendent/President meets periodically, usually monthly, with the elected representatives of constituent groups. This is an opportunity for elected representatives to engage in one-to-one dialogue about topics of interest and/or concern. It is also their opportunity to voice opinions, and to seek information.

In addition, there are membership positions designated for appointed representatives on the College’s Councils and Committees described on the following pages.

In addition, College news and information is disseminated in a variety of ways:

- The President’s Update is a monthly newsletter, published and distributed electronically. It is also posted on the college website.
- News releases developed and disseminated to local media are posted on the college website.
- The E-messenger is a weekly electronic highlight of news, announcements, and events. All constituency groups have the opportunity to submit a question of the week they would like addressed.
- The Annual Report is a yearly compendium of Rio Hondo College updates and achievements, including financial reports, student profile, and highlights of the

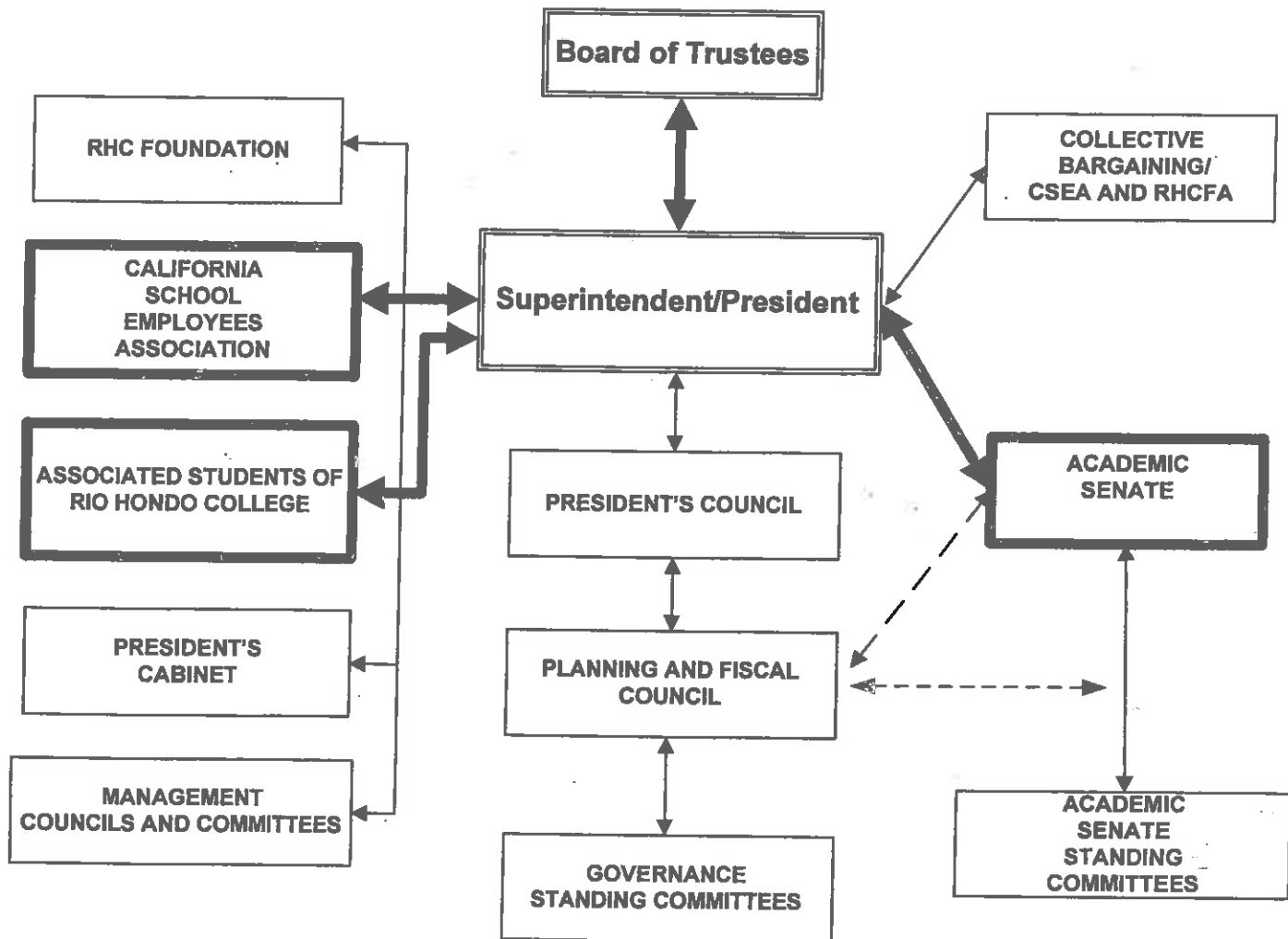
prior year's activities. It is distributed throughout the Rio Hondo College service area.

Finally, it is appropriate to suggest that elected representatives develop and share information about the communications mechanism they use to fulfill their communication responsibilities to their respective constituency. What reporting mechanisms are in place, to whom do they report/inform, with what frequency and in which scheduled venues?



Rio Hondo Community College District

College Governance Flow Chart





Governance Participants



The purpose of the governance structure is to provide a framework for stakeholder participation in institutional planning and participatory governance in keeping with the spirit and intent of AB 1725.

Classified Participation

CSEA - The California School Employees Association (CSEA) is a body composed of classified employees.

- A. **GOVERNANCE** - CSEA appointed designees serve as representatives in the participatory governance process.

The Superintendent/President meets periodically, usually monthly, with the leadership of the California School Employees Association. This is an opportunity for elected classified representatives to engage in dialogue about topics of interest and/or concern. The CSEA President/designee is a member of the President's Council. It is also their opportunity to voice opinions and to seek information to report back to their membership.

CSEA representatives are members of councils and committees as described in this manual.

- B. **COLLECTIVE BARGAINING** - CSEA designees also represent the membership in the collective bargaining process. CSEA is the exclusive representative for classified employees.

Faculty Participation

- A. **GOVERNANCE** - The Academic Senate is a representative body composed of faculty members. It is charged by law (AB 1725) with the responsibility for representing faculty interests in the participatory governance process as outlined in Board Policies and Administrative procedures 2510.

The Superintendent/President meets periodically, usually monthly, with the leadership of the Academic Senate. These meetings are opportunities for elected faculty representatives to engage in dialogue about topics of interest and/or concerns. The President/designee of the Academic Senate is a member of the President's Council. It is also their opportunity to voice opinions and to seek information to report back to their membership.

The Academic Senate representatives are members of councils and committees as described in this manual.

- B. **COLLECTIVE BARGAINING** - The Rio Hondo Faculty Association (RHCFA) is a collective bargaining unit composed of faculty, whose role is prescribed by law with focus on the negotiation of compensation and working conditions.

Student Participation

The Associated Students of Rio Hondo College (ASRHC) represents student interests in the participatory governance process. The Student Trustee represents student interests as an advisory voting member of the Board of Trustees.

The Superintendent/President meets periodically, usually monthly, with the leadership of the Associated Student Body and the Student Trustee. This is an opportunity for elected student representatives to engage in dialogue about topics of interest and/or concern. It is also their opportunity to voice opinions and to seek information to report back to their membership. Student representatives are members of the councils and committees as described in this manual.

Student appointments are made through the ASRHC. When elected student members are not able to serve, faculty, staff and students are asked to recommend a student representative. However, students who are recommended by staff need to be confirmed by the ASRHC.

Management/Confidential Participation

The Management/Confidential Council (MCC) is a professional organization organized to promote the success and development of all Rio Hondo College managers, administrators, and confidential employees. The MCC strives to ensure equal benefits, as well as equal representation, by Management and Confidential employees on major College committees. Also, the MCC is charged with making recommendations to the Superintendent/President on matters related both to Rio Hondo College in general and MCC membership in particular.



Governance Councils and Committees



ACADEMIC RANK COMMITTEE (COMMITTEE OF ACADEMIC SENATE)	
Charge	The Academic Rank Committee examines the applications for academic rank advancement. It verifies that the applicant has met the minimum requirements and is qualified for the academic rank for which he/she has applied. The committee submits the verified application to the President of the Academic Senate to be put on the agenda for a simple majority vote on academic rank of the applicant.
Meeting Schedule	Fall semester, after November 15 deadline. The committee shall meet in Fall semester. The applications should be voted on in the first regular meeting in the Spring semester.
Chair	Faculty Representative
Composition	Committee shall consist of 5 members of the Academic Senate. Members are nominated for a two-year term by the Academic Senate President and approved by majority of Senate at a regular meeting. Chairperson is selected annually by the committee.
Adopted	10/12/88 BP 2209
Revised	
Notes	
Support Staff	

CURRICULUM COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)			
Charge	The Curriculum Committee reviews and recommends course and program additions, revisions, deletions, and recommends policy related to academic offerings to the Rio Hondo Community College District Board of Trustees.		
Meeting Schedule	Wednesdays (as needed) from 11:15 a.m. until 12:30 p.m.		
Chair	Faculty Representative		
Composition	DIVISION	# of REPS	MEMBERS
	Communications and Languages	3	1 Reading, 1 Composition, 1 at-large
	Business / Career Technology Education	3	1 Business, 1 Technology, 1 at-large
	Health Sciences and Nursing	1	
	Physical Education	1	
	Mathematics and Sciences	3	1 Math, 1 Science, 1 at-large
	Public Safety	2	1 A.J., 1 Fire Tech
	Behavioral and Social Sciences	3	1 Social Science 1 Humanities 1 at-large
	Arts and Cultural Programs (Continuing Education)	2	1 Visual Arts, 1 Performing Arts
	Library	1	
	Counseling	1	
	Disabled Students Program and Services	1	
	Articulation Officer	1	
	Student Representative	1	
	Evaluation Technician (non-voting)		
	Total Faculty Representation	22	
	Total Management Representation	2	Dean - Business Dean - Library
	Total Student Representation	1	
Adopted			
Revised	2006; 2011		
Notes			
Support Staff	Articulation Specialist Dean, Library and Instructional Support		

