

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, Wednesday, March 12, 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: February 19, 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.

G. Presentations

- **EOP&S/CARE/CalWORKS (Christine Aldrich)**
- **Sabbatical Leave (Jodi Senk)**
- **China Trip/Partnerships (Gary Mendez)**

H. CLOSED SESSION

Pursuant to Section 54956.8:

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

I. PUBLIC HEARING ON THE FOLLOWING TOPICS OF REOPENERS TO THEIR 2011-2014 COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY C.S.E.A. Chapter 477

II. CONSENT AGENDA

A. FINANCE & BUSINESS

- 1. Finance & Business Reports**
- 2. Authorization for Out-of-State Travel & Conferences**
- 3. Award Contract for Auditing Services-- RFP #2025**
- 4. Award Contract for Waste Disposal and Recycling Services -- RFP #2026**
- 5. Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee**
- 6. Approve 36-Month Fair Market Value Copier Lease**
- 7. PE Complex Pool Equipment -- DAKTRONICS**
- 8. PE Complex Pool Equipment -- Knorr Systems, Inc.**
- 9. Structural Engineering Services for Glue Laminated Beam Replacement at Administration of Justice Annex Pistol/Rifle Range -- Integrated Design Services**
- 10. Student Fee Assessment for GO RIO Program**

B. PERSONNEL

- 1. Academic**
- 2. Management/Confidential**
- 3. Classified**
- 4. Unrepresented**

5. Academic Rank
6. Evaluation of Academic Employees

C. ACADEMIC AFFAIRS

1. Curriculum Items

III. ACTION ITEMS

A. PRESIDENT'S OFFICE

1. Revision of Board Policy 2310 – Regular Meetings of the Board (Final Adoption)
2. Fellow of the College Award
3. Revision of Board Policies 2730, 2740, 5050, 5130, 5140 (First Reading)
4. Distinguished Service Award
5. California Community College Trustees (CCCT) Board of Directors Election - 2014

B. FINANCE AND BUSINESS

1. Board Resolution #031214 – Approval of Two (2) Options to Allow the City of Santa Fe Springs to Construct a High Rope Training Prop at the Rio Hondo College fire Academy Site

IV. INFORMATION ITEMS

1. Accreditation Update (Dr. Adam Wetsman)
2. Special Meetings of the Board
3. New/Revised Administrative Procedures – 2320, 2740, 5700

V. STAFF AND BOARD COMMENTS

- Board Development Reporting
- Action Items for Future Board Meetings

VI. CLOSED SESSION

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 (2 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 – April 9, 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 COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA

Regular Meeting, March 12, 2014, 6:00 p.m.

PUBLIC HEARING ON THE FOLLOWING TOPICS OF REOPENERS TO THEIR
2011-2014 COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY
C.S.E.A. Chapter 477:

- Article 6.1 Wages
- Article 6.14 Classification Salary Adjustments
- Article 13 Transfers

RECOMMENDATION: That the President of the Board of Trustees:

- 1) Officially open the hearing on the topics
 of reopeners of C.S.E.A. to the District.
- 2) After hearing any comments from the
 public concerning C.S.E.A.'s reopeners,
 declare the public hearing closed.

Disposition by the Board:

It was moved by Mr. Gary Mendez , seconded by Ms. Madeline Shapiro,
and carried, with the following revisions:

to officially declare the hearing open on the topics of reopeners of CSEA to
the District be

 X Accepted and approved - Action No. 25

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

Disposition by the Board:

It was moved by Ms. Norma Garcia, seconded by Ms. Madeline Shapiro,
and carried, with the following revisions:
to officially declare the hearing closed after hearing no other comments be

X Accepted and approved - Action No. 26

 Not approved

Yes

No

 Delayed for further study

Vote:

5

0

Student Trustee Advisory Vote:

1

0

**RIO HONDO COMMUNITY C OLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, March 12, 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 February 2014.

