

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, Wednesday, February 19, 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: January 15, 2014; February 1, 2014**
- 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

- **Men's Soccer Team (Foothill Conference Champions); Coach of the Year, Orlando Brenes**
- **Women's Soccer Team; (2nd Place, Foothill Conference)**

G. Presentations

- **Sabbatical Leave (Angela Rhodes)**
- **VITA Program (Jeannie Liu)**

II. CONSENT AGENDA

A. FINANCE & BUSINESS

- 1. Finance & Business Reports**
- 2. Authorization for Out-of-State Travel & Conferences**
- 3. Arbitrage Rebate Compliance Report Services for Tax Exempt Bonds – Omnicap Group, LLC**
- 4. Revenue Agreement – City of Los Angeles Bureau of Street Services**
- 5. Additional Labor to Finish Installation of Audio Visual Equipment in Room 201 of the Administration of Justice Building – Audit Video Innovations**
- 6. Acceptance of Donation – Nissan 44kW Electric Vehicle Fast Charging Station**
- 7. Replace the Condenser Water Pump Leaking Seal at the Central Plant Cooling Tower – EMCOR Services/Mesa Energy Systems, Inc.**
- 8. Investigate Water Leak at Central Plant Hot Water Pipe Loop – D. Burke Mechanical Corporation**
- 9. Replace Intrusion Alarm System at Information Technology Main Server Room and Fine Art Gallery – Post Alarm Systems, Inc.**

10. **Update to the Final Project Proposal (FPP) for the "L" Tower Building as Required by the State Chancellor's Office – Westberg + White Architects**
11. **Modification #1 for Approval of Division of the State Architect Closeout Certification Services Fees – Del Terra Group**
12. **Modification #1 for Del Terra – Program and Construction Management Fees**
13. **Comevo @School Online Orientation Program**
14. **Application Service Provider Agreement – College Central Network, Inc.**
15. **Continuing Education**
16. **Consultants**

B. PERSONNEL

1. **Academic**
2. **Management/Confidential**
3. **Classified**
4. **Unrepresented**
5. **Revision of AP 7130 – Wage Rates, Selected Personnel**

C. ACADEMIC AFFAIRS

1. **Curriculum Items**

III. ACTION ITEMS

A. PRESIDENT'S OFFICE

1. **Revision of Board Policy 2310 – Regular Meetings of the Board (First Reading)**

IV. INFORMATION ITEMS

1. **Building Program**
2. **Accreditation Update (Dr. Adam Wetsman)**

V. STAFF AND BOARD COMMENTS

- **Board Development Reporting**
- **Action for Future Board Meetings**

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**

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 – March 12, 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, February 19, 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 January 2014.

c. Quarterly Report

Attached is the Quarterly Financial Status Report CCFS-311Q period ending December 31, 2013.

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

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

Board Report Detail

-v4.0

Type(s): REQCON REQBO REQPO; Req Date between 1/01/14 & 1/31/14
between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1437	LAPRAAC	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$797.06
1314-1440	BANK OF THE WEST BUSINESS CARD	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$739.35
1314-1443	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	MARKETING	01	\$332.74
1314-1444	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	EXT. OPPOR	01	\$993.95
1314-1446	DEPT. OF GENERAL SERVICES	DSA MULTIPLE CCD FEES	BOND PROJE	42	\$882.00
1314-1447	DEPARTMENT OF SOCIAL SERVICES	ANNUAL COMMUNITY CARE LICENSING FEE	CHILD DEVE	33	\$880.00
1314-1449	JT PRINT IT!	PROMOTIONAL HIGHLIGHTERS IMPRINTED WITH LOGO(800)	EXT. OPPOR	01	\$486.45
1314-1450	JT PRINT IT!	PROMOTIONAL SUPPLY POUCH IMPRINTED WITH LOGO(150)	EXT. OPPOR	01	\$289.32
1314-1451	AMERICAN CHEMICAL & SANITARY	CUSTODIAL SUPPLIES	FACILITIES	01	\$3,169.20
1314-1452	BIG RED PRINT SOLUTIONS, LLC	TONER CARTRIDGES(6)	FACILITIES	01	\$418.23
1314-1453	BEARCOM	RADIO SIGNAL REPEATER	FACILITIES	42	\$809.87
1314-1454	BUS WEST	PLATFORM ASSY	FACILITIES	01	\$1,515.09
1314-1455	SCHOOLDUDE.COM	RENEWAL OF MAINTENANCE SCHEDULING SOFTWARE LICENSE	FACILITIES	01	\$2,190.00
1314-1456	CALE AMERICA, INC.	PARKING METER(3)	FACILITIES	42	\$40,369.30
1314-1461	ATRA	INSTRUCTOR MEMBERSHIP DUES	CAREER & T	01	\$395.00
1314-1463	LEGAL BOOKS DISTRIBUTING	INSTRUCTIONAL SUPPLIES - BOOKS	MESA	01	\$1,019.84
1314-1464	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PHYSICAL S	01	\$544.13
1314-1465	RIO HONDO COLLEGE BOOKSTORE	PAYMENT FOR WATER DAMAGED BOOKS	ACCOUNTING	01	\$5,133.81
1314-1467	SODEKO AMERICA LLC	CATERING SERVICES EOPS HOLIDAY EVENTS	EXT. OPPOR	01	\$422.38
1314-1472	CERTIFIED FIRE EXTINGUISHER	SERVICE & RECHARGE 450 FIRE EXTINGUISHERS	FACILITIES	01	\$2,800.00
1314-1474	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	FOSTER PAR	01	\$606.87
1314-1478	EAGLE GRAPHICS, INC.	PRINT AN EOPS BANNER	EXT. OPPOR	01	\$1,081.28
1314-1480	COMPETITIVE AQUATIC SUPPLY	AQUATIC INSTRUCTIONAL SUPPLIES	PHYSICAL E	01	\$1,271.89
1314-1481	JT PRINT IT!	PROMOTIONAL NOTEBOOK(250); MUG(72); BACKPACK(250)	CAL WORKS	01	\$3,964.58
1314-1482	IBE DIGITAL	LEXMARK XM1145 COPIER FOR FRESHMAN SUCCESS CENTER	STUDENT SU	01	\$1,265.49
1314-1484	WHITTIER MAILING SERVICE	MAILING SERVICES SPRING 2014 SCHEDULE 113,030	CONTINUING	01	\$1,393.33
1314-1487	STEVEN BURNS PHOTOGRAPHY	PHOTOGRAPHY SERVICES CITIZENS COMMITTEE GROUP	MARKETING	01	\$277.95
1314-1488	PACIFIC GLASS	REPLACE WINDSHIELD ON F350 TRUCK	PUBLIC SAF	01	\$307.31
1314-1489	CHAMPION CHEMICALS	CUSTODIAL SUPPLIES	FACILITIES	01	\$494.42
1314-1490	PARAGON TACTICAL, INC.	RANGE SUPPLIES	PUBLIC SAF	01	\$839.30
1314-1491	BMI - GENERAL LICENSING DEPT	MUSIC LICENSING RENEWAL	CONTRACT M	01	\$2,036.89
1314-1492	DELPHIN COMPUTER SUPPLIES	HP PRINTER KITS	LIBRARY/LE	01	\$283.40
1314-1493	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PHYSICAL E	01	\$421.52
1314-1497	STEVEN BURNS PHOTOGRAPHY	PHOTOGRAPHY SERVICES BOARD OF TRUSTEES PORTRAITS	PRESIDENT'	01	\$474.15
1314-1499	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	EXT. OPPOR	01	\$336.68
1314-1500	STEVE TOMORY	TRAVEL REIMBURSEMENT OSEA CONFERENCE IN ONTARIO, CA	CAREER & T	01	\$260.44
1314-1501	MC MASTER-CARR	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$555.03
1314-1502	HOSPITAL ASSOCIATES	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$616.68
1314-1503	AUTOMOTIVE ELECTRONICS	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$3,475.17
1314-1507	MC MASTER-CARR	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$677.21
1314-1508	RIO HONDO COLLEGE BOOKSTORE	STANDING ORDER PURCHASE OF INSTRUCTIONAL SUPPLIES	EXT. OPPOR	01	\$300.00
1314-1511	RONALD REAGAN PRESIDENTIAL LIB	RONALD REGAL LIBRARY TICKETS(20)	SSS/TRIO P	01	\$360.00
1314-1514	AUTO Matic KINGS, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$3,119.80
1314-1517	SNAP-ON BUSINESS SOLUTIONS	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$335.45
1314-1518	LYDIA CORRALES	EDUCATIONAL REIMBURSEMENT FALL 2013	HUMAN RESO	01	\$252.39
1314-1519	MICHELLE SERRANO	EDUCATIONAL REIMBURSEMENT FALL 2013	HUMAN RESO	01	\$311.89
1314-1520	ROSEMARY RIVAS	EDUCATIONAL REIMBURSEMENT FALL 2013	HUMAN RESO	01	\$297.07
1314-1521	RUBEN AGUS	EDUCATIONAL REIMBURSEMENT FALL 2013	HUMAN RESO	01	\$1,000.00