DISTANCE EDUCATION COMMITTEE

Charge	<ul style="list-style-type: none"> • Developing and recommending quality standards for online education; • Developing best practices to ensure regular and effective contact for distance education; • Making recommendations to ensure online instructors conform to legal requirements including Title V, the California Education Code, Section 508 of the Americans with Disabilities Act, and other applicable provisions; • Recommending training standards for faculty teaching through distance education; • Providing input regarding the selection of the course management systems.
Meeting Schedule	The Distance Education Committee will meet once a month or as needed.
Chair	Distance Education Coordinator (term: 2 years (Spring, 2015)*)
Composition	<ul style="list-style-type: none"> • Faculty representatives (12) • Academic administrators (2) • Classified representatives (DSPS, Virtual College suggested) (2) • Director of Information Technology
Adopted	2013
Revised	
Notes	*The Distance Education Coordinator/Chair will be elected by the committee for a two-year term commencing Spring 2015.
Support Staff	TBD

ENTERPRISE SYSTEMS ADVISORY COMMITTEE

Charge	The Enterprise Systems Advisory Committee (ESAC) addresses the broader ongoing issues of administrative systems and the deployment of information technology to meet the operational needs of the Rio Hondo Community College District. The Chair will be the IT Director and the co-chair will be a faculty member elected from and by the membership for a one-year term.
Meeting Schedule	Once per month September-May, or as needed.
Chair	Director, Information/Technology Services
Co-Chair	Faculty Representative
Composition	<ul style="list-style-type: none"> • Academic Dean (2) • Dean, Library and Instructional Support, or Representative (1) • Dean of Counseling and Student Success, or Representative (1) • Director, Admissions and Records, or Representative (1) • Director, Financial Aid (1) • Business and Finance Representative (1) • Director of Human Resources, or Representative (1) • Institutional Research and Planning Representative (1) • Faculty Representatives (2) • Classified Representatives (2) • Senior Systems Analyst (1)
Adopted	
Revised	2013
Notes	
Support Staff	IT Department

EQUIPMENT AND TECHNOLOGY COMMITTEE (COMMITTEE OF PLANNING AND FISCAL COUNCIL)	
Charge	The Technology Committee has overall information technology governance responsibility at the Rio Hondo Community College District with the purpose of furthering the institution's strategic priorities. Included in this mission are evaluating, prioritizing, and approving technology initiatives that assist the student, faculty, staff, and administrators of the Rio Hondo Community College District in achieving educational excellence. The Technology Committee is a subcommittee of the Planning and Fiscal Council.
Meeting Schedule	Once per month September-May, or as needed.
Chair	Vice President, Finance and Business
Co-Chair	Faculty Representative
Composition	<ul style="list-style-type: none"> • Vice President, Academic Affairs • Vice President, Student Services • Faculty Representatives (4) • Classified Representatives – Appointed by CSEA (3)
Adopted	
Revised	2011; 2013
Notes	
Support Staff	Director of IT

FACILITIES COMMITTEE (COMMITTEE OF PLANNING AND FISCAL COUNCIL)	
Charge	To review facility requests related to maintenance and renovation, grounds, custodial issues, campus access, and traffic patterns; monitor the Campus Facilities Master Plan; and provide recommendations to the Planning and Fiscal Council.
Meeting Schedule	Minimum: Twice each semester. Additional meetings as necessary.
Chair Co-Chair	Director, Facilities Faculty Representative
Composition	<ul style="list-style-type: none"> • Vice President, Academic Affairs • Vice President, Finance and Business • Vice President, Student Services • Executive Assistant to the President • Director, Facilities • Assistant Director, Facilities • Director, Information Technology • Classified Representatives (2) • Faculty Representatives (2) • ASRHC Representative • Administrative Representatives (3 deans)
Adopted	11/13/2007
Revised	
Notes	
Support Staff	Facilities Secretary

INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC)
(COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)

Charge	The Institutional Effectiveness Committee (IEC) is a committee of the Planning and Fiscal Council (PFC). The IEC facilitates and evaluates the annual planning process in conjunction with the Office of Institutional Research and Planning (IRP). The IEC analyzes evidence of institutional effectiveness and forwards recommendations for improvement to the PFC. Such evidence includes, but is not limited to, the Educational Master Plan, accreditation documents and processes, surveys, and student success data.
Meeting Schedule	Second and Fourth Tuesday from 1:00 -2:00 p.m.
Co-Chairs	Dean, Institutional Research and Planning Institutional Effectiveness Coordinator
Composition	Faculty Representatives (3) Classified Staff Representatives (3) Administrative Representatives (3)
Adopted	
Revised	2011, 2012
Notes	
Support Staff	Senior Secretary, Institutional Research and Planning

INSTRUCTIONAL TECHNOLOGY COMMITTEE
(COMMITTEE OF THE ACADEMIC SENATE)

Charge	The Instructional Technology Committee is charged with the task of reviewing information and making recommendations to the Academic Senate on matters relating to technology for the use in teaching and providing student services. This includes assessment of both software and hardware resources available for classrooms and online. The committee will also evaluate training opportunities for the use of instructional technology.
Meeting Schedule	Up to twice per month minimum during Fall and Spring semesters on first and third Tuesday at 2:30 p.m.
Chair	Faculty Representative
Composition	<ul style="list-style-type: none"> • Director, Information Technology (1) • Administrators (2) • Faculty Representatives (10) • Classified Representatives (2)
Adopted	7/2002
Revised	2013
Notes	The ITC role is now modified to solely look at instructional technology while another committee (Distance Education) is formed to focus on online education.
Support Staff	TBD

PLANNING AND FISCAL COUNCIL	
Charge	The Planning and Fiscal Council (PFC) is established in accordance with AB 1725, California Education Code, Title V, and the RHC AP 3250 to make recommendations to the Superintendent/President regarding the development, planning, and budgetary needs of the College.
Meeting Schedule	Second and Fourth Tuesday of the month (and as needed) 2:30 p.m., Board Room
Co-Chairs	Vice President, Academic Affairs President, Academic Senate
Composition	<ul style="list-style-type: none"> • Management Representatives (5) • Faculty Representatives (11) • CSEA Representatives (3) • ASRHC Representatives (3)
Adopted	10/11/95
Revised	2010, 2011, 2013
Notes	
Support Staff	<ul style="list-style-type: none"> • Dean, Institutional Research and Planning • Coordinator, Staff Development • Director, Facilities • Senior Administrative Assistant, Academic Affairs

PRESIDENT'S COUNCIL	
Charge	The purpose of the President's Council is to serve in an advisory capacity regarding district-wide issues; serve as a clearinghouse for the Governance Manual; review the monthly Board agenda; and facilitate the understanding of college decision-making processes.
Meeting Schedule	Once a month, Tuesday, 8:30 a.m.
Chair	Superintendent/President
Composition	<ul style="list-style-type: none"> • Vice President, Finance and Business • Vice President, Academic Affairs • Vice President, Student Services • President, Academic Senate • Director, Human Resources • Director, Facilities • Director of Marketing and Communications • President, CSEA • President, Management/Confidential Council
Adopted	2/21/08
Revised	2011
Notes	Prior to May 2008 known as President's Cabinet
Support Staff	Executive Assistant to the Superintendent/President

PROGRAM REVIEW COMMITTEE (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)	
Charge	Intensive, collaborative review/discussion of all programs with the objective to make program-level and institutional-level recommendations.
Meeting Schedule	Fall
Co-Chairs	Dean, Institutional Research and Planning Program Review Coordinator
Composition	<ul style="list-style-type: none"> • Program Review Committee Co-chairs (2) • SLO Committee Representative (1) • IEC Representative (1) • Curriculum Committee Representative (1) • Administrator (2) • Classified Member (2) • Faculty Member (2)
Adopted	
Revised	2011, 2013
Notes	
Support Staff	Sr. Secretary, Institutional Research and Planning

SABBATICAL LEAVE COMMITTEE	
Charge	The purpose of the Sabbatical Leave Committee is to review sabbatical leave requests, establish criteria, and rank and forward names of recommended sabbatical leave recipients to the Superintendent/President for transmittal to the Board of Trustees.
Meeting Schedule	Once a year after October 31 st , and as needed
Chair	Vice President, Academic Affairs
Composition	Management Representatives (3) Faculty Representatives (3)
Adopted	
Revised	2013
Notes	Management Representatives appointed by Vice President, Academic Affairs Faculty Representatives appointed by Faculty Association
Support Staff	Senior Administrative Assistant, Academic Affairs

SAFETY COMMITTEE (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)	
Charge	The purpose of the Safety Committee is to provide education on health and safety issues to the campus community and to review/recommend policy and/or procedures relating to these issues to the Planning Fiscal Council. Areas to be addressed by the Safety Committee may include emergency preparedness/training, hazardous materials, safe working conditions, compliance with laws and regulations regarding health/safety, and communication of health/safety issues with the campus community.
Meeting Schedule	Minimum: Twice each semester. Additional meetings as appropriate.
Co-Chairs	Director, Facilities Services Faculty Representative
Composition	<ul style="list-style-type: none"> • Administrative Representatives (2) • Faculty Representatives (2) • Classified Representatives (2) • Student Representatives (2) • Director, Human Resources, or designee • Coordinator, Student Health Center • Director, DSPS • Risk Management Consultant as a non-voting advisor/member • Division of Public Safety Representative
Adopted	11/27/07
Revised	2011
Notes	
Support Staff	Assistant Director, Facilities Services Secretary, Facilities Services