c. Bond Expenditure Report for the Quarter Ended 12/31/13

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. 27

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

Board Report Detail

v4.0

Req Type(s): REQCON REQBPO REQPO; Req Date between 2/01/14 & 2/28/14
between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1613	WELLS SLONIGER	REFUND	ACCOUNTING	76	\$1,650.00
1314-1614	R.F. MACDONALD CO.	TROUBLESHOOTING SERVICE CALL ON 2 BOILERS	FACILITIES	01	\$1,897.31
1314-1616	NAPA OF WHITTIER	STANDING ORDER FOR PURCHASE OF SUPPLIES	CAREER & T	01	\$1,200.00
1314-1617	AUTOMOTIVE ELECTRONICS	INSTRUCTIONAL EQUIPMENT	CAREER & T	01	\$4,811.34
1314-1620	NAPA OF WHITTIER	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$540.47
1314-1621	HOPE	CONFERENCE REGISTRATION FEES	EXT. OPPOR	01	\$750.00
1314-1626	GORM INC.	CUSTODIAL SUPPLIES	FACILITIES	01	\$10,091.37
1314-1627	TURBO DATA-SEE PAGE 3	PARKING SOFTWARE SUPPORT	PARKING	01	\$1,650.00
1314-1628	SWISS PARK BANQUET CTR.	CATERING SERVICES DSN HEALTH SECTOR EVENT	CAREER & T	01	\$1,340.29
1314-1629	POCKET NURSE	INSTRUCTIONAL SUPPLIES	HEALTH SCI	01	\$1,282.97
1314-1630	SOUTHERN CALIF. EDISON	RENTAL OF 480V STREET LIGHT CIRCUIT	FACILITIES	01	\$330.00
1314-1631	EMCOR SERVICE MESA ENERGY SYS	MUSIC & L BUILDING SERVICE CALL PNEUMATIC CONTROLS	FACILITIES	01	\$1,342.44
1314-1634	GROSSMONT COLLEGE	WORKSHOP FEES	CAREER & T	01	\$2,000.00
1314-1636	HOME DEPOT	INSTRUCTIONAL SUPPLIES	ARTS: PERF	01	\$532.03
1314-1638	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PRESIDENT'	01	\$301.97
1314-1639	JT PRINT IT!	PROMOTIONAL - IMPRINTED WRITING PAD W/PEN(75)	CAL WORKS	01	\$941.61
1314-1642	DIVISION OF THE STATE ARCHITEC	DSA PLAN CHECK FEE CLOSE OUT SIX LIGHT POLE PROJEC	BOND PROJE	42	\$1,110.34
1314-1643	NEXT GEN WEB SOLUTIONS	SCHOLARSHIP MANAGER ANNUAL MAINTENANCE FEE	ACCOUNTING	01	\$2,500.00
1314-1646	THOMSON WEST	SUBSCRIPTION RENEWAL	LIBRARY/LE	01	\$315.00
14-1649	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGES(3)	LIBRARY/LE	01	\$577.70
1314-1651	SHARI HERZFELD	TRAVEL REIMBURSEMENT CCCAOE ACADEMY SACRAMENTO, CA	CAREER & T	01	\$886.52
1314-1652	KATHERIN BRANDT	TRAVEL REIMBURSEMENT ELSEVIER CONF LAS VEGAS, NV	STAFF DEVE	01	\$750.00
1314-1653	STEVE TOMORY	TRAVEL REIMBURSEMENT MENTOR TRAINING ATLANTA, GA	CAREER & T	01	\$1,708.56