Board Report Detail

v4.0

Type(s): REQCON REQBPO REQPO; Req Date between 1/01/14 & 1/31/14
between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req	
				Fund Code	Req Fund Order Amt
1314-1522	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	COUNSELING	01	\$319.75
1314-1526	XEROX CORP.	PRINTING SUPPLIES	PRINTING S	01	\$2,855.80
1314-1527	CREDIT UNION OF SO.CAL	REIMBURSEMENT FOR TSA MONIES NOVEMBER 2013	HUMAN RESO	76	\$1,000.00
1314-1532	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	COMMUNICAT	01	\$2,045.43
1314-1533	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	BEHAVIORAL	01	\$425.08
1314-1535	COAST TO COAST SAFETY INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$312.53
1314-1538	CARQUEST AUTO PARTS	PORTABLE BATTERY CHARGER	FACILITIES	01	\$675.79
1314-1539	LAURA VERDUGO	REIMBURSEMENT FOR HOLIDAY WORKSHOP SUPPLIES	EXT. OPPOR	01	\$261.46
1314-1540	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGES(3)	ADMISSIONS	01	\$526.47
1314-1542	B & H PHOTO-VIDEO	AUDIO/VISUAL SUPPLIES	INFORMATIO	01	\$662.56
1314-1543	B & H PHOTO-VIDEO	AUDIO/VISUAL SUPPLIES	INFORMATIO	01	\$506.68
1314-1548	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	ADMISSIONS	01	\$399.60
1314-1549	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PUBLIC SAF	01	\$642.26
1314-1550	SAN GABRIEL VALLEY NEWSPAPER	LEGAL ADVERTISEMENT FOR RFP #2026	CONTRACT M	01	\$408.20
1314-1551	GINA LOUISE BOVE	EDUCATIONAL REIMBURSEMENT FALL 2013	HUMAN RESO	01	\$667.00
1314-1552	STATE BOARD OF EQUALIZATION	CONSUMER USE TAX FOURTH QUARTER 2013	ACCOUNTING	01	\$1,631.00
1314-1553	STATE OF CALIFORNIA EMPL DEV	SUI QUARTERLY CONTRIBUTION 4TH QUARTER 2013	ACCOUNTING	01	\$5,994.99
1314-1553	STATE OF CALIFORNIA EMPL DEV	SUI QUARTERLY CONTRIBUTION 4TH QUARTER 2013	ACCOUNTING	33	\$45.74
1314-1555	SODEXO AMERICA LLC	CATERING SERVICES SUCCESS WORKSHOP	STAFF DEVE	01	\$530.00
1-1559	STATE BOARD OF EQUALIZATION	UNDERGROUND STORAGE TANK MAINTENANCE FEE	FACILITIES	01	\$379.84
1314-1560	ROBERT'S LIQUID DISPOSAL	PUMP OUT ALL FOUR CLARIFIERS & DISPOSE OF LIQUIDS	FACILITIES	01	\$2,995.00
1314-1561	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	BEHAVIORAL	01	\$350.94
1314-1562	WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	PHYSICAL S	01	\$258.30
1314-1564	CED INDUSTRY	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$394.57
1314-1566	METROPOLITAN TRANSIT AUTHORITY	BLUE TAP CARDS (500)	GOVERNMENT	01	\$1,000.00
1314-1567	FOOTHILL TRANSIT	GO RIO PROGRAM FALL 2013	GOVERNMENT	01	\$10,000.00
1314-1572	DEPT. OF FORESTRY & FIRE PROT.	STANDING ORDER STATE CERTIFICATION & REGISTRATION	PUBLIC SAF	01	\$8,310.00
1314-1575	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	CHILD DEVE	33	\$268.70
1314-1576	DICK BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	ARTS: PERF	01	\$292.34
1314-1578	JT PRINT IT!	PROMOTIONAL - I HEART RIO SHIRTS(200)	COUNSELING	01	\$1,038.70
1314-1581	ARTSTOR	ANNUAL ACCESS FEE - 2014	LIBRARY/LE	01	\$1,755.00
1314-1582	CLEARVIEW INTERNET SOLUTIONS	FLIPDOCS SUBSCRIPTION RENEWAL	CONTINUING	01	\$350.00
1314-1584	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	CAL WORKS	01	\$626.14
1314-1585	MATHESON TRI-GAS, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$2,236.73
1314-1586	MATHESON TRI-GAS, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$812.05
1314-1587	JT PRINT IT!	PROMOTIONAL ITEM - IMPRINTED BACKPACK(100)	CAL WORKS	01	\$1,002.65
1314-1588	RIO HONDO COLLEGE BOOKSTORE	STANDING ORDER CALWORKS SUPPLIES	CAL WORKS	01	\$300.00
1314-1589	GISELA SPIELER-PERSAD	REIMBURSEMENT MISCELLANEOUS SUPPLIES	MESA	01	\$469.24
1314-1592	RIO HONDO CONSORTIUM GRANT	CHILD DEVELOPMENT TRAINING CONSORTIUM FALL 2013	BEHAVIORAL	01	\$7,337.50
1314-1593	ALL SALE ELECTRIC, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$1,292.00
1314-1594	AUTOMOTIVE ELECTRONICS	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$4,685.52
1314-1595	AMAZON.COM	CASH TELLER BILL COUNTER	ACCOUNTING	01	\$377.96
1314-1596	TEK TIME SYSTEMS	TIME AND DATE STAMPER	LIBRARY/LE	01	\$604.69
1314-1598	LENOVO	COMPUTER WORKSTATION(25)	INFORMATIO	01	\$22,554.00
4-1599	MOUNTAIN MEASUREMENT, INC.	ANNUAL PROGRAM REPORTS	HEALTH SCI	01	\$1,125.00
4-1600	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGE(4)	LIBRARY/LE	01	\$736.84
1314-1604	JT PRINT IT!	PROMOTIONAL ITEM - IMPRINTED POLO SHIRT(16)	STUDENT AC	01	\$418.68
1314-1605	POCKET NURSE	INSTRUCTIONAL SUPPLIES	HEALTH SCI	01	\$3,465.37