STAFF DEVELOPMENT COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)	
Charge	The purpose of the Staff Development Committee is to facilitate faculty fulfillment of Flexible calendar obligations. To plan and facilitate the offering of professional development activities for the campus, including institutional, departmental, and individual initiatives.
Meeting Schedule	Second and Fourth Wednesday of each month, 3:00-4:00 p.m.
Chair	Coordinator, Staff Development
Composition	<ul style="list-style-type: none"> • Management Representatives (3) • Classified Representatives (3) • Faculty Representatives (3)
Adopted	
Revised	2011
Notes	
Support Staff	Support Staff, Staff Development

STAFFING COMMITTEE (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)	
Charge	There are two components to the Staffing Committee: (1) Faculty hiring and (2) Classified hiring. These committees are responsible for using a multiple-criterion based process for prioritizing staff and faculty position requests.
Meeting Schedule	On an as-needed basis
Co-Chairs (Faculty)	Vice President, Academic Affairs Faculty Representative
Co-Chairs (Classified)	Vice President, Student Services Classified Staff Representative
Composition	<ul style="list-style-type: none"> • Vice President, Academic Affairs • Vice President, Finance and Business • Vice President, Student Services • Instructional Dean (1) • Student Services Dean (1) • Classified Staff Representatives (2) • Management/Confidential Representatives (2) • Faculty Representatives (10) <p><i>For Faculty Positions:</i></p> <ul style="list-style-type: none"> • Vice President, Academic Affairs – Co-chair • Vice President, Finance and Business • Vice President, Student Services • Instructional Dean (1) • Student Services Dean (1) • Faculty Representatives (10) <p><i>For Classified Positions:</i></p> <ul style="list-style-type: none"> • Vice President, Academic Affairs • Vice President, Finance and Business • Vice President, Student Services – Co-chair • Instructional Dean (1) • Student Services Dean (1) • Classified Staff Representatives (2) • Management/Confidential Representatives (2)
Adopted	2/19/08
Revised	2011; 2013
Notes	
Support Staff	Senior Administrative Assistant, Academic Affairs

STUDENT GRIEVANCE COMMITTEE

Charge	The purpose of the Student Grievance Committee is to provide a forum where a student may request a hearing when he or she reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student.
Meeting Schedule	As needed
Chair	The Grievance Hearing Committee shall appoint an administrator or faculty member of the committee to serve as the chair.
Composition	<p>Varies each year due to appointments of faculty and students to this committee.</p> <ul style="list-style-type: none"> • Administrative Representative (1) • Faculty Representative (3) • Student Representative (3)
Adopted	12/20/78
Revised	1/10/79; 5/4/81; 2/1/82; 12/9/87; 2011, 2013
Notes	Was previously called the College Review Board. Described in former BP 4220 "Student Grievance."
Support Staff	<ul style="list-style-type: none"> • Dean, Student Affairs • Senior Secretary, Student Affairs

STUDENT LEARNING OUTCOMES COMMITTEE
(COMMITTEE OF THE ACADEMIC SENATE)

Charge	The Student Learning Outcomes Committee, as a sub-committee of the Academic Senate, is charged with several responsibilities, including: the development of campus policy related to student learning outcomes (SLOs); providing guidance and support to faculty and, when necessary, other members of the campus community in the development of SLOs for courses, programs, degrees, and the institution as a whole; the review of SLO's to ensure that a uniform, high-level standard for assessment is practiced campus-wide; and regular evaluation of campus SLO policies to ensure that current practices are relevant, meaningful, and appropriately linked to the program review process, College planning and budgeting.
Meeting Schedule	Monthly
Co-Chairs	Student Learning Outcomes Coordinator
Composition	<ul style="list-style-type: none"> • Vice President, Academic Affairs, or designee • Vice President, Student Services, or designee • Dean, Institutional Research and Planning, or designee • Dean, Library and Instructional Support, or designee • Student Services Area Manager (1) • Academic Division Dean (1) • Two faculty members each from Communications, Behavioral and Social Sciences, Math and Sciences Divisions • One faculty member each from all remaining academic divisions (including one each for Library, Counseling, and DSPS)
Adopted	9/6/07; 5/27/11
Revised	2012
Notes	
Support Staff	None



Management Organizational Structure

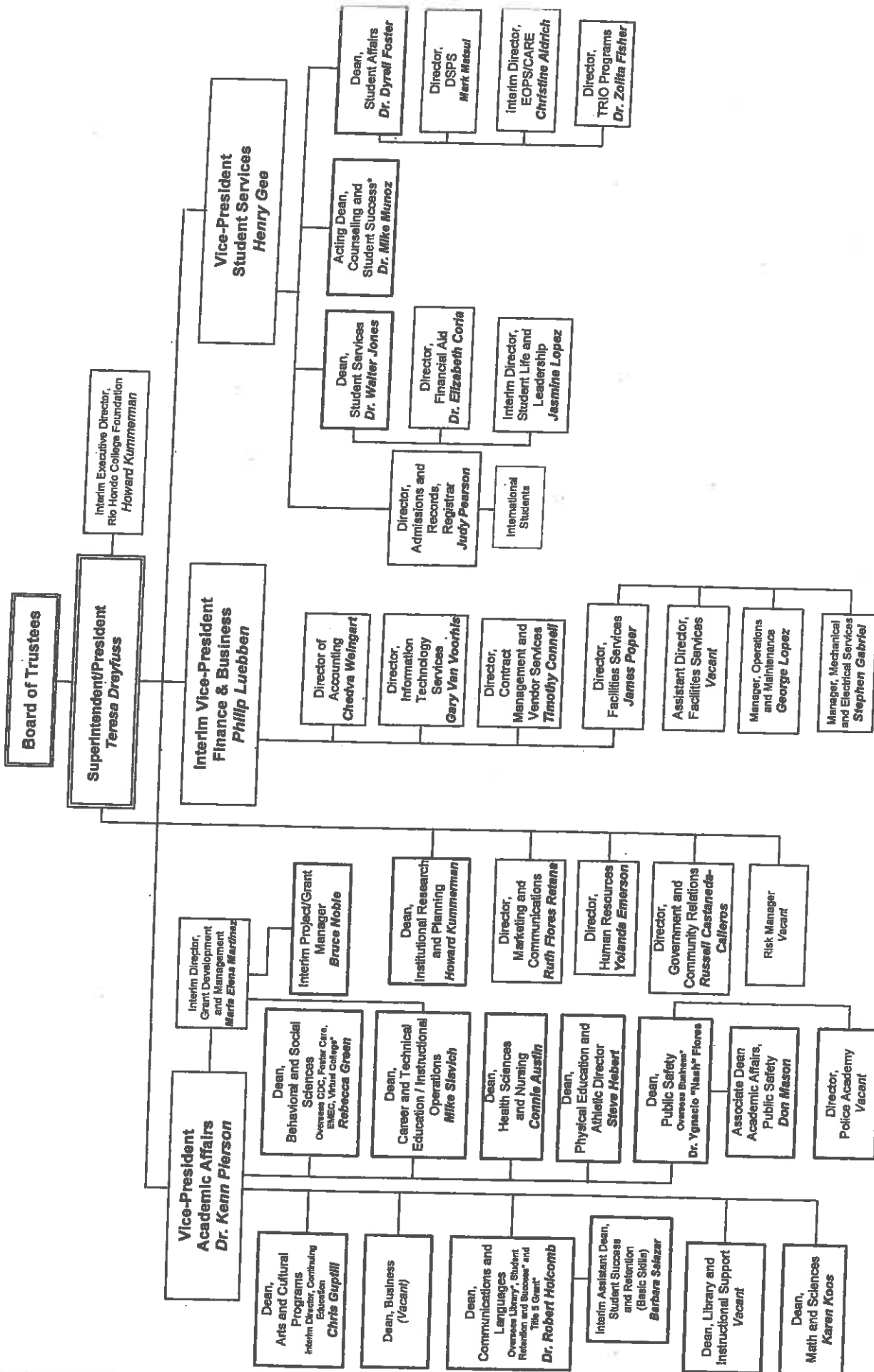


The purpose of the Management Organizational Structure is to provide administrative framework and stability for district-wide institutional operations.



Rio Hondo College Organizational Chart

Administrative Team



*Denotes on an acting basis

Superintendent/President's Office

Superintendent/President

Vice President,
Academic Affairs

Vice President,
Finance and Business

Vice President,
Student Services

Executive Director
Foundation

Dean, Institutional
Research and Planning

Director,
Human Resources

Director, Marketing
and Communications

Director, Government
and Community Relations

Functions:

- Work with the Board of Directors of the Foundation to plan, develop, manage and direct the fund development program for the Foundation. Perform all duties and functions of a non-profit 501(c)(3) organization operations manager.

Functions:

- Plan, design, organize, control and direct operations and activities in the research, review, analysis, interpretation and reporting of various data and information used in assessing institutional effectiveness.
- Coordinate institutional master planning efforts and program review.
- Responsible for development and dissemination of analytical data related to academic, student and administrative programs, data supportive of educational master planning, student learning outcomes, enrollment trends, and required internal and state/federal external reports.
- Provide assistance and counsel in the analysis and interpretation of academic, student and administrative data in support of data-driven decision-making.

Functions:

- Provide leadership and direction.
- Plan, manage, and oversee the activities and operations of the Human Resources Division including recruitment and selection, employee classification and pay, performance evaluation, equal employment opportunity, workers' compensation, fringe benefits, and unemployment insurance.
- Coordinate assigned activities with other District divisions and outside agencies.
- Provide highly responsible and complex professional support to the President.

Functions:

- Provides overall leadership and vision for the College's internal and external communications, marketing and promotional efforts.
- Responsible for the coordination of all efforts to enhance the College's image, and especially to provide accurate and timely information for internal and external constituent groups and audiences.

Functions:

- Provide leadership and direction.
- Manage, supervise, and coordinate Community and Governmental Relations programs and activities; to coordinate assigned activities with other District divisions, and outside agencies.
- Provide highly responsible and complex professional support to the Superintendent/President.