1314-1656	MARTIN CHODOS	RETIRED FACULTY MEDICAL REIMBURSEMENT	HUMAN RESO	01	\$654.72
1314-1657	WEST COAST STANDARDS, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$3,488.00
1314-1658	AIRE FILTER PRODUCTS	AIR FILTERS(225) FOR SCIENCE BUILDING	FACILITIES	01	\$1,119.26
1314-1661	JOHN FRALA	TRAVEL REIMBURSEMENT NAFTA CONF LONG BEACH, CA	CAREER & T	01	\$281.88
1314-1662	JOANN A. ALVA	REIMBURSEMENT CALPERS RETIREMENT	HUMAN RESO	01	\$3,534.64
1314-1663	MARIAN E. LASSITER	REIMBURSEMENT CALPERS RETIREMENT	HUMAN RESO	01	\$820.82
1314-1664	RALPH ROMO	REIMBURSEMENT CALPERS RETIREMENT	HUMAN RESO	01	\$820.82
1314-1665	SANDY SIERRA	REIMBURSEMENT CALPERS RETIREMENT	HUMAN RESO	01	\$672.00
1314-1666	TORCOMP/STUDICA	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$6,510.00
1314-1667	GOLDEN STATE PAVING CO., INC	REMOVE AND REPLACE GUARD POST	FACILITIES	01	\$350.00
1314-1668	CLAUDIA ROMO	TRAVEL REIMBURSEMENT - CONFERENCE IN SANTA BARBARA	CAREER & T	01	\$368.96
1314-1669	RIO HONDO COLLEGE GRANTS	TRIO/STUDENT SERVICES FALL 2013 GRANTS	SSS/TRIO P	01	\$6,832.00
1314-1670	LA CNTY DEPT OF PUBLIC HEALTH	ANNUAL BACKFLOW TESTING 26-DEVICES AND PERMITTING	FACILITIES	01	\$520.00
1314-1672	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGE(2)	HUMAN RESO	01	\$381.50
1314-1673	ADVANCED OFFICE SERVICES	COPIER MAINTENANCE AGREEMENT	CAREER & T	01	\$1,662.50
1314-1674	BRUCE A. NOBLE	TRAVEL REIMBURSEMENT CCCAOE ACADEMY IN SACRAMENTO	CAREER & T	01	\$519.72
1314-1675	U.S. BANK	ADMINISTRATIVE FEES	BOND PROJE	42	\$750.00
1314-1676	CAESAR HERNANDEZ	TRAVEL REIMBURSEMENT SOLID WORKS CONF SAN DIEGO, CA	CAREER & T	01	\$1,701.00
1314-1677	JANNINE LIVINGSTON	TRAVEL REIMBURSEMENT ARTIST IN RESIDENCE - TAIWAN	STAFF DEVE	01	\$750.00
1314-1678	RUSSELL CASTANEDA-CALLEROS	TRAVEL REIMBURSEMENT CCLC CONF SACRAMENTO, CA	PRESIDENT'	01	\$403.11
1314-1679	SHARI HERZFELD	REIMBURSEMENT CELL PHONE USAGE	CAREER & T	01	\$369.71
4-1682	AMERICAN CHEMICAL & SANITARY	CUSTODIAL SUPPLIES	FACILITIES	01	\$383.91
1314-1683	PROFESSIONAL LIGHTING/ELECTRIC	CAMPUS STREET & PARKING LOT LIGHTING REPAIRS	FACILITIES	01	\$1,122.72
1314-1684	GORM INC.	CUSTODIAL SUPPLIES	FACILITIES	01	\$978.55
1314-1685	JT PRINT IT!	PROMOTIONAL ITEM - SEWING KIT(250)	EXT. OPPOR	01	\$253.43