Board Report Detail

v4.0

Type(s): REQCON REQBPO REQPO; Req Date between 1/01/14 & 1/31/14
between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1607	RAN GRAPHICS	PRINTING SERVICES PRESENTATION POCKET FOLDERS(5M)	MARKETING	01	\$2,125.50
1314-1608	MIKE SLAVICH	TRAVEL REIMBURSEMENT TO NSF MENTOR CONF ATLANTA,GA	CAREER & T	01	\$1,585.56
1314-1612	SODEKO AMERICA LLC	CATERING SERVICES WAKE UP WHITTIER EVENT	GOVERNMENT	01	\$1,265.49
C1314-0357	TWINING LABORATORIES	INSPECTION & TESTING SVS SOFTBALL FIELD PROJECT	BOND PROJE	42	\$7,092.48
C1314-0358	TWINING LABORATORIES	INSPECTION & TESTING SVS SOFTBALL FIELD PROJECT	BOND PROJE	42	\$290.38
C1314-0359	TWINING LABORATORIES	INSPECTION & TESTING SVS BID #1162 SU BUILDING	BOND PROJE	42	\$441.88
C1314-0360	TWINING LABORATORIES	INSPECTION & TESTING SVS SOFTBALL FIELD PROJECT	BOND PROJE	42	\$7,520.69
C1314-0361	PMSM ARCHITECTS	ARCHITECTURAL SERVICES SOCCER FIELD PROJECT	BOND PROJE	42	\$4,967.50
C1314-0362	McCALLUM GROUP, INC.	PROFESSIONAL SERVICES DECEMBER 2013	PRESIDENT'	01	\$2,200.00
C1314-0363	SOUTHWEST MGMT. CONSULTANTS	PROFESSIONAL SERVICES DECEMBER 2013	PRESIDENT'	01	\$1,250.00
C1314-0364	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SERVICES SOCCER FIELD PROJECT	BOND PROJE	42	\$4,241.32
C1314-0365	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SVS CLOSEOUT CERTIFICATION FEE	BOND PROJE	42	\$8,500.00
C1314-0366	WEST EDGE ARCHITECTS PETER M.	TECHNICAL ADVISOR PERFORMING MASTER PLAN UPDATE	BOND PROJE	42	\$7,772.00
C1314-0367	IBE DIGITAL	MAINT/SERVICE OVERAGE FEE FOR ACCOUNTING COPIER	ACCOUNTING	01	\$250.00
C1314-0368	EDGE DEVELOPMENT, INC.	CONSTRUCTION SERVICES BID #1163 PE COMPLEX PROJECT	ACCOUNTING	42	\$14,371.40
C1314-0369	IBE DIGITAL	MAINTENANCE AGREEMENT FOR LEXMARK XM1145 COPIER	STUDENT SU	01	\$300.00
C1314-0370	VMA COMMUNICATIONS	MONTHLY BILLABLES NOVEMBER 2013	MARKETING	01	\$1,942.50
C1314-0371	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES NOVEMBER 2013	PRESIDENT'	01	\$1,300.50
C1314-0372	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES NOVEMBER 2013	PRESIDENT'	01	\$2,493.76
14-0372	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES NOVEMBER 2013	PRESIDENT'	41	\$1,404.95
C1314-0372	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES NOVEMBER 2013	PRESIDENT'	42	\$1,640.63
C1314-0373	FLEMING ENVIRONMENTAL INC	FUELING STATION REPAIR AT GARAGE	BOND PROJE	42	\$19,735.00
C1314-0374	R.F. MACDONALD CO.	REPAIRS TO CLEAVER BOILER #2	FACILITIES	01	\$1,390.00
C1314-0375	VMA COMMUNICATIONS	MARKETING SERVICES FOR NOVEMBER 2013	MARKETING	01	\$4,000.00
C1314-0376	GOLDEN STATE PAVING CO., INC	INSTALL 7 POST BOLLARDS AT PERMIT DISPENSERS	BOND PROJE	42	\$2,375.00
C1314-0377	COLLEGENET, INC.	ANNUAL MAINTENANCE SOFTWARE SUPPORT	INFORMATIO	01	\$9,873.00
C1314-0378	LIBERTY MUTUAL INSURANCE CO.	CONSTRUCTION SERVICES BID #1163 PE COMPLEX	BOND PROJE	42	\$40,276.80
C1314-0379	CITY OF NORWALK	GO RIO BUS PASS PROGRAM FALL 2013	GOVERNMENT	01	\$21,319.10
C1314-0380	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES OCTOBER 2013	PRESIDENT'	01	\$7,302.75
C1314-0380	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES OCTOBER 2013	PRESIDENT'	41	\$1,033.75
C1314-0380	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES OCTOBER 2013	PRESIDENT'	42	\$3,281.25
C1314-0381	TWINING LABORATORIES	INSPECTION & TESTING SERVICES STUDENT UNION BLDG	BOND PROJE	42	\$2,914.51
C1314-0382	SO CAL SCHOOL OF INTERPRETATIO	CONSULTANT SERVICES	CONTINUING	01	\$2,316.25
C1314-0383	SO CAL SCHOOL OF INTERPRETATIO	CONSULTANT SERVICES	CONTINUING	01	\$926.50
C1314-0385	VMA COMMUNICATIONS	MARKETING SERVICES FOR DECEMBER 2013	MARKETING	01	\$4,000.00
C1314-0386	JOHN J. CHOCHOLAK	CONSULTANT SERVICES	CAREER & T	01	\$5,000.00
C1314-0387	GARCIA, HERNANDEZ, SAWHNEY & BER	LEGAL SERVICES NOVEMBER 2013	PRESIDENT'	01	\$559.00
C1314-0388	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES DECEMBER 2013	PRESIDENT'	01	\$8,680.76
C1314-0389	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES DECEMBER 2013	PRESIDENT'	01	\$3,215.63
C1314-0389	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES DECEMBER 2013	PRESIDENT'	41	\$3,236.63
C1314-0389	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL SERVICES DECEMBER 2013	PRESIDENT'	42	\$1,378.13
					=====
					\$401,922.61