Functions:

- Attend all Board meetings and make recommendations related to budget, policies, personnel, salary schedule for certificated and classified personnel.
- Keep the Board of Trustees fully informed of campus matters.
- Ensure Board policies are reviewed, followed, and developed as needed to meet the needs of the District and insure compliance with applicable laws and regulations.
- Provide overall leadership for the college's accreditation process.
- Formulate reports requested by local, county, state, or national agencies.
- Oversee College Governance (Committees, Policies & Procedures, Structure).
- Promote the college's image and oversee public information.
- Provide leadership for the overview of planning and development of instructional and student services programs: fiscal management; human resources, building program, technology; facilities and community and governmental relations.
- Plan, organize, direct and evaluate the activities of the college pursuant to district and college vision, mission, Educational and Facilities Master Plans.
- Promote participatory governance that is accountable, with an inclusive management style; promote collegial consultation.
- Demonstrate a commitment to diversity and provide leadership as the college meets the educational needs of a diverse and changing community.
- Provide leadership in working with business and industry as the college maintains and/or develops state of the art, career and technical education programs.
- Provide leadership in the development and implementation of an enrollment management plan to achieve and maintain enrollment targets.
- Provide leadership to the Rio Hondo College Foundation.
- Committee Responsibilities:
 - President's Council
 - President's Cabinet
 - Administrative Council
 - Planning & Fiscal Council
 - Governance Committee

Academic Affairs

Vice President, Academic Affairs

Offices and Educational Centers

Interim Director,
Continuing
Education/
Contract
Education

Coordinator,
Staff
Development/
FLEX

Coordinator,
El Monte
Educational
Center (EMEC)

Coordinator,
South Whittier
Educational
Center (SWECC)

Coordinator,
Evening
and Weekend
College

Interim Director,
Grant
Development and
Management

Academic Divisions

Dean,
Arts and Cultural
Programs
(overseeing Continuing Ed.)

Dean,
Behavioral and
Social Science
(overseeing EMEC and
Virtual College)

Virtual
College

Coordinator,
Distance
Education

Dean,
Career and Technical
Education/Institutional
Operations
(overseeing Grant Development
and Management)

Functions:

- Manage, evaluate, coordinate and direct all departments in the Division of Arts and Cultural Programs: Performing Arts, Music, Visual Arts.
- Manage, evaluate, coordinate and direct Continuing Education program.
- Supervise, coordinate and facilitate the work of the division's faculty and classified staff members.
- Evaluate staff
- Hire full, part-time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments

Functions:

- Manage, evaluate, coordinate and direct all departments in the Division of Behavioral and Social Sciences: Anthropology, Chicano Studies, Child Development Education, Economics, History, Humanities, Philosophy, Political Science, Psychology, Drug Studies, Sociology, Child Development Center, Foster/Kinship Care
- Supervise, coordinate, and facilitate the work of division's faculty and classified staff members.
- Evaluate staff
- Hire full, part-time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments
- Serves as the Administrative Distance Education Coordinator for State compliance.

Coordinator,
Child
Development
Center

Coordinator,
Honors
Program

Foster/Kinship
Care Education
(FKCE) and
Independent
Living

Functions:

- Manage, evaluate, coordinate and direct all departments in the Division of Career and Technical Education: Architectural Design/Drawing, Automotive Tech, Automotive Repair, Engineering, Welding, GIS, Perkins, Career Education, Apprenticeship, Tech Grants, Internships, Tech Prep and Instructional Operations
- Supervise, coordinate and facilitate the work of classified and faculty members
- Evaluate staff
- Hire full, part-time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments
- Responsible for publication of class schedule and catalog
- Serves as the administrative advisor for compliance with Title 5 and Ed Code to the Curriculum Committee
- Responsible for articulation updates and recordation
- Support preparation of course/program proposals for local and state level review/approval
- Oversee instructional related data and state filings (MIS, scheduling, catalog, class max, unit evaluations, and load sheets.)

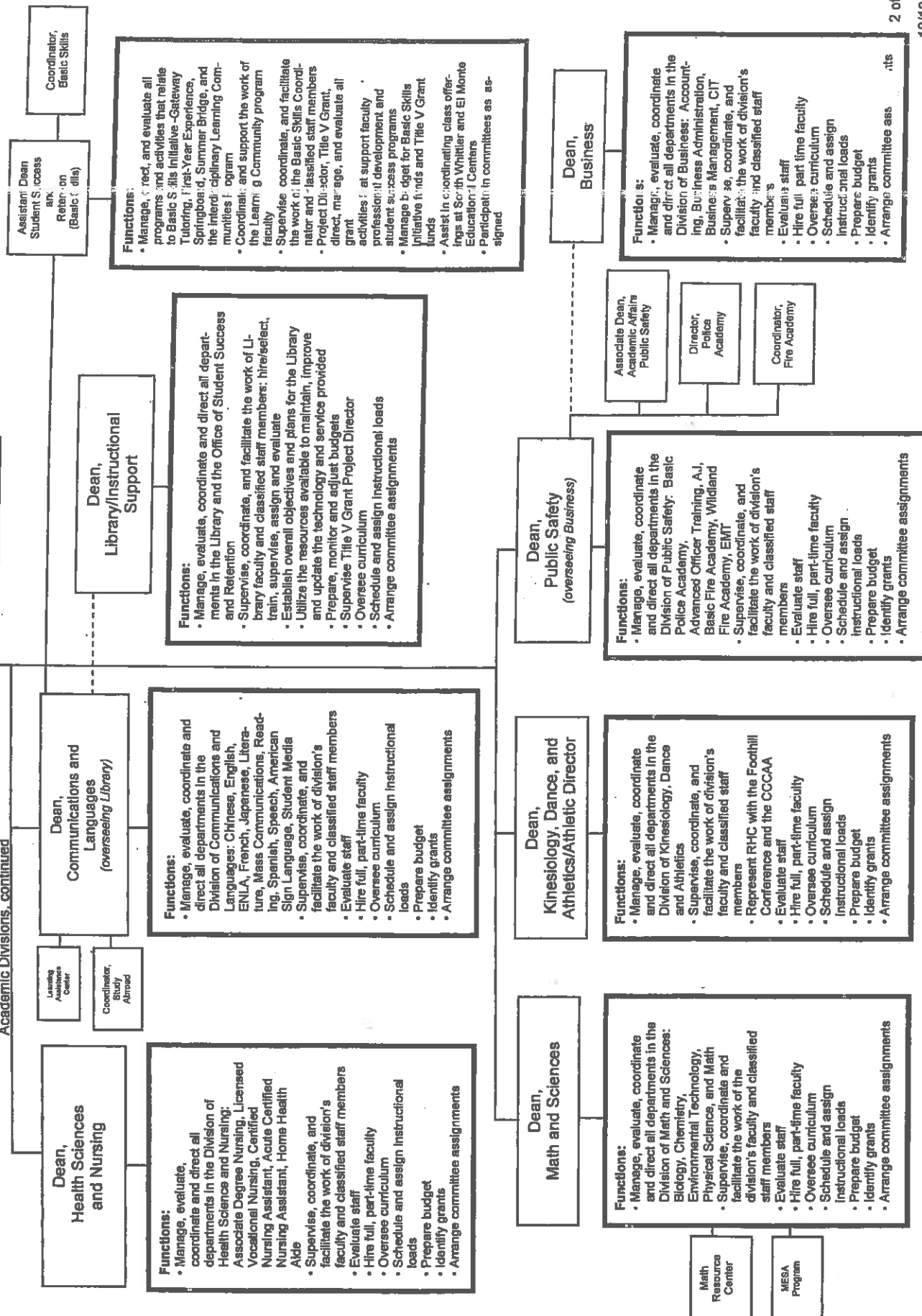
Functions:

- Chief Instructional Officer (State Reporting)
- Hire, supervise, evaluate Deans/Directors and Classified staff of Academic divisions and offices
- Academic Master Plan, Unit Plans, Program Review
- Provide curriculum Oversight (program development and revision in conjunction with Academic Deans)
- Educational Policies and Procedures
- Faculty/Staffing Recommendations (through Deans)
- Faculty Hiring
- Continuing Education and Contract Education
- Distance Education/Virtual College
- Evening/Weekend College
- Educational Centers (SWECC/EMEC)
- Staff Development/FLEX
- New Full-time Faculty Orientation (shared)
- Coordination of Prerequisite enforcement (co-responsibility with VP, Student Services)
- College Class Schedule and Catalog
- Tutoring (reporting through Deans)
- Instructional Budget Development
- Classified Collective Bargaining/ Administrative Representative (as assigned)
- Oversight of Faculty Evaluation (through Academic Deans)
- Instructional Operations: rooms, class schedule, catalog, curriculum, enrollment data
- Monitor Educational Policy/Procedure Compliance/Review & Rewrite Policies
- Faculty Professional Development
- Support off-campus courses, programs, and services
- College Coordinator for Reassigned Time
- Coordinate part-time faculty orientation/ Staff Development activities
- Committee Responsibilities: Co-Chair Planning/Fiscal Council; Co-Chair, Staffing Committee; Facilities Committee, Banner/Schedule 25; Co-Chair Accreditation; President's Council; President's Cabinet, Administrative Council, Deans/Directors, Chair, Sabbatical Leave Committee, Institutional Effectiveness Committee
- Other Responsibilities Include: Library, Honors Program, Study Abroad, Credit/Non-Credit Classes, Articulation, Student Learning Outcomes.