Board Report Detail

-v4.0

Req Type(s): REQCON REQBPO REQPO; Req Date between 2/01/14 & 2/28/14
 between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1686	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	ARTS: PERF	01	\$396.97
1314-1688	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PHYSICAL S	01	\$1,492.37
1314-1690	CALIFORNIA INSTITUTE FOR	INSTITUTIONAL MEMBERSHIP RENEWAL	HEALTH SCI	01	\$1,758.00
1314-1691	B & H PHOTO-VIDEO	VOICE RECORDER(10)	EXT. OPPOR	01	\$1,068.20
1314-1693	METROPOLITAN TRANSIT AUTHORITY	BLUE TAP CARDS(1000)	GOVERNMENT	01	\$2,000.00
1314-1694	SIMPLY THE BEST PROMOTIONS	PROMOTIONAL IMPRINTED PEN(1000) HIGHLIGHTER(1000)	INSTITUTIO	01	\$3,242.40
1314-1697	EG ENTERPRISE GROUP	COLORLED PAPER INVENTORY	WAREHOUSE	01	\$1,700.40
1314-1698	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PUBLIC SAF	01	\$655.98
1314-1699	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	EXT. OPPOR	01	\$640.40
1314-1700	CERTIFIED FIRE EXTINGUISHER	FIRE HOSE INSPECTIONS	FACILITIES	01	\$1,722.00
1314-1701	STUDENT INSURANCE	REPLENISH DEDUCTIBLE TRUST INSURANCE ACCOUNT	CONTRACT M	01	\$2,000.00
1314-1706	WELDON, WILLIAM & LICK	STAFF PARKING STICKERS(1500)	PARKING	01	\$806.48
1314-1709	STOTZ EQUIPMENT	HYDRAULIC PUMP	FACILITIES	01	\$693.02
1314-1710	NOWLIN FENCE INC	REPAIR CHAIN LINK FENCE AT PARKING LOT C	FACILITIES	01	\$550.00
1314-1718	R & S OVERHEAD DOORS OF SO CAL	SERVICE ROLL-UP DOOR	FACILITIES	01	\$490.00
1314-1719	SODEXO AMERICA LLC	CATERING SERVICES MESA MEETING	MESA	01	\$293.97
1314-1720	JUAN GREAT FIESTA CATERING	CATERING SERVICES WOMEN'S HISTORY CONFERENCE	SSS/TRIO P	01	\$348.80
1314-1721	JT PRINT IT!	PROMOTIONAL CARE LOGO BACK PACK(80)	EXT. OPPOR	01	\$1,829.90
1314-1722	JOHN FRALA	TRAVEL REIMBURSEMENT MENTOR TRAINING ATLANTA, GA	CAREER & T	01	\$1,611.46
1314-1725	AIRE FILTER PRODUCTS	AIR FILTERS(120) FOR KINEOSIOLOGY	FACILITIES	01	\$425.02
1314-1728	AIRE FILTER PRODUCTS	AIR FILTERS(36) & PARTS FOR SPRAY BOOTH	FACILITIES	01	\$1,800.05
1314-1729	AIRE FILTER PRODUCTS	AIR FILTERS(74)	FACILITIES	01	\$301.02
1314-1732	SODEXO AMERICA LLC	CATERING SERVICES PRESIDENT'S OFFICE EVENTS	PRESIDENT'	01	\$2,128.07
1314-1733	LIBERTY PAPER	WHITE PAPER INVENTORY 4,800 REAMS	GENERAL AL	01	\$13,289.28