Board Report Detail

-v4.0

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

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1446	DEPT. OF GENERAL SERVICES	DSA MULTIPLE CCD FEES	BOND PROJE	42	\$882.00
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C1314-0358	TWINING LABORATORIES	INSPECTION & TESTING SVS SOFTBALL FIELD PROJECT	BOND PROJE	42	\$290.38
C1314-0359	TWINING LABORATORIES	INSPECTION & TESTING SVS BID #1162 SU BUILDING	BOND PROJE	42	\$441.88
C1314-0360	TWINING LABORATORIES	INSPECTION & TESTING SVS SOFTBALL FIELD PROJECT	BOND PROJE	42	\$7,520.69
C1314-0361	PMSM ARCHITECTS	ARCHITECTURAL SERVICES SOCCER FIELD PROJECT	BOND PROJE	42	\$4,967.50
C1314-0364	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SERVICES SOCCER FIELD PROJECT	BOND PROJE	42	\$4,241.32
C1314-0365	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SVS CLOSEOUT CERTIFICATION FEE	BOND PROJE	42	\$8,500.00
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C1314-0373	FLEMING ENVIRONMENTAL INC	FUELING STATION REPAIR AT GARAGE	BOND PROJE	42	\$19,735.00
C1314-0376	GOLDEN STATE PAVING CO., INC	INSTALL 7 POST BOLLARDS AT PERMIT DISPENSERS	BOND PROJE	42	\$2,375.00
C1314-0378	LIBERTY MUTUAL INSURANCE CO.	CONSTRUCTION SERVICES BID #1163 PE COMPLEX	BOND PROJE	42	\$40,276.80
C1314-0381	TWINING LABORATORIES	INSPECTION & TESTING SERVICES STUDENT UNION BLDG	BOND PROJE	42	\$2,914.51
					=====
					\$107,009.56

PAYROLL WARRANT REPORT

JANUARY

2014

Administrative salary

C1G-C	\$	256,225.81	
C1G-N	\$	14,367.25	
030-C	\$	21,784.57	
			\$ 292,377.63

Full time Faculty &
Educational Salary

C2G-C	\$	1,595,421.84	
006-C	\$	2,994.70	
			\$ 1,598,416.54

Faculty Hourly

C5G-C	\$	945,696.53	
C5G-N	\$	14,133.73	
007-C	\$	2,835.24	
			\$ 962,665.50

Classified Monthly

E4L-N	\$	579,062.98	
E4L-C	\$	400.00	
E4M-N	\$	523,424.00	
008-N	\$	1,020.05	
			\$ 1,103,907.03

Classified Hourly

H1L-N	\$	51,169.18	
H1L-C	\$	1,536.22	
H1M-N	\$	15,026.78	
014-N	\$	96.00	
017-N	\$	(96.00)	
			\$ 67,732.18

\$ 4,025,098.88

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q CERTIFY QUARTERLY DATA

District: (880) RIO HONDO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Teresa Dreyfuss

CBO Phone: 562-908-3403

CBO Signature:

Date Signed:

Chief Executive Officer Name: Teresa Dreyfuss

CEO Signature:

Date Signed:

Electronic Cert Date: 02/10/2014

CHANGE THE PERIOD

Fiscal Year: 2013-2014

Quarter Ended: (Q2) Dec 31, 2013

District Contact Person

Name: Teresa Dreyfuss

Title: Superintendent/President

Telephone: 562-908-3403

Fax: 562-908-3462

E-Mail: tdreyfuss@rio.hondo.edu

California Community Colleges, Chancellor's Office,
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu
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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

District: (880) RIO HONDO

CHANGE THE PERIOD

Fiscal Year: 2013-2014

Quarter Ended: (Q2) Dec 31, 2013

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	70,672,457	60,985,542	62,971,126	64,962,946
A.2	Other Financing Sources (Object 8900)	7,389	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	70,679,846	60,985,542	62,971,126	64,962,946
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	67,478,037	66,673,607	62,233,081	65,482,293
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	701,735	259,524	409,070	211,053
B.3	Total Unrestricted Expenditures (B.1 + B.2)	68,179,772	66,933,131	62,642,151	65,693,346
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,500,074	-5,947,589	328,975	-730,400
D.	Fund Balance, Beginning	7,936,383	10,436,457	5,009,432	5,072,398
D.1	Prior Year Adjustments + (-)	0	520,564	-266,009	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	7,936,383	10,957,021	4,743,423	5,072,398
E.	Fund Balance, Ending (C. + D.2)	10,436,457	5,009,432	5,072,398	4,341,998
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	15.3%	7.5%	8.1%	6.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	13,300	13,800	13,396	12,410
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year				
	2010-11	2011-12	2012-13	2013-2014
H.1 Cash, excluding borrowed funds		31,065,082	16,888,603	29,878,406
H.2 Cash, borrowed funds only		0	0	0
H.3 Total Cash (H.1 + H.2)	35,242,905	31,065,082	16,888,603	29,878,406

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	64,962,946	64,962,946	53,020,064	81.6%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	64,962,946	64,962,946	53,020,064	81.6%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	64,719,731	65,482,293	28,562,821	43.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	220,115	211,053	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	64,939,846	65,693,346	28,562,821	43.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	23,100	-730,400	24,457,243	
L.	Adjusted Fund Balance, Beginning	5,072,398	5,072,398	5,072,398	
L.1	Fund Balance, Ending (C. + L.2)	5,095,498	4,341,998	29,529,641	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	7.8%	6.6%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (Include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year? **NO**
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, February 19, 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. Norma E. Garcia, seconded by Ms. Madeline Shapiro, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 17