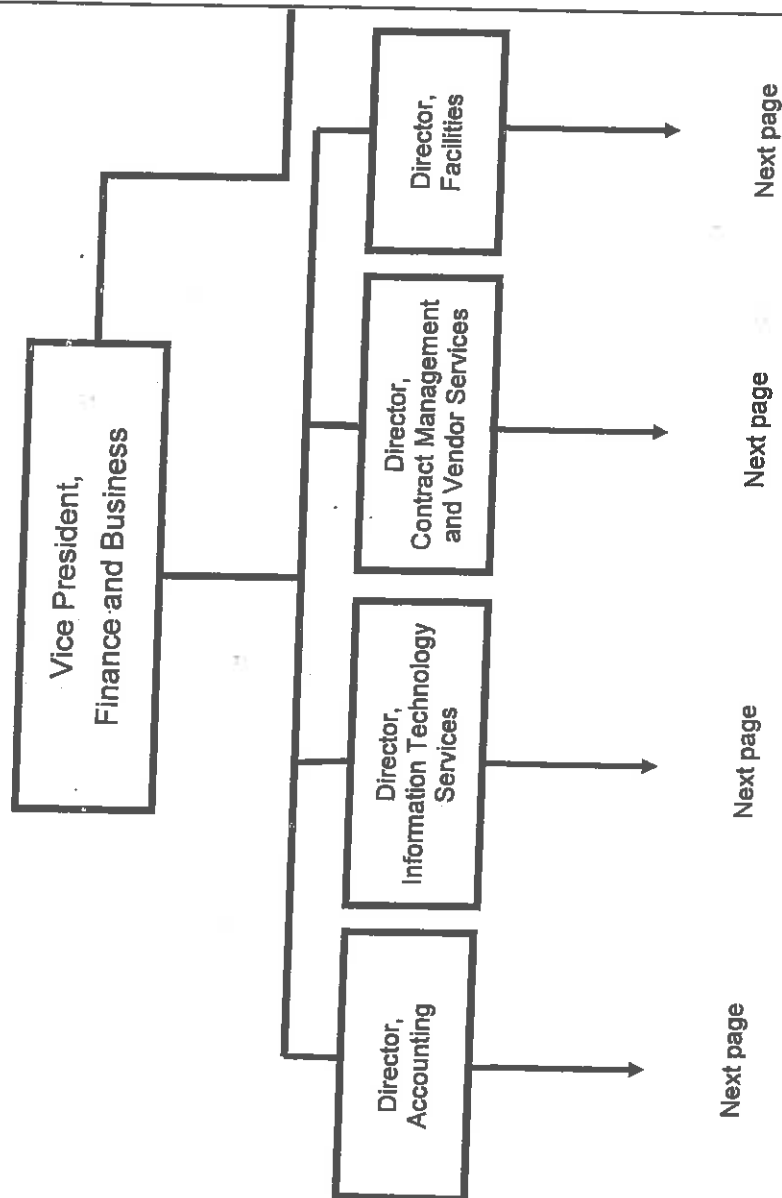
Academic Affairs, continued

Vice President Academic Affairs (continued)

Academic Divisions, continued

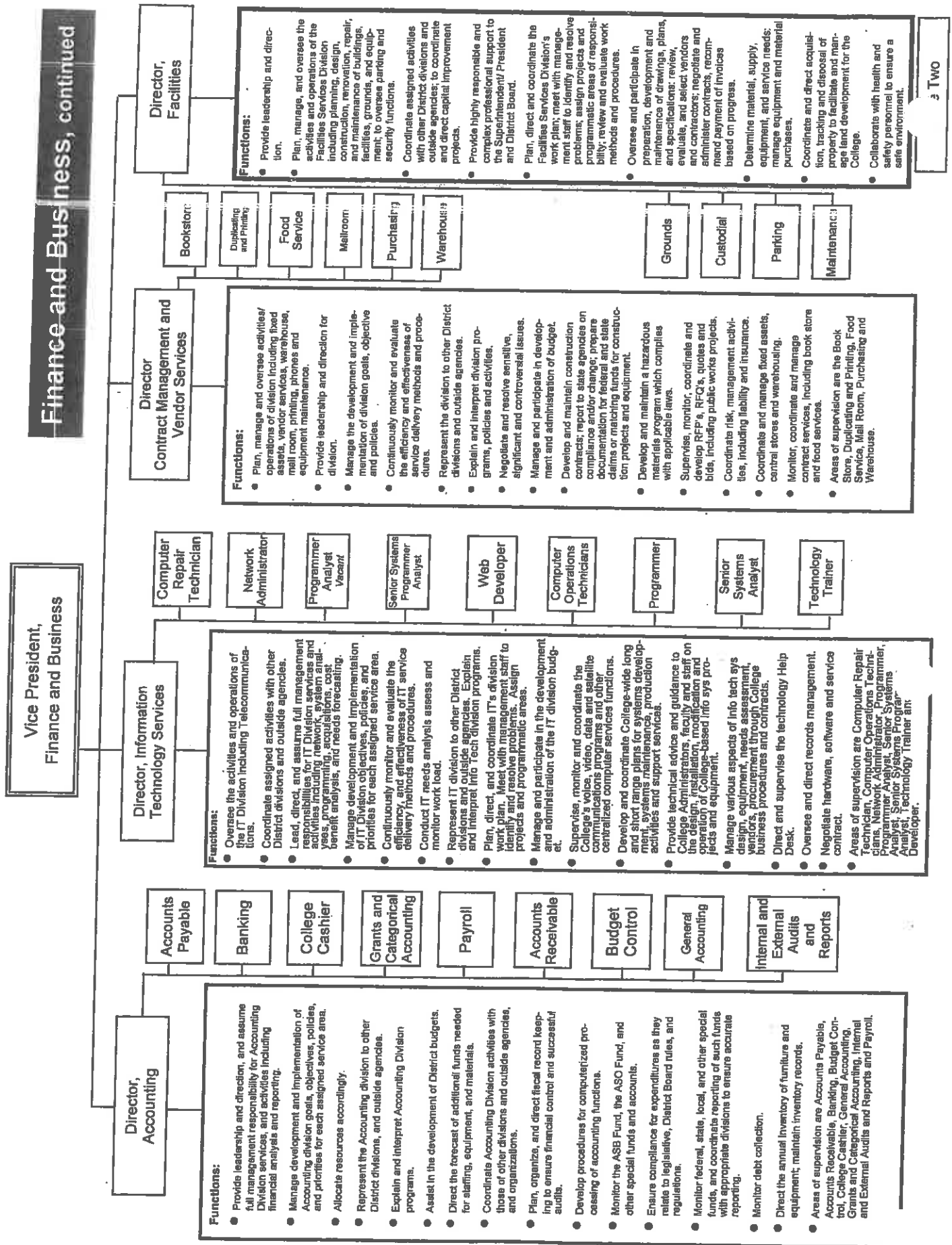


Finance and Business

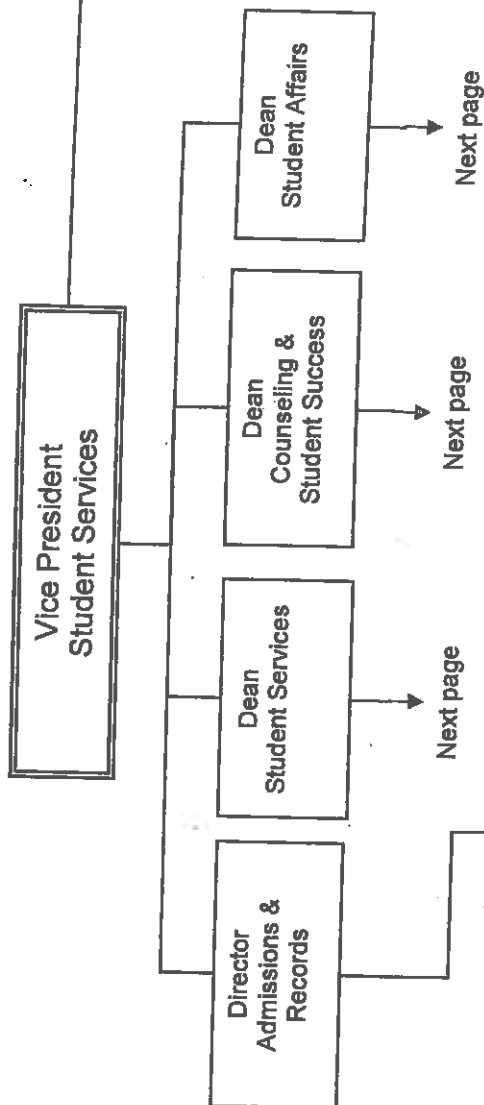


Functions:

- Plan, organize, coordinate, direct and administer the College's fiscal, info tech, and business services functions including accounting, investments, auditing, computer systems, warehousing, print shop, purchasing, switch-board, bookstore, and food services.
- Provide expert advice and assistance to Board, Superintendent/ President, and Cabinet.
- Perform related duties as assigned.
- Single position with overall accountability for fiscal, financial and business services division of the College District with overall accountability for fiscal and financial services of the District.
- Plan, organize, coordinate, administer, and direct the work of the fiscal/business services and information technology division of College, through subordinate managers.
- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for division.
- Serve a member of the Superintendent/President's Council.
- As CFO, responsible for preparation, coordination, presentation, and management of annual budget.
- Development of various funds including general fund, capital project fund, ASO, ASB, Financial Aid fund, Child Development fund.
- Coordinate fiscal management of grants in conjunction with Grant Development and Management office.
- Oversee all fiscal and financial areas including cashiers, A/P, A/R, inventory, payroll, general liabilities, and investment management.
- Provide recommendation on fiscal areas to Superintendent/President regarding Foundation.
- Oversee fiscal matters related to construction, plant maintenance, improvement and state schedule maint and capital fund.
- Responsible for investments, annual audit, and ongoing internal auditing.
- Monitor District financial status to ensure financial solvency.
- Monitors District cash positions to maximize investment/interest income.
- Select and recommend investments funds and work with investment firms.
- Prepare or direct the preparation of annual, quarterly, and other required reports to federal, state, and local agencies.
- Plan, oversee, and manage general bond proceeds and investments, audits bond.
- Recommend to Superintendent /President on bond authorizations and bond sales.
- Represent District as CBO for California Community Colleges.
- Coordinate work of the division with other College divisions, programs, outside agencies, and other entities and represents the College as liaison.
- Serve on, chair, and otherwise participate in variety of internal and external committees including Cabinet, Council, Worker's Comp IPA Board, Planning and Fiscal Council, County Office of Education, civic & community organizations.
- Ensure compliance of College fiscal and division activities to applicable codes, regulations, and guidelines.