1314-1734	LION EXPRESS	BUS SERVICE TO FIELD TRIP TO LUXE IN GLENDORA	EXT. OPPOR	01	\$638.38
1314-1735	BARBARA SALAZAR	TRAVEL REIMBURSEMENT COMMON CORE CONF CULVER CITY	BASIC SKIL	01	\$607.83
1314-1736	FAST DEER BUS CHARTER, INC.	BUS TRANSPORTATION TO SOUTH PASADENA	CAREER & T	01	\$525.86
1314-1737	CERTIFIED TRANSPORTATION SERVI	BUS TRANSPORTATION LONG BEACH TOUR	TRANSFER C	01	\$528.55
1314-1738	EMCOR SERVICE MESA ENERGY SYS	REPLACE BLOWN FUSE ON HVAC UNIT AT T136	FACILITIES	01	\$497.00
1314-1740	LOS ANGELES COUNTY - PUBLIC	ANNUAL INDUSTRIAL WASTE INSPECTION FEE	FACILITIES	01	\$301.00
1314-1742	COMPANSOL	ANNUAL SUPPORT PLAN RENEWAL	SSS/TRIO P	01	\$399.00
1314-1746	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	FINANCIAL	01	\$640.62
1314-1748	WEST SAN GABRIEL VALLEY JPA	CA SCHOOL PRE-FUND DENTAL/VISION PLANS 2013-2014	ACCOUNTING	01	\$450,496.00
1314-1749	RIO HONDO COLLEGE GRANTS	REIMBURSE BANK CHARGES	ACCOUNTING	01	\$570.40
1314-1750	BARBARA SALAZAR	TRAVEL REIMBURSEMENT FIRST-YEARS' CONF SAN DIEGO	BASIC SKIL	01	\$1,001.18
1314-1751	EMK PRESS	INSTRUCTIONAL SUPPLIES	FOSTER PAR	01	\$374.00
1314-1752	GISELA SPIELER-PERSAD	TRAVEL REIMBURSEMENT MESA MEETING IN SAN JOSE, CA	MESA	01	\$505.75
1314-1754	M & M GLASS CO.	INSTALLATION OF SAFETY TEMP GLASS AT SCIENCE BLDG	FACILITIES	01	\$285.00
1314-1755	M & M GLASS CO.	INSTALLATION OF SAFETY TEMP GLASS AT GYM	FACILITIES	01	\$325.00
1314-1756	M & M GLASS CO.	INSTALLATION OF SAFETY TEMP GLASS AT APPLIED TECH	FACILITIES	01	\$285.00
1314-1757	INTERNATIONAL SECURITY PRODUCT	CUSTOM TRANSCRIPT	ADMISSIONS	01	\$1,907.84
1314-1758	B & H PHOTO-VIDEO	CAMERA W/ACCESSORIES	EXT. OPPOR	01	\$484.35
1314-1759	COLLEGE SPECIALTIES	IMPRINTED SELF SEAL WHITE MAILERS(1000)	ADMISSIONS	01	\$706.80
1314-1761	SERGIO GUZMAN	TRAVEL REIMBURSEMENT FIRST-YEARS' CONF SAN DIEGO	BASIC SKIL	01	\$1,234.64
1314-1768	AUDIO VISUAL INNOVATIONS, INC.	INSTALLATION CHARGES OF AUDIO VISUAL IN AJ BLDG	INFORMATIO	42	\$1,456.00
1314-1769	CERTIFIED FIRE EXTINGUISHER	REPLACE 2 VALVE & 1 PIV TAMPER SWITCHES AND TEST	FACILITIES	01	\$772.64
1314-1770	VERIZON WIRELESS	STANDING ORDER PHONE EXPENSES	MAINTENANC	01	\$1,500.00
1314-1772	JT PRINT IT!	PROMOTIONAL 2GB WRISTBAND DRIVE(200)	INSTITUTIO	01	\$1,466.05