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

EMPLOYEE	CONFERENCE NAME & LOCATION	DATES	REASON FOR ATTENDING	DAYS AWAY FROM COLLEGE	APPROX. COST/ FUNDING SOURCE	PRESENTER	PARTICIPANT
Eugene Blackman	2014 Marriott School Organizational Behavior Conference Provo, UT	April 3 to 4, 2014	Conference attendee	1	\$865.00 Perkins Grant		X
Zollita Fisher	Council for Opportunity In Education - Legislative/ Regulations Seminar for Trio Managers New Orleans, LA	March 8 to 11, 2014	Conference attendee	2	\$695.00 Trio Grant		X
Jeannie Liu	2014 Teachers of Accounting at Two Year Colleges (TACTYC) Conference New Orleans, LA	May 15 to 18, 2014	Conference attendee	1	\$1,492.53 Perkins Grant		X
Mike Munoz	American Association of Community Colleges (AACC) 94th Annual Convention Washington, DC	April 5 to 8, 2014	Conference attendee	2	\$1,965.00 General Fund		X
Tracy Rickman	Association of Public Administrators Annual Conference Washington, DC	March 14 to 18, 2014	Conference attendee	3	\$1,985.00 Perkins Grant		X
Madeline Shapiro Vicky Santana Gary Mendez Mary Ann Pacheco Norma E. Garcia Student Trustee: Caroline Carroll							

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

3. Arbitrage Rebate Compliance Report Services for Tax Exempt Bonds – Omnicap Group, LLC.

The yield on an issue of bonds is used to apply investment yield restrictions under U.S. Treasury Regulation Section 148(a) and to compute rebate liability under section 148(f). Section 148(f) requires that excess earnings on non-purpose investments allocable to the gross proceeds of a tax-exempt issue be paid to the United States to prevent the bonds from being arbitrage bonds.

Bond issuers are required to document their compliance with IRS regulations every 5-years. When the IRS audits a bond issuance, one of the things they look for is to see if an Arbitrage Rebate Compliance Report was performed. If the report indicates that a payment is due, the IRS requires that such payment must be made within 60-days of the report finding. The following bond issues are within the 2014 reporting period:

- General Obligation Bonds, 2004 Series A
- General Obligation Refunding Bonds, 2005 Series
- General Obligation Bonds, 2009 Series B

Omnicap Group, LLC will compute the excess amount or arbitrage that must be rebated, if any, based on the difference between the amount actually earned on these investments and the amount that would have been earned if the investments had a yield equal to the yield on the bond issue.

The fee for the services summarized above will not exceed \$10,500.00 from the Bond Fund.

RECOMMENDATION: That the Board of Trustees approve an agreement with the Omnicap Group, LLC for arbitrage rebate compliance report services for tax exempt bonds in an amount not to exceed \$10,500.00 from Bond Funds and authorize the Administration to execute such contract on behalf of the District.

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

 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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

4. Revenue Agreement – City of Los Angeles Bureau of Street Services

The Public Safety Department requests approval to enter into revenue agreement with the City of Los Angeles Bureau of Street Services to provide an Academy of Street Services class. The term of the agreement will be from February 20, 2014 through December 31, 2014.

The Academy of Street Services class will be taught 27-days and the City of Los Angeles Bureau of Street Services will pay the District \$1,500.00 per day (\$40,500.00 total).

RECOMMENDATION: That the Board of Trustees approve the revenue agreement with the City of Los Angeles Bureau of Street Services and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

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

None be

X **Accepted and approved - Action No. 17**

 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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

5. Additional Labor to Finish Installation of Audio Visual Equipment in Room 201 of the Administration of Justice Building – Audio Video Innovations

When Audio Video Innovations (AVI) performed the audio visual installation for room 201 of the Administration of Justice Building, the actual construction did not match the drawings they had used to match their quote for the soffit in the middle of the room. To accommodate the physical change to the room, AVI had to change the equipment they were installing, requiring additional labor charges.

The cost is not to exceed \$1,456.00 to be paid from Bond Funds.

RECOMMENDATION: That the Board of Trustees approve additional labor for AVI to finish installation of the audio visual equipment in room 201 of the Administration of Justice Building in an amount not to exceed \$1,456.00 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. Norma E. Garcia, seconded by Ms. Madeline Shapiro, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 17

 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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

6. Acceptance of Donation: Nissan 44kW Electric Fast Charging Station

Nissan North America has offered a Nissan 44kW model CHAdeMO Electric Vehicle Fast Charging Station for donation in support of the Career and Technical Education – Automotive Technology Electrical Vehicle Program.

Nissan estimates the value of the electric vehicle fast charging station at \$30,000.00. Staff recommends acceptance of the Nissan fast charging station to support our Automotive Technology Electric Vehicle Program.

RECOMMENDATION: That the Board of Trustees accept the donation of one Nissan 44kW model CHAdeMO Electric Vehicle Fast Charging Station from Nissan North America and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

 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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

7. Replace the Condenser Water Pump Leaking Seal at the Central Plant Cooling Tower – EMCOR Services/Mesa Energy Systems, Inc.

The seal for the condenser water pump at the Central Plant cooling tower is leaking and needs to be replaced. The scope of work requires that the water pump motor be temporarily removed to access the seal. The water pump motor weights approximately one ton, and the vendor will provide a crane to perform this task. During the seal replacement task, and while the motor has been removed, it is prudent to have the vendor inspect the motor bearings and gaskets for excessive wear. Two quotes were received for this repair and EMCOR Services has presented a proposal in the amount of \$9,251.00 and has the expertise to perform this repair.

EMCOR Services/Mesa Energy Systems, Inc.	\$9,251.00
Key Mechanical Service Company	\$9,983.00

RECOMMENDATION: That the Board of Trustees approve the proposal of \$9,251.00 to replace the condenser water pump leaking seal and perform inspection of bearings and gaskets at the Central Plant Cooling Tower from EMCOR Services/Mesa Energy Systems, 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. Norma E. Garcia, seconded by Ms. Madeline Shapiro,
and carried, that the Consent Agenda with the following revisions:

None be

☒ **Accepted and approved - Action No. 17**

☐ **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
Regular Meeting, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

8. Investigate Water leak at Central Plant Hot Water Pipe Loop – D. Burke Mechanical Corporation

Facilities Services staff has been tracking a suspected loss of water at the Central Plant underground hot water piping system. The water loss has been confirmed, which means that there is a leak in the hot water side of the Central Plant underground pipe loop. While the Central Plant system automatically compensates for the water loss by re-filling the system with more water and injects chemical to prevent corrosion of the pipes, both represent additional expense to the College. Other negative effects of the water loss are that the system loses water pressure and taxes the Central Plant mechanical components, and the water loss may create sinkholes on campus.

While the exact location of the leak is not known at this time, evidence of the leak has been traced to an underground vault near the Administration building in Parking Lot G. The vendor, D. Burke Mechanical Corporation, has the experience and expertise to not only search for the leak, but to make the repair to the specialized fiberglass piping if the leak is found.

This is an investigation process, and if the leak is not found within the vault, D. Burke will make recommendations as to the next level of investigation which may include: exploratory trenching to expose more of the piping loop at parking Lot G, or possibly capping and pressuring sections of pipe to expose a leak. Either option will require excavation and a disruption to the Central Plant operation.

The expense for this, and any future investigation and repair, will be tracked and submitted as a claim to Liberty Mutual for compensation as part of the previous claim regarding the Central Plant.