Student Services



Functions:

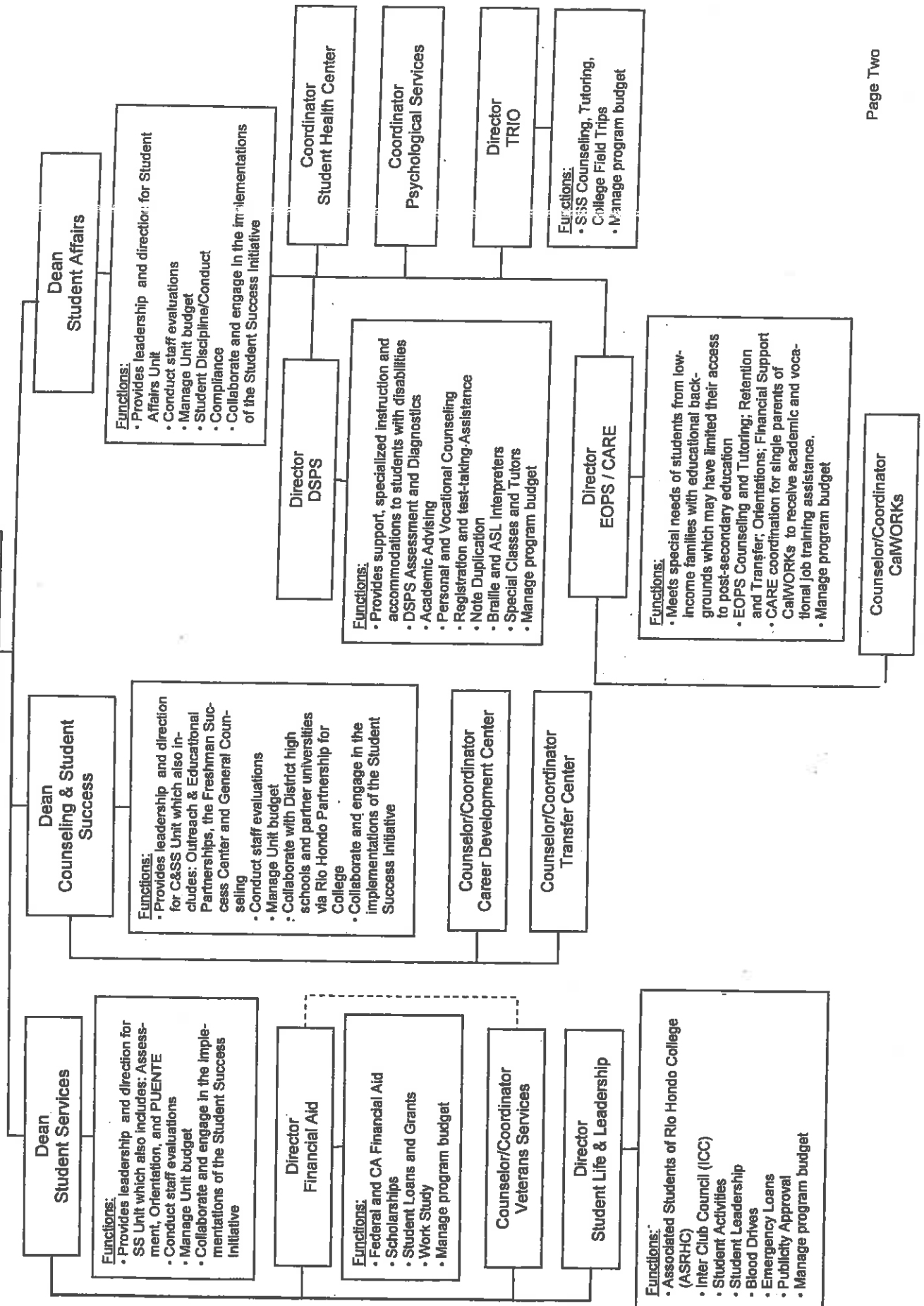
- Admissions Applications and Residency
- Enrollment Verification
- Evaluations (Degrees, Certificates and Certification)
- Student Records and Rosters (Registrar)
- Transcripts
- Student ID cards
- International Students
- Graduation Petitions
- Registration
- Academic Renewal
- 320 Reporting
- Maintenance of student tables in the Banner database
- Conduct staff evaluations
- Manage A&R budget

Functions:

- Chief Student Services Officer – state reporting
- Provide overall leadership in planning, organizing and directing the student advancement activities and functions of the District; assure the effective and integrated operations of Student Services programs.
- In collaboration with the Vice President of Academic Affairs, provide leadership for overall program development and the improvement of all Student Services curriculum and instructional activities.
- Provide guidance and administrative support to students; serve as liaison with the Associated Students of Rio Hondo College; process student grievances.
- Administer the department budget; recommend budget requests for each fiscal year to the Superintendent/President; assure expenditures are appropriate and within budget.
- Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions to the Superintendent/President; review and recommend staffing patterns.
- Design, implement and evaluate the effectiveness of student programs and services.
- Assure accountability for categorical funding; provide for audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs.
- Promote College programs and services and encourage collaboration, teamwork and positive working relationships among all staff.
- Promotes equal opportunity, student and gender equity to effectively serve the District's diverse community.
- Serve on local civic and/or community organizations as a College representative and may serve as a liaison with professional organizations as appropriate.
- Monitor, review and rewrite as needed Student Services related policies and procedures to ensure compliance.
- Administer the Drop for Non-Payment procedure
- Participate in planning and implementation of the Student Success Initiative.
- Participate in contract negotiations.

Student Services, continued

Vice President Student Services





Management Councils and Committees



ACADEMIC DEANS COUNCIL

Charge	To develop, oversee, monitor, review, evaluate, and make recommendations to the President in regards to operation of divisions within Academic Affairs
Meeting Schedule	Every Thursday at 10:00 a.m., Board Room
Chair	Vice President, Academic Affairs
Composition	<p>Vice President, Academic Affairs</p> <p>12 Academic Deans and/or Associate Deans/Assistant Deans</p> <ul style="list-style-type: none"> • Dean, Arts and Cultural Programs (1) • Dean, Behavioral and Social Sciences (1) • Dean, Business (1) • Dean, Career and Technical Education (1) • Dean, Communications and Languages (1) • Dean, Health Sciences and Nursing (1) • Dean, Library and Instructional Support (1) • Dean, Physical Education and Athletics (1) • Dean, Math and Sciences (1) • Dean, Public Safety (1) • Associate Dean, Public Safety (1) • Assistant Dean, Student Success and Retention (1)
Adopted	
Revised	2013
Notes	
Support Staff	<ul style="list-style-type: none"> • Senior Administrative Assistant, Academic Affairs • Dean, Institutional Research and Planning (1) • Dean of Counseling and Student Development (1) • Director of Admissions and Records(1) • Director of Information Technology (1)

ADMINISTRATIVE COUNCIL	
Charge	This council serves in an advisory capacity to the President in all matters related to the administration of the college. It is the college-wide communication link that interacts with all other segments of the community college district when appropriate.
Meeting Schedule	First Tuesday of the month, 10:30 a.m., a week before each Board of Trustees Meeting
Chair	Superintendent/President
Composition	<ul style="list-style-type: none"> • Vice President, Academic Affairs • Vice President, Student Services • Vice President, Finance and Business • Dean, Arts and Cultural Programs/Continuing Education • Dean, Business • Dean, Career and Technical Education/Instructional Operations • Dean, Communications and Languages • Dean, Counseling and Student Success • Dean, Health Sciences and Nursing • Dean, Institutional Research and Planning • Dean, Math and Sciences • Dean, Physical Education and Athletic Director • Dean, Public Safety • Dean, Behavioral and Social Sciences • Dean, Library and Instructional Support • Dean, Student Affairs • Dean, Student Services • Associate Dean, Public Safety • Assistant Dean, Student Success and Retention • Director, Accounting • Director, Admissions and Records, Registrar • Director, Contract Management and Vendor Services • Director, DSPS • Director, EOPS/CARE • Director, Facilities Services • Director, Financial Aid • Director, Government and Community Relations • Director, Grant Development and Management • Director, Human Resources • Director, Information Technology Services • Director, Marketing and Communications • Director, Police Academy • Director, Student Life and Leadership • Director, TRIO Programs • Assistant, Director Facilities Services • Project/Grant Manager • Manager, Operations and Maintenance • Manager, Mechanical and Electrical Services • Confidential Employees (8)
Adopted	2/21/08; rev. 2011; rev. 2012; rev. 2013
Support Staff	Administrative Assistant to the Superintendent/President

BASIC SKILLS COMMITTEE	
Charge	To discuss the needs of the campus relating to basic skills and to plan the future of basic skills across the curriculum at Rio Hondo College.
Meeting Schedule	Monthly
Chair	Assistant Dean, Student Success and Retention
Co-Chair	Faculty Representative
Composition	<ul style="list-style-type: none"> • Vice President, Academic Affairs • Vice President, Student Services • Dean, Communications and Languages • Dean, Math and Sciences • Dean, Counseling and Student Success • Communications and Languages Faculty (6) • Math and Science Faculty (2) • Counseling (1) • Associated Students of Rio Hondo College (ASRHC) Representative (1) • Classified Representatives (3)
Adopted	2/21/08
Revised	2011, 2012, 2013
Notes	
Support Staff	<ul style="list-style-type: none"> • Clerical Support Staff, Student Success and Retention • Researcher