Board Report Detail

v4.0

Req Type(s): REQCON REQBO REQPO; Req Date between 2/01/14 & 2/28/14
between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1773	CALIFORNIA DISCOUNT WAREHOUSE	STANDING ORDER FOR SUPPLIES	CAREER & T	01	\$800.00
1314-1774	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PHYSICAL E	01	\$276.21
1314-1775	OFFICE CHAIR PARTS	REPLACEMENT CHAIR PART	CAREER & T	01	\$626.97
1314-1781	SUPERFLOW TECHNOLOGIES GROUP	START-UP TRAINING	CAREER & T	01	\$2,700.00
1314-1782	MEDICAL SHIPMENT	INSTRUCTIONAL SUPPLIES	HEALTH SCI	01	\$357.41
1314-1783	HEALTHCARE INSPIRATIONS	INSTRUCTIONAL SUPPLIES	HEALTH SCI	01	\$687.88
1314-1784	AUTOMOTIVE VIDEO, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$994.55
1314-1785	MIKE SALAZAR	TRAVEL REIMBURSEMENT BASEBALL CONF DALLAS, TX	PHYSICAL E	01	\$750.00
1314-1786	AMERICAN CHEMICAL & SANITARY	CUSTODIAL SUPPLIES	FACILITIES	01	\$1,698.99
1314-1787	PLUMBING & INDUSTRIAL SUPPLY	REPAIR PARTS FOR SWEC HOT WATER HEATER	FACILITIES	01	\$288.13
1314-1789	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	EXT. OPPOR	01	\$1,244.29
1314-1790	SODEXO AMERICA LLC	CATERING SERVICES CARE WORKSHOP	EXT. OPPOR	01	\$380.96
1314-1791	JT PRINT IT!	PROMOTIONAL CARE PORTFOLIOS(100)	EXT. OPPOR	01	\$1,141.00
1314-1792	SODEXO AMERICA LLC	STANDING ORDER FOR FOOD VOUCHERS	EXT. OPPOR	01	\$2,000.00
1314-1794	SIMPLEX GRINNELL	SERVICE CALL	FACILITIES	01	\$782.00
1314-1795	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PUBLIC SAF	01	\$505.76
1314-1796	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PUBLIC SAF	01	\$252.88
1314-1798	TUCKER APPRAISAL SERVICE CORP.	APPRAISAL OF SANTA FE SPRINGS PROPERTY	BOND PROJE	42	\$2,500.00
1314-1799	MATCO TOOLS	STANDING ORDER FOR PURCHASE OF SHOP SUPPLIES	CAREER & T	01	\$500.00
14-1800	DECISION PARTNERS, INC.	LICENSE RENEWAL	MESA	01	\$500.00
1314-1801	PROTEXTING LLC	SUBSCRIPTION RENEWAL	STUDENT AF	01	\$294.00
1314-1804	PLUMBING & INDUSTRIAL SUPPLY	PLUMBING SUPPLIES	FACILITIES	01	\$538.14
1314-1806	SAN GABRIEL VALLEY NEWSPAPER	LEGAL ADVERTISEMENT FOR BID #2024	CONTRACT M	01	\$3,700.32
1314-1807	THOMSON WEST	SUBSCRIPTION RENEWAL	LIBRARY/LE	01	\$343.35
1314-1808	LEMUEL WILLIAMS	REIMBURSEMENT OVERPAYMENT ON RETIREE HEALTH PREMIU	HUMAN RESO	01	\$326.14
1314-1810	EDUCATION TO GO	ON LINE CLASSES	CONTINUING	01	\$670.00
1314-1811	JUAN GREAT FIESTA CATERING	CATERING SERVICES BREAKFAST WOMEN'S HISTORY CONF	STUDENT SE	01	\$348.80
1314-1812	ARROYO HIGH SCHOOL	FULL PAGE AD IN 2014 YEARBOOK	MARKETING	01	\$300.00
1314-1813	MOUNTAIN VIEW HIGH SCHOOL	HALF-PAGE AD IN 2014 YEARBOOK	MARKETING	01	\$250.00
1314-1814	RIO HONDO COMMUNITY COLLEGE	CUSTODIAL & SECURITY READY TO LEAD CONFERENCE	STUDENT SE	01	\$410.00
1314-1815	WHITTIER HIGH SCHOOL	FULL PAGE COLOR AD IN 2014 YEARBOOK	MARKETING	01	\$310.00
1314-1817	EL RANCHO HIGH SCHOOL	FULL PAGE AD 2014 YEARBOOK	MARKETING	01	\$350.00
C1314-0390	CERIDIAN CORPORATION	EAP COVERAGE	HUMAN RESO	01	\$2,267.45
C1314-0391	ALEXANDRIA M. RAMOS	CLASSROOM ASSISTANT	CONTINUING	01	\$288.00
C1314-0392	GARCIA,HERNANDEZ,SAMHNEY & BER	LEGAL SERVICES DECEMBER 2013	PRESIDENT'	01	\$473.00
C1314-0393	MOBILE MODULAR MANAGEMENT	LEASE OF PORTABLE SHOWER BUILDINGS	BOND PROJE	42	\$2,986.60
C1314-0394	MOBILE MODULAR MANAGEMENT	LEASE OF PORTABLE SHOWER BUILDINGS	BOND PROJE	42	\$2,986.60
C1314-0395	BOSTON REED COLLEGE	REIMBURSABLE FEE FOR PHARMACY TECHNICIAN COURSE	CONTINUING	01	\$61,920.00
C1314-0396	ALEXANDRIA M. RAMOS	CLASSROOM ASSISTANT	CONTINUING	01	\$288.00
C1314-0397	SOUTHWEST MGMT. CONSULTANTS	PROFESSIONAL SERVICES JANUARY 2014	PRESIDENT'	01	\$1,250.00
C1314-0398	DEL TERRA CONSTRUCTION GROUP	DSA CLOSEOUT CERTIFICATION FEES	BOND PROJE	42	\$8,500.00
C1314-0399	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SERVICES SOCCER FIELD PROJECT	BOND PROJE	42	\$10,603.50
C1314-0400	NATIONAL ECON CORPORATION	INDOOR AIR QUALITY INVESTIGATION	UNFORSEEN	01	\$1,908.00
C1314-0401	SIRSI	ANNUAL SUBSCRIPTION RENEWAL - SIRSI DYNIX SYMPHONY	LIBRARY/LE	01	\$35,743.18
14-0402	TRI-CITIES REGIONAL	REGISTERED DENTAL ASSISTANT PROGRAM	CONTINUING	01	\$7,200.00
14-0403	CARPENTERS JOINT APPRENTICESHI	CARPENTERS JATC FUND DECEMBER 2013	APPRENTICE	01	\$49,289.72
C1314-0404	CARPENTERS JOINT APPRENTICESHI	CARPENTERS JATC FUND NOVEMBER 2013	APPRENTICE	01	\$48,553.62
C1314-0405	LYLA EDDINGTON	CONSULTANT SERVICES	CAREER & T	01	\$12,858.00