D. Burke Mechanical Corporation \$1,850.00

RECOMMENDATION: That the Board of Trustees approve the proposal of \$1,850.00 to investigate water leak at central plant hot water pipe loop from D. Burke Mechanical Corporation 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. Norma E. Garcia, seconded by Ms. Madeline Shapiro, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 17

 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
Regular Meeting, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

9. Replace Intrusion Alarm Systems at Information Technology Main Server Room and Fine Art Gallery – Post Alarm Systems, Inc.

The intrusion alarms have failed at both the Information Technology (IT) main server room and the Fine Arts Gallery. Intrusion alarms are necessary at both locations for security purposes. The vendor will remove and replace the old systems and provide 24/7 monitoring billed on a monthly basis. Two proposals were received and Post Alarm Systems presented the lower equipment and installation cost, as well as the lowest monitoring fee.

Post Alarm Systems, Inc.	\$1,299.45 (monitoring \$34/mo) IT
	<u>\$1,157.75</u> (monitoring \$34/mo) Fine Arts
Total	\$2,457.20

Vector Security	\$1,340.70 (monitoring \$35/mo) IT
	<u>\$1,308.08</u> (monitoring \$35/mo) Fine Arts
Total	\$2,648.78

RECOMMENDATION: That the Board of Trustees approve the proposal of \$2,457.20 to replace the intrusion alarm systems at Information Technology main server room and Fine Art Galley – Post Alarm Systems, 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. Norma E. Garcia, seconded by Ms. Madeline Shapiro,
and carried, that the Consent Agenda with the following revisions:

None

be

☒ **Accepted and approved - Action No. 17**

☐ **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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

10. Update to the Final Project Proposal (FPP) for the "L" Tower Building as Required by the State Chancellor's Office – Westberg + White Architects

The State Chancellor's Office has required that Colleges update their first priority FPP projects using a new simplified graphic format (format provided by the Chancellor's Office). Westberg + White Architects have presented a proposal to prepare and submit to the Chancellor's Office the required FPP update for the L – Tower Building, for seismic project, for an amount not to exceed \$4,000.00.

RECOMMENDATION: That the Board of Trustees approve the Not to Exceed proposal of \$4,000.00 for the update to the Final Project Proposal (FPP) for the L – Tower Building as required by the State Chancellor's Office by Westberg + White Architects to be paid from the Bond Funds and authorize that Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

 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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

**11. Modification #1 for Approval of Division of the State Architect
Closeout Certification Services Fees – Del Terra Group**

Rio Hondo College has various projects from the Measure A Bond Program and “legacy” projects (preceding the Measure A Bond Program) that have not been closed with Division of the State Architect (DSA) certification. Such projects may interfere with the District’s future plans for facilities construction and modernization projects.

On February 20, 2013, the Board of Trustees approved Del Terra Group to pursue fifteen (15) various DSA Closeout Certifications for Measure “A” Bond Program and legacy projects in the amount of \$178,500.00.

In March 2013, Del Terra discovered the following nine (9) additional unknown legacy projects that were closed without DSA certification that now require DSA close-out services:

- PE Complex Retaining Wall Project
- Alterations to Pistol Range (Application # 03-49508 dated 1988)
- Construction of two (2) Relocatable Classroom Bldgs; Alterations to Classroom Bldg (A-25081), north of Applied Tech Bldg. T-123 & T-124
- Construction of one (1) Toilet Bldg; Alterations to four (4) Classroom Bldgs; Office Bldg, 3 Admin Bldgs & Toilet Bldgs (HS 1 thru 10 Portables @ Lot 3)
- Construction of Ramps; Alterations to Removal of Architectural Barriers
- Alterations to Pistol Range (Application # 03-62958 dated 1995)
- Alterations to Science Bldg (A-25810), Campus Inn (A-26205) & Student Center Bldg (A-26205) [Equipment Replacement] a.k.a. Putnam Center
- Alterations to Administration Bldg
- Alterations to Old Administration of Justice Bldg (Installation of Fire Alarm)

In September 2013, a notification was received from the State Chancellor's Office identified the following four (4) additional projects closed without DSA certification which now require proper close out:

- Alterations to Business Education Bldg
- Construction of Day Care Center; Additions to Day Car Portable Bldg
- Construction of Alternate (Roof) Shelters
- Alterations to Administration Bldg #2

Upon the District's request, Del Terra Group has provided a proposal for additional DSA Close-out Services for the thirteen (13) additional projects listed above in the amount not to exceed \$93,600.00.

RECOMMENDATION: That the Board of Trustees approve Modification #1 to Del Terra Group's contract for additional DSA Close-out Services in an amount not to exceed \$93,600.00 for a revised total contract amount of \$272,100.00 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. Norma E. Garcia, seconded by Ms. Madeline Shapiro, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 17

 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
Regular Meeting, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

12. Modification #1 for Del Terra – Program and Construction Management Fees

On June 8, 2004, Rio Hondo College entered into a contract with Rio Hondo Program Management Team (RHPMT) (a Joint Venture consisting of URS Corporation, Del Terra Group, and Summit Consulting and Engineering) to provide program management services.

After the RHPMT contract was completed on September 30, 2012, Rio Hondo College requested that Del Terra Group continue on with the College to provide Program Management and additionally Construction Management services for various projects.

On February 20, 2013, the Board of Trustees approved a Program and Construction Management (PM/CM) Services contract in the amount of \$995,000.00 for various ongoing projects.

A contract extension is required for PM/CM services in the amount of \$21,792.00. The modification is due to the contractor delays related to the completion of the "PE Complex project". The fee is for the months of October 2013 through January 2014.

RECOMMENDATION: That the Board of Trustees approve Modification #1 for Del Terra Group in the amount of \$21,792.00 for a revised total contract amount of \$1,016,792.00 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. Norma E. Garcia, seconded by Ms. Madeline Shapiro,
and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 17

 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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

13. Comevo @School Online Orientation Program

Comevo has proposed their “@School Online Orientation™” program to the District. Comevo's @School Online Orientation™ program allows staff to evaluate the level of student comprehension of student orientation material. The software allows incorporation of text, images, video, audio, PDF links, as well as website links. In addition, the software service allows a user to create, edit and manage content without the involvement of IT staff.

Cost:

Monthly Subscription is paid up front:

- a. 12-months at \$510 per month or**
- b. 36-months at \$459 per month or**
- c. 60-months at \$408 per month**

One-time set-up fee of \$4,100.00

Staff recommends beginning with the 12-month subscription. The subscription cycle will not start right away with the payment. After payment of year one (1) startup and subscription fees, Comevo will delay starting the subscription cycle for up to 6-months or until the College goes live with its online orientation, whichever occurs first. This will allow the College to load content and test its orientation without rushing or losing subscription time during preparation months.