BOOKSTORE COMMITTEE	
Charge	To review and update the sale of text books, policies, and pricing.
Meeting Schedule	Two times a year: Fall and Spring semesters
Chair	Director, Contract Management and Vendor Services
Composition	<ul style="list-style-type: none"> • Management Representatives (2) • Classified Representatives (2) • Faculty Representatives (2) • Student Representatives (2)
Adopted	2/21/08; 2011
Revised	
Notes	
Support Staff	Senior Administrative Assistant, Finance and Business

COMMENCEMENT COMMITTEE	
Charge	To plan and coordinate the annual Commencement Ceremony.
Meeting Schedule	Once or twice a month from the beginning of January until May
Chair	Director, Student Life and Leadership
Composition	<ul style="list-style-type: none"> • Vice President, Student Services • Executive Assistant to the Superintendent/President • Dean, Student Services • Director, Facilities • Assistant Director, Facilities • Classified Representatives • Marketing Representative • Bookstore Representative • Student Representative
Adopted	1995
Revised	2011
Notes	
Support Staff	Assistant to the Director, Student Life and Leadership

FINANCE AND BUSINESS COUNCIL

Charge	This council identifies issues of common concern in providing faculty, staff, and students support services; develops joint plans and strategies for addressing issues; and facilitates coordination of services across the campus and district.
Meeting Schedule	Quarterly (TBA)
Chair	Vice President, Finance and Business
Composition	<ul style="list-style-type: none"> • Director, Accounting • Director, Information Technology Services • Director, Contract Management and Vendor Services • Director, Facilities Services • Manager, Bookstore • Manager, Food Service • Senior Accountant • Accountant II • Accountant • Senior Systems Analyst • Senior Offset Machine Operator Lead • Mailroom and Switchboard Lead • Warehouse Storekeeper Lead • Payroll Coordinator
Adopted	2/21/08
Revised	2011; 2012
Notes	
Support Staff	Senior Administrative Assistant, Finance and Business

FOOD SERVICES COMMITTEE	
Charge	To review the cafeteria operations. Recommend improvements such as menu items, pricing, and hours of operation.
Meeting Schedule	2 times a year: Fall and Spring semesters
Chair	Director, Contract Management and Vendor Services
Composition	<ul style="list-style-type: none"> • Management Representatives (2) • Classified Representatives (2) • Faculty Representatives (2) • Student Representatives (2)
Adopted	
Revised	2/21/08; 2011
Notes	
Support Staff	Senior Administrative Assistant, Finance and Business

PRESIDENT'S CABINET

Charge	Comprised of those administrators and managers who are direct reports to the Superintendent/President, the cabinet meets to provide information, advice, and counsel regarding college leadership, management, and operations.
Meeting Schedule	Tuesdays, 8:30 a.m. (alternates with President's Council)
Chair	Superintendent/President
Composition	<ul style="list-style-type: none"> • Vice President, Academic Affairs • Vice President, Finance and Business • Vice President, Student Services • Dean, Institutional Research and Planning • Director, Human Resources • Director, Marketing and Communications • Director, Facilities Services • Director, Governmental and Community Relations
Adopted	2008
Revised	
Notes	Prior to May 2008, known as Planning Group
Support Staff	Executive Assistant to the Superintendent/President

STUDENT DISCIPLINE COMMITTEE	
Charge	The purpose is to hear student discipline cases when a student requests a formal hearing and there is a recommendation of a long-term* suspension or expulsion. This committee will make an official committee recommendation to the Superintendent/President.
Meeting Schedule	As needed
Chair	Dean, Student Affairs shall appoint an administrative representative of the panel to serve as the chair.
Composition	<p>Members vary each year.</p> <ul style="list-style-type: none"> • Administrative Representatives (1) • Faculty Representatives (1) • Student Representatives (1)
Adopted	1/10/79
Revised	11/10/82; 2/1/84; 3/7/84; 7/26/89; 2011; 2013
Notes	*Long-term suspension - exclusion of the student for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.
Support Staff	<ul style="list-style-type: none"> • Dean, Student Affairs • Administrative Secretary, Student Services

STUDENT SERVICES PROGRAM LEADERSHIP COUNCIL	
Charge	The council identifies issues of common concern in providing student services; develops joint plans and strategies for addressing issues; and facilitates coordination of Student Services across all program areas.
Meeting Schedule	Second and Fourth Wednesday of each month; 9:30-11:00 a.m.
Chair	Vice President, Student Services
Composition	<p>(10) Administrators, (5) Faculty Coordinators</p> <ul style="list-style-type: none"> • Dean, Counseling and Student Success • Dean, Student Affairs • Dean, Student Services • Director, Admissions and Records, Registrar • Director, DSPS • Director, EOPS/CARE • Director, Financial Aid • Director, Student Life and Leadership • Director, TRIO Programs • Counselor/Coordinator CalWORKs • Counselor/Coordinator, Career Development Center • Coordinator, Student Health Center • Counselor/Coordinator, Transfer Center • Counselor/Coordinator, Veteran Service Center • Assistant Dean, Student Success and Retention
Adopted	July 1995
Revised	2/21/08, 2011; 2012
Notes	Formerly called the Student Services Management Team
Support Staff	Senior Administrative Assistant to the Vice President, Student Services

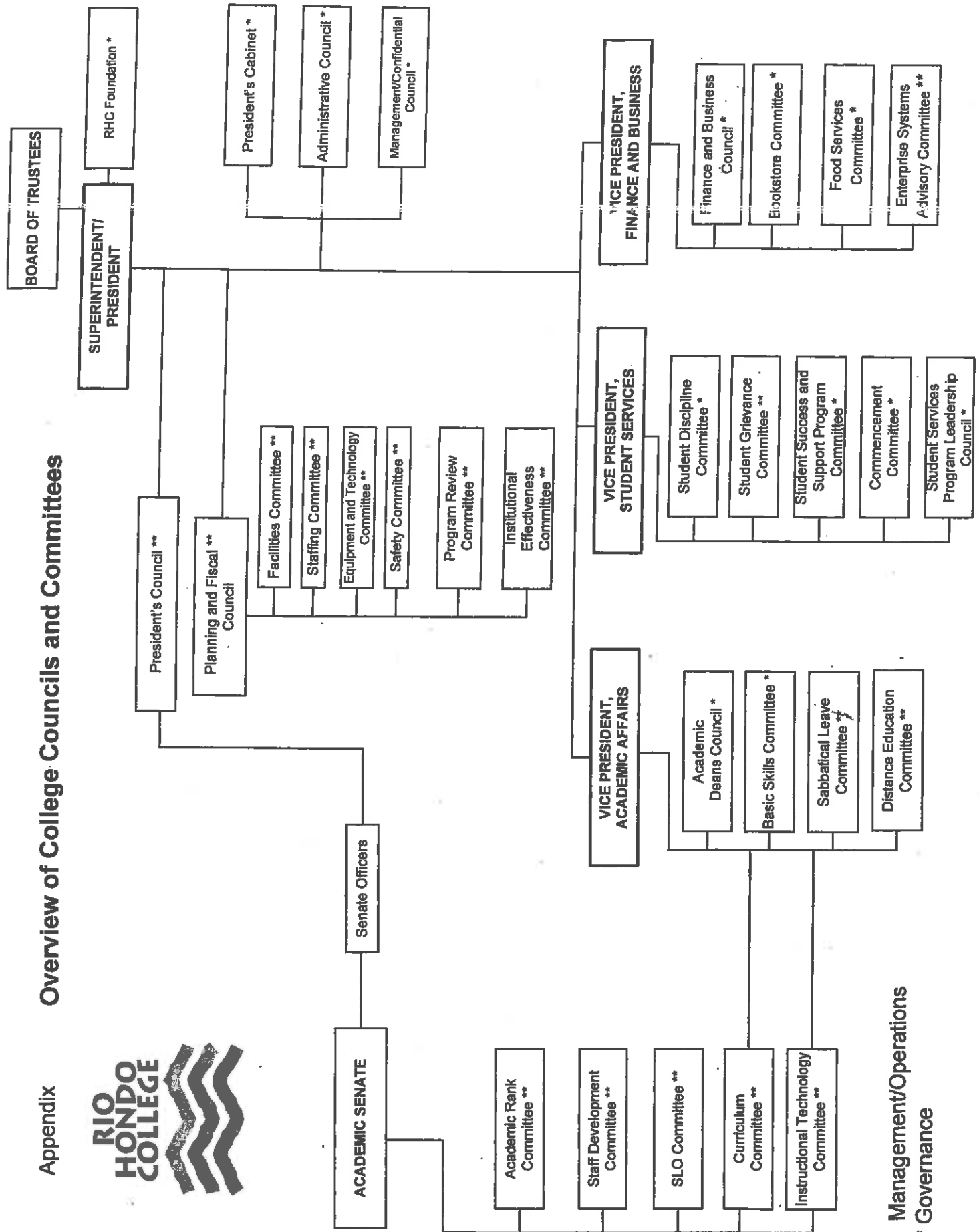
STUDENT SUCCESS AND SUPPORT PROGRAMS COMMITTEE	
Charge	To provide input and advisement to the college regarding the Student Success Initiative recommendation 2 and other related recommendations such as 1, 3.1, 3.2, 3.3 and 8.1.
Meeting Schedule	Monthly
Co-Chairs	Dean, Counseling and Student Development Dean, Communications and Languages Associate Dean of Student Services
Composition	<ul style="list-style-type: none"> • Dean of Math and Sciences • Assistant Dean, Student Success and Retention • Faculty representatives from <ul style="list-style-type: none"> ○ Math Division (1) ○ Communications & Languages (1) ○ Counseling (3) ○ Academic Senate (5) ○ Basic Skills Coordinator (1) • Classified representatives from: <ul style="list-style-type: none"> ○ Assessment (1) ○ Institutional Research (1) ○ Outreach and Educational Partnerships (1) ○ Transfer Center (1) • Students (2)
Adopted	11/12/96
Revised	Reinstated in Spring 2008; 2011; 2012; 2013 Prior to 2013, known as Matriculation Advisory Committee
Notes	<ul style="list-style-type: none"> • Recommendation 1-Increase College and Career Readiness • Recommendation 2-Strengthen Support for Entering Students • Recommendation 3.1-Adopt system-wide enrollment priorities reflecting the core mission of community colleges • Recommendation 3.2-Require student receiving BOGW to meet various conditions and requirements • Recommendation 3.3-Provide students the opportunity to consider attending full time • Recommendation 8.1-Encourage categorical program streamlining and cooperation
Support Staff	Senior Secretary, Counseling



Appendices



Overview of College Councils and Committees



* Management/Operations
 ** Governance



COUNCIL/COMMITTEE

Request Form

Directions:

Person Submitting Request

Date

Name of Council/Committee

Action Requested:

Add

Delete

Change*

Change of Council or Committees:

Give a concise description of what the council or committee seeks to accomplish.