Board Report Detail

-v4.0

Req Type(s): REQCON REQBPO REQPO; Req Date between 2/01/14 & 2/28/14
between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund	Req Fund	Order Amt
C1314-0406	EDGE DEVELOPMENT, INC.	CONSTRUCTION SERVICES BID #1163 PE COMPLEX	BOND PROJE	42		\$4,475.20
C1314-0407	BLACKBOARD INC.	HOSTING SUBSCRIPTION	VIRTUAL CO	01		\$149,221.00
C1314-0408	MCCALLUM GROUP, INC.	PROFESSIONAL SERVICES JANUARY 2014	PRESIDENT'	01		\$2,200.00
C1314-0411	WEST EDGE ARCHITECTS PETER M.	TECHNICAL ADVISOR MASTER PLAN UPDATE	BOND PROJE	42		\$1,955.80
C1314-0412	KAL KRISHNAN CONSULTING SVCS	INSPECTION & TESTING SVS ADMIN OF JUSTICE BUILDING	BOND PROJE	42		\$359.92
C1314-0413	TOUCHNET INFORMATION SYSTEMS,	ANNUAL SUBSCRIPTION SERVICE RENEWAL	ACCOUNTING	01		\$43,646.89
C1314-0415	INFORMATION TECHNOLOGY PARTNER	ESS ANNUAL LICENSE RENEWAL	INSTITUTIO	01		\$7,000.00
						=====
						\$1,065,314.11

Board Report Detail

v4.0

Site: 0568; Req Type(s): REQCON REQBPQ REQPO; Req Date between 2/01/

14; Costing between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1314-1642	DIVISION OF THE STATE ARCHITEC	DSA PLAN CHECK FEE CLOSE OUT SIX LIGHT POLE PROJEC	BOND PROJE	42	\$1,110.34
1314-1675	U.S. BANK	ADMINISTRATIVE FEES	BOND PROJE	42	\$750.00
1314-1798	TUCKER APPRAISAL SERVICE CORP.	APPRAISAL OF SANTA FE SPRINGS PROPERTY	BOND PROJE	42	\$2,500.00
C1314-0393	MOBILE MODULAR MANAGEMENT	LEASE OF PORTABLE SHOWER BUILDINGS	BOND PROJE	42	\$2,986.60
C1314-0394	MOBILE MODULAR MANAGEMENT	LEASE OF PORTABLE SHOWER BUILDINGS	BOND PROJE	42	\$2,986.60
C1314-0398	DEL TERRA CONSTRUCTION GROUP	DSA CLOSEOUT CERTIFICATION FEES	BOND PROJE	42	\$8,500.00
C1314-0399	DEL TERRA CONSTRUCTION GROUP	CONSTRUCTION MGMT SERVICES SOCCER FIELD PROJECT	BOND PROJE	42	\$10,603.50
C1314-0406	EDGE DEVELOPMENT, INC.	CONSTRUCTION SERVICES BID #1163 PE COMPLEX	BOND PROJE	42	\$4,475.20
C1314-0411	WEST EDGE ARCHITECTS PETER M.	TECHNICAL ADVISOR MASTER PLAN UPDATE	BOND PROJE	42	\$1,955.80
C1314-0412	KAL KRISHNAN CONSULTING SVCS	INSPECTION & TESTING SVS ADMIN OF JUSTICE BUILDING	BOND PROJE	42	\$359.92
					=====
					\$36,227.96

PAYROLL WARRANT REPORT

FEBRUARY

2014

Administrative salary

C1H-C	\$	256,514.31	
C1H-N	\$	14,367.25	
			\$ 270,881.56

Full time Faculty &
Educational Salary

C2H-C	\$	1,584,757.47	
059-C	\$	(9,998.20)	
			\$ 1,574,759.27

Faculty Hourly

C5H-C	\$	904,835.80	
C5H-N	\$	19,156.76	
034-C	\$	100,674.73	
034-N	\$	3,300.76	
035-C	\$	(6,763.67)	
036-N	\$	(2,585.10)	
037-C	\$	(2,497.92)	
041-C	\$	(2,670.30)	
042-C	\$	(2,002.50)	
049-C	\$	2,002.50	
			\$ 1,013,451.06

Classified Monthly

E4N-N	\$	570,952.52	
E4O-C	\$	522,496.00	
049-N	\$	295.02	
037-N	\$	(6,263.41)	
038-N	\$	7,872.73	
			\$ 1,095,352.86

Classified Hourly

H1N-C	\$	236.22	
H1N-N	\$	29,929.79	
H1O-N	\$	50,058.86	
			\$ 80,224.87

\$ 4,034,669.62

BOND MEASURE "A"