RECOMMENDATION: That the Board of Trustees accept Comevo's proposal for its @School Online Orientation™ program in an amount not to exceed \$10,220.00 paid from the Student Success Initiative (SSI) general categorical fund and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

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

None be

☒ **Accepted and approved - Action No. 17**

☐ **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
Regular Meeting, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

14. Application Service Provider Agreement – College Central Network, Inc.

College Central Network, Inc. offers a web-based software solution that will easily automate our career services office management processes via the Internet using the Application Service Provider (ASP) model. No additional software installation is required on our computers. This solution enables our staff to efficiently and effectively meet the needs of students, alumni, and employers.

The base system includes employer job posting; résumé search capability; survey module; career portfolios for life; and career advice documents, podcasts, and library. It allows enhancement of job search services and capabilities based upon specific needs.

Cost:

5/1/2014 through 4/30/2015 at \$1,500.00

5/1/2015 through 4/30/2016 at \$1,500.00

5/1/2016 through 4/30/2017 at \$1,500.00

Staff in the Career Development Center recommends beginning an annual subscription to College Central Network's ASP program in an amount not to exceed \$1,500.00 for the period of 5/1/2014 through 4/30/2015 from the Bond Fund.

RECOMMENDATION: That the Board of Trustees approve subscription to College Central Network Application Service Provider program in an amount not to exceed \$1,500.00 from the Bond Fund and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

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

None

be

☒ **Accepted and approved - Action No. 17**

☐ **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, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

15. Continuing Education

- a. **Johnny Pak – To instruct “Social Security Secrets, Filing for your Social Security Benefits can be Stressful” - Students will learn that the average retiree leaves thousands of dollars “on the table” simply because they don’t understand how to optimize their Social Security benefits in an informative and easy to understand offering and explore ways in which to maximize benefits. Dates of service will be February 20, 2014 – June 30, 2014. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**

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

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

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
Regular Meeting, February 19, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

16. Consultants

- a. Josh Hyatt – To present a staff development education program entitled “Potential and Pitfalls of E-Communication in Healthcare” at the April Los Angeles Orange County (LAOC) Regional Consortium Health Marketplace. Date of service: April 17, 2014. Payment not to exceed \$225.00 from Deputy Sector Navigator Health Sector Grant.
- b. Joyce P. Kaufman – To introduce faculty to service learning and give examples of how service learning (that is using the community to support academic programs) can be implemented across the curriculum; how to implement a service learning program and classes within a program; discuss the relationship between service learning and undergraduate research. Date of service: February 21, 2014. Payment not to exceed \$350.00 from Title V Grant.

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

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEE
AGENDA

Regular Meeting, February 19, 2014, 6:00 p.m.

II. CONSENT AGENDA

B. PERSONNEL

The following recommendations are submitted within budget allocations:

1. Academic

a. Employment

Part Time Spring, 2014

Arts & Cultural

FLORIO, Melanie

Behavioral and Social Sciences

GONZALEZ, Teresa

Business

*ALLEN, James

Career Technical Education

GAVELA, Robert

Health Sciences and Nursing

CRUZ, Janet

VALLO, Debbie

Math and Sciences

AFSHARI, Arya

GOMEZ, Victor

GRYGORUK, Anna

LANGO, Brenda

MORALES, Manuel

ORTIZ, May

RAMIREZ, Claudia

ROMERO HERNANDEZ,

SINGHASENI, Par

Abraham

SKORKA, Evan

TRINH, Thanh

Hourly as Needed Substitute, Spring 2014

Career Tech. Education

HUTCHISON, Phillip

KOOIMAN, Brent

LOUIE, John

Math and Sciences

FOGEL, Charles

GOMEZ, Victor

IRWIN, Erin

SARVI, Kayvon

*(minimum qualification equivalency established pursuant to CP 5165)

Reduced Workload, 2014-2015

In accordance, with E.C. 87483, Reduction in Workload and provisions of Article 6 of the Academic Contract, the following academic employees have requested a reduction in workload for the 2014-2015 school year:

ENRIGHT, Adele	80%	Library
GASPAR, Georgia	74.4%	Communications & Languages
HUANG, Irene	80%	Physical Science
MOSHARRAF, Firouz	60%	Mathematics

b. Family Care and Medical Leave

GONZALEZ, Lydia, full time instructor in Mathematics, has requested a Family Care and Medical leave, to be taken intermittently throughout the remainder of the Spring 2014 semester

GRIFFITH, Margaret, full time instructor in Arts and Cultural has requested a Family Care and Medical Leave from January 24, 2014 through February 7, 2014

2. Management and Confidential

a. Resignation

JONES, Walter, Dean of Student Services. His last day of employment was January 29, 2014

b. Family Care and Medical Leave

MAGNUS, Shari, Human Resources Coordinator, has requested a Family Care and Medical Leave to be taken intermittently beginning January 20, 2014

3. Classified

a. Employment, 2013-2014

Regular Classified

LIAO, I Chen, Sr. Financial Aid Assistant, Financial Aid, 100%, 12 months, effective January 27, 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:

NAVARRETE, Brenda, Sr. Financial Aid Assistant, Financial Aid, 100%, 12 months, effective January 28, 2014

Substitute, 2013-2014

ADKINS, Darlene, Custodian, Facilities Services, effective February 6, 2014

GARCIA, Laura, Student Services Assistant, Transfer Center, effective January 27, 2014

RODRIGUEZ, Jovan, Clerk Typist III, Student Affairs, effective February 3, 2014

b. Leave of Absence

GONZALEZ, Teresa, Student Services Assistant in Educational Partnerships, has requested a 20% leave from her classified position effective January 29, 2014

c. Family Care and Medical Leave

VILLEGAS-GOMEZ, Ayari, Clerk Typist III in the Assessment Center, has requested a seven-week Family Care and Medical Leave, effective January 27, 2014

d. Resignation

LARA, Jose, Student Services Assistant in the Transfer Center. His last day of employment was January 24, 2014

McFARLAN, Gary, Tool Room Attendant, Career Technical Education. His last day of employment was February 13, 2014.

QUINONEZ, Elisa, Registration Clerk, Admission s & Records. Her last day of employment was February 4, 2014

4. Unrepresented, (AP 7130), 2013-14a. EmploymentHourlyDisabled Students

SENGUPTA, Regina, Interpreter/Translator for Deaf

EOPS/CARE

SOFFE, Morganna, Tutor II

Kinesiology, Dance & Athletics

AGUILAR, Justin, Coach. Spec.

GOMEZ, Pedro, Lifeguard

KIRKLAND, Robert, Asst. Train. Spec.