Proposed Meeting Schedule:

Committee Composition:

Identify individuals by position and not names. (Example: Faculty representative from instructional division, Dean of Counseling, Classified Representative, etc.) Identify Chair and/or Co-Chair by position and not name.

Would any other councils or committees be impacted by the formation, change, or rejection of this council or committee? If yes, what would be the impact?

Additional Information:

**If change is requested, attach current structure and list proposed changes.*

Rev.10.22.13/at



COUNCIL/COMMITTEE

Request Review

The President's Council determined that the _____ *(Council or Committee)*
meets the requirements stipulated on the Rio Hondo College Participator Governance Structure Document.

The President's Council determined that the _____ *(Council or Committee)*
does not meet the requirements stipulated on the Rio Hondo College Participatory Governance Structure Document.

Reason for denial:

Approvals:

Superintendent/President _____

President, Academic Senate _____

Date: _____

Rev.10.22.13/at

DELEGATION OF AUTHORITY

**BP No.
2430**

Board Adopted: 11/12/03

Page 1 of 2

- I. The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.
- II. The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, including the administration of educational centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.
- III. The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the President and/or the whole Board of such action and to recommend written board policy if one is required.
- IV. The Superintendent/President is expected to perform the duties contained in the Superintendent/President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.
- V. The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.
- VI. The Superintendent/President shall make available any information or give any report requested by the President and/or the whole Board. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President in consultation with the Board President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.
- VII. The Superintendent/President shall act as the professional advisor to the Board in policy formation and keep the Board President or the whole Board informed of news, events and actions that may concern the Board.
- VIII. All employee communications and reports to the Board of Trustees and Board communications and reports to the employees shall be coordinated through the Superintendent/President.
- IX. In the absence of the Superintendent/President, his/her duties shall be assumed by the Executive Vice President of Academic Services.

DELEGATION OF AUTHORITY

**BP No.
2430**

Board Adopted: 11/12/03

Page 2 of 2

- X. In the event the office of the Superintendent/President becomes vacant because of resignation, termination, or death of the existing Superintendent/President, or by an extended and incapacitating illness as certified by medical documentation, the Board shall appoint an Interim Superintendent/President.

XI. Source/Reference

Education Code Sections 70902(d), 72400; Accreditation Standard 10.A.3; former Policy 1000 and 1030.

PARTICIPATION IN LOCAL DECISION MAKING

BP No.
2510

Board Adopted: 11/12/03

Page 1 of 2

- I. The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for Superintendent/President's action under which the District is governed and administered.

The Rio Hondo College Board of Trustees believes that shared governance furthers the mission, goals, and purposes of the District. In keeping with the spirit and intent of AB 1725, the Board recognizes the unique role of the faculty, acting through the Academic Senate, in shared governance at Rio Hondo College. The Board affirms the District's commitment to maintaining and following the agreements developed with the Academic Senate to achieve the implementation of Title V, Section 53200. In addition, the Board encourages and recognizes the active participation of other District constituencies in those shared governance activities most appropriate to their interests and expertise.

- II. Each of the following shall participate as required by law in the decision-making processes of the District:

- A. Academic Senate (Title 5, Sections 53200-53206) The board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

- B. Staff (Title 5, Section 51023.5)

1. Classified staff shall be provided with the opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified School Employees Association will be given every reasonable consideration.
2. Management/Confidential staff shall be provided with the opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Management/Confidential group will be given every reasonable consideration.

PARTICIPATION IN LOCAL DECISION MAKING

**BP No.
2510**

Board Adopted: 11/12/03

Page 2 of 2

- C. **Students (Title 5, Section 51023.7)**
 - 1. The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Student Body will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.
- III. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.
- IV. Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

INSTITUTIONAL PLANNING

AP No. 3250 (Formerly CP 1055)

Board Reviewed: 2/14/96; 2/11/98; 12/10/08

Page 1 of 2

This procedure implements Board Policy 3250, College Planning and Fiscal Management.

- I. Oversight for the college planning and fiscal management processes shall be the responsibility of the Superintendent/President.
- II. The Planning & Fiscal Council shall be responsible for developing and presenting planning, budget and other recommendations to the Superintendent/President.
- III. The Planning & Fiscal Council shall consist of the following members:
 - A. The Vice President of Academic Affairs, Vice President of Student Services and Vice President of Finance & Business;
 - B. The members of the Executive Committee of the Rio Hondo College Academic Senate;
 - C. The President of the Rio Hondo College CSEA chapter and two additional classified employees designated by the local CSEA;
 - D. The President of the Associated Student Body and two additional students designated by the ASB;
 - E. Three additional faculty members (designated by Academic Senate);
 - F. One Dean from Student Services and one Dean from Academic Affairs.
- IV. The co-chairs of the Planning & Fiscal Council shall be the Vice President of Academic Affairs and the President of the Academic Senate.
- V. The following members of the Planning & Fiscal Council shall have the following responsibilities:
 - A. The co-chairs shall jointly develop the agenda for Planning & Fiscal Council meetings. Members of the Planning & Fiscal Council may provide agenda items for discussion and referral, if necessary, to the appropriate Vice President(s).
 - B. The co-chairs shall share the responsibility of presiding over the meetings of the Planning & Fiscal Council.
 - C. The Vice Presidents shall ensure that college faculty and staff (administrative and classified) in divisions/areas participate, along management lines, in developing planning recommendations.
 - D. Members representing the Academic Senate, the CSEA, the Rio Hondo College Faculty Association, and Association Student Body shall ensure that members of their constituent groups participate in developing and/or reviewing planning recommendations.

INSTITUTIONAL PLANNING

AP No. 3250 (Formerly CP 1055)

Board Reviewed: 2/14/96; 2/11/98; 12/10/08

Page 2 of 2

- E. The Vice President of Finance & Business and Dean of Institutional Research & Planning shall be responsible for general oversight and management of the planning and budget development processes.
- VI. Other members of the faculty and staff (administrative and classified) may be invited by the Planning & Fiscal Council, for a specified time and purpose, to participate as resource persons to the Council, e.g., the co-chairs of the Accreditation Self-Study Team.
- VII. Sub committees of cross-representational and voluntary membership, as appropriate, shall provide information to the Planning & Fiscal Council and address coordination concerns.
- VIII. The Planning & Fiscal Council shall provide a budget process that includes broad campus participation in the development of recommendation to the Superintendent/President as follows:
 - A. The Vice President of Finance & Business shall prepare a budget calendar and be responsible for scheduling activities in sufficient time for presentation of recommendations to the Superintendent/President. Tentative and Adopted Budgets shall be presented to the Board of Trustees according to the timeline of the California Code of Regulations.
 - B. Divisional/departmental staff members will participate by making recommendations to the appropriate Vice Presidents and Superintendent/President under the same process as practiced in past fiscal years.
- IX. All planning recommendations, whether from management or constituent groups, shall be presented to the President's Council by the appropriate Vice President(s) for discussion before forwarding to the Planning & Fiscal Council.
- X. All Planning & Fiscal Council recommendations shall be reached through consensus.
- XI. The Superintendent/President shall be responsible for implementation and evaluation of this procedure.



OFFICE OF THE PRESIDENT

Code of Ethics Statement

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. 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 have interests in, and commitment to, ethical behavior.

To support this commitment, 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 can not "legislate morality" in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

There are many sources of 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).

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).

As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. They are intended as guidelines and aspirations, to be used for educational rather than enforcement purposes, with our own conscience as the first and most salient means of evaluation.

- This College values open communication, honesty, and truthfulness, and aspires to an "open door" philosophy.
- This College values open inquiry, and honors academic freedom.
- This College strives to protect human dignity and individual freedom.
- This 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.
- This 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.

Board Approved 8/12/09

RIO HONDO COMMUNITY COLLEGE DISTRICT**Board Policy****DISTRICT VISION, MISSION, VALUES STATEMENT****BP No.
1200****Board Adopted: 1/9/02; 11/12/03; 12/12/12****Page 1 of 1**

Note: This policy pertaining to "Mission" is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.

- I. As stipulated in AB 1725, California Community Colleges are charged with the following broad missions: Transfer, vocational education, community services contract education, economic development.

- II. Vision – The Vision of the Rio Hondo Community College District is as follows:

"Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations" (Board: 6/21/06)

- III. Mission - The Mission of the Rio Hondo Community College District is as follows:

"Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community." (Board: 6/21/06)

The mission is evaluated and revised on a regular basis.

Note: Institutional mission defines the broad-based educational purposes the district seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated.

- IV. Value(s) Statement – The Value(s) of Rio Hondo Community College District is/are as follows:

- Quality Teaching and Learning
- Student Access and Success
- Diversity and Equity
- Fiscal Responsibility
- Integrity and Civility

- V. Source/Reference:
WASC/ACCJC Standard One