CASILLAS, Raul, Coaching Spec

GONZALEZ, Faustino, Lifeguard

THOMAS, Rose, Lifeguard

Math and Sciences

SERRATO, Rebecca, Tutor II

Public Safety

VIZCARRA, Jose, RTO

Student Success Retention (Basic Skills)

LASSITER CAMPOS, Shawndra, Tutor II

SUNAHARA, Elizabeth, Tutor II

VolunteersKinesiology, Dance & Athletics

CRUZ, Lisette

Public Safety

CERVANTES, Jonathan

CUEVAS, Alexander

GODINEZ, Edward

HICKS, Alexander
PLASENCIA, FranciscoStudentsASHBY, William, Student Life
FLORES, Karen, Student Life
LYMUEL, LaTeacia, Veterans Ser.
MENDOZA, Madeline, EOPS/CARE
SAENZ, Steven, Career Tech. Ed.CANO, Jessica, Financial Aid
HERNANDEZ, Marielena, Public Sfty
MARTINEZ, Natalie, Comm./Lang.
RODRIGUEZ, Kimberly, Career Devp.
SALAZAR, Phillis, Human Resources
VENEGAS, Maria, Math & Sciences

RECOMMENDATION: That the Board of Trustees approve the
Consent agenda as outlined.

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

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, February 19, 2014, 6:00 p.m.

II. CONSENT AGENDA

B. PERSONNEL

5. **Revision of Administrative Procedure 7130**

- a) Lifeguard service must be in attendance at a public swimming pool, During periods of use as per HEALTH AND SAFETY CODE SECTION 116028. "Lifeguard services" includes the supervision of the safety of participants in water-contact activities by lifeguards who are providing swimming lessons, coaching or overseeing water-contact sports, or providing water safety instructions to participants when no other persons are using the facilities unless those persons are supervised by separate lifeguard services.
- b) Effective July 1, 2014, California's minimum wage will increase to \$9.00 an hour.

*New language is demonstrated in **Bold**.

RECOMMENDATION: That the Board of Trustees approve the revised AP 7130 as stated above to include Lifeguard and increase student's wages.

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 17

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

WAGE RATES, SELECTED PERSONNELAP No.
7130

Page 1 of 1

Board Reviewed: 1/23/64; Ref. 5/71; 8/72; 7/73; 8/74; 9/74; 6/75; 6/76; 3/79; 1/80; 7/81; 11/82;
11/84; 12/85; 10/86; 7/87; 1/88; 7/88; 7/89; 9/89; 10/89; 12/89; 7/90; 7/91; 9/97; 7/98; 1/99; 8/99;
4/00; 12/00; 2/16/01, 12/12/01, 6/08/05, 1/21/07, 2/21/07 (rate increase effective 1-1-07), 5/14/08,
9/09/09, 7/14/10, 1/11/12, 11/14/12, 02/19/14

<u>Non-Represented Employees</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Assistant Training Specialist	\$10.50	\$11.00	\$11.50
Accompanist (Professional Musician)	19.00	20.00	21.00
Coaching Specialist	10.00	10.50	11.00
(Community Services)	9.00	9.50	10.00
Technical Stage Manager (Community Services)	9.00	9.50	10.00
Tutor II	9.00	9.50	10.00
Model (Fine Arts, Draped)*	12.13	12.74	13.40
Model (Fine Arts, Undraped)*	16.18	17.28	18.25
Recruit Training Officer	18.50	19.00	19.50
Student Ambassador	12.00		
Business Advisor I	28.00		
Business Advisor II	35.00		
Business Advisor III	41.00		
Students	9.00 (as of July 1, 2014)		
Lifeguards	11.00		

Step 2 based on 500 hours of service at Step 1 level, 1,300 hours for Step 3. \$1.00 per hour additional shall be paid employees upon completion of 3,500 hours in paid status in this classification effective 1/1/88.

*Interpreter/
Translator

For Deaf	Step 1	Step 2	Step 3	Step 4	Step 5
	Intern I	Intern II	Qualified	Qualified	Certified
	Enrolled in ITP Completed ITP based on test + 5 years				
	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00

* Step placement will be based on experience / certification and/or recruitment difficulties.

Classified Substitute Pay+

Substitute rate to be hourly rate of entry level salary except former employees rehired on a temporary basis within a two-year period of their last date of service in this District shall be placed at their last paid salary step of the range of the temporary position.

Non-Represented Employees

Physician (E.C. 87448)	\$70.00			
Guest Lecturer**	28.76		\$30.20	
Foster Care	24.55		25.78	
	<u>No Degree</u>	<u>Bachelor's</u>	<u>Master's</u>	<u>Doctorate</u>
Lecturer	\$35.08	\$36.37	\$37.72	\$39.14
Supervisor	\$16.76	\$17.60	\$18.48	\$19.40

**For consultants and guest lecturers, advancement to Step 2 is based upon completion of 1,211 assigned work hours.

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

Regular Meeting, February 19, 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 Program

The following certificate/degree has been recommended for inclusion in our offerings and catalog:

**AS-T Degree – Business Administration for Transfer
(27-28 Units)**

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

None be

X Accepted and approved - Action No. 17

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, February 19, 2014, 6:00 p.m.

III. ACTION ITEM

A. PRESIDENT'S OFFICE

1. Revision of Board Policy 2310 - Regular Meetings of the Board,
(First Reading)

The proposed Board Policy has been revised and has gone through the review process, which include the President's Council, Administrative Council and the Planning Fiscal Council.

The Board of Trustees pulled this policy at the December 11, 2013 Board Meeting for further discussion at the Board Retreat held on February 1, 2014. After discussion, no changes were made to this policy.

It is recommended that this policy be approved for first reading.

BP 2310 Regular Meetings of the Board

RECOMMENDATION: That the Board of Trustees approve Board Policy 2310, Regular Meetings of the Board, for first reading.

Disposition by the Board:

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

None be

X Accepted and approved - Action No. 18

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

REGULAR MEETINGS OF THE BOARD

BP No. 2310

Board Adopted: 3/13/02; 2/20/08; 2/20/08

Page 1
of 1

- I. Regular meetings of the Board of Trustees shall be held once a month on the second Wednesday of each calendar month beginning at 6:00:30p.m. unless specifically changed or otherwise authorized by the Board. Regular meetings shall normally be held at Rio Hondo College, 3600 Workman Mill Road, in the Board Room unless otherwise noticed.
- II. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.
- III. The Board shall give mailed notice of every regular meeting to any person who has filed a written request for that notice. Notice of a special meeting called less than 48 hours prior to the date set for the meeting shall be given in a manner deemed practical by the Board.
- IV. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
- V. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.
- VI. When questions of parliamentary procedure arise regarding the conduct of a Board meeting, Robert's Rule of Order shall serve as a guide.
- VII. A regular or special meeting can be adjourned **to continue the meeting** to a time and place certain. If a meeting is adjourned for less than five calendar days, no new agenda is required to be posted as long as no new items are introduced on the agenda. Written notice of the adjourned meeting must be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.
- VIII. Source/Reference:

Former Board Policy 1005: Education Code Section 72000(d): Government Code 54952.2, 54953 et seq., 54961.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, February 19, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

1. Building Program

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, February 19, 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. Renee 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, Board Room