PROJECTS EXPENDITURE SUMMARY

As of 12/31/13

DESCRIPTION	On	QTD (Oct-Dec 2013)	YTD (FY04-05 to FY13-14)	Budget	YTD Expense vs Budget %
GENERAL Expenses					
Architect Services - Master Plan		0	320,895	320,000	100%
Architect Services - AJ Building Programming		0	1,376,453	1,382,795	100%
Architect Services - Santa Fe Springs Reg Train C		0	159,159	160,000	99%
Architect Services - PE Complex Planning		9,137	676,172	854,762	79%
Architect Services - LRC - Bond Portion		0	204,097	250,000	82%
Landscape Architect		0	877,822	967,400	91%
Architect Services - Child Care Center		0	81,521	120,000	68%
Architect Services - Master Plan Oversight		0	50,190	125,000	40%
Architect Services - Pedestrian Bridge		0	104,325	105,000	99%
Architect Services - Disabled Access/Stairs/Ramps		17,250	551,212	667,300	83%
Architect Services - Student Services/Student Union		0	1,873,280	1,894,833	99%
Architect Services - Maintenance Facility		0	65,000	65,000	100%
Architect Services - Applied Tech Remodeling		0	204,984	246,000	83%
Architect Services - El Monte		0	261,032	269,380	97%
Facilities Planning Consultant		0	605,549	698,340	87%
Consultants	X	0	797,299	1,000,000	80%
Tree Consultant		0	32,713	40,000	82%
Geo Tech Services	X	2,167	1,021,635	1,125,000	91%
Seismic Consultant		0	177,386	82,500	100%
Surveyors	X	3,850	576,796	750,000	77%
Infrastructure Design /Central Plant /South Access Road		0	2,328,873	2,463,789	95%
Marketing Promotion Services (incl printing, fliers, postage)		7,750	1,081,050	1,121,365	96%
Labor Admin & Compliance Services		0	1,319,297	1,325,000	100%
Information Tech Svc Consultant		0	406,625	465,000	87%
LRC - Bond Portion - Demolition & Construction		0	9,800,752	10,000,000	98%

BOND MEASURE "A"						
PROJECTS EXPENDITURE SUMMARY						
As of 12/31/13						
	DESCRIPTION	On Going	QTD (Oct-Dec 2013)	YTD (FY04-05 to FY13-14)	Budget	YTD Expense vs Budget %
	Pedestrian Bridge		0	996,337	1,500,000	66%
	PE Complex - Bond Portion		1,498,317	8,660,362	9,500,000	91%
	Fine Arts Center - Bond Portion		0	398,747	6,800,000	6%
	Lower/Upper Tier Steps		0	1,010,893	1,786,756	57%
	Landscape		0	2,897,026	6,000,000	48%
P6	Misc-Bond Cost of Issuance		0	31,239	80,000	39%
P6	Misc-Related Conference/Travel	X	0	15,174	50,000	30%
PROJECT Expenses						
P7	Upgrade Campus Lighting & Alarm Systems		9,854	546,634		
P8	Replace/Repair Bldg. Components	X	0	447,903		
P9	Campus Wide Efficiency Repairs	X	11,630	657,359		
P10	Campus Bldg. Improvements	X	5,137	572,690	6,000,000	37%
P12	Roadway/Grounds Improve	X	88,558	2,594,675	19,300,000	13%
P13	Campus Equipment & Furnishings	X	2,274	296,961	4,000,000	7%
P15	Facilities Master Plan, Impact Reports, Soil Testing	X	0	664,369	17,000,000	4%
P17	Relocation/Acquisition - Temporary Facilities	X		126,286	5,000,000	3%
	Sub-Total		117,453	5,906,877	51,300,000	
P11	ITS-Network Implementation			2,692,270		
P11	ITS-Computer Purchase			2,644,065		
P11	MIS Software/Hardware & Implementation		3,500	9,336,312		
P11	Misc - ITS			124,217		
P11	Voice Over IP			575,307		
	Sub-Total		3,500	15,372,171	16,000,000	96%

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, March 12, 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. 27

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

OUT-OF-STATE TRAVEL AND CONFERENCES
AGENDA ITEM II. A. 2.
3/12/2014 Page 1 of 1

EMPLOYEE	CONFERENCE NAME & LOCATION	DATES	REASON FOR ATTENDING	DAYS AWAY FROM COLLEGE	APPROX. COST/ FUNDING SOURCE	PRESENTER	PARTICIPANT
Don Mason	Emergency Management Higher Education Conference Emmitsburg, MD	June 2-5, 2014	Conference attendee	4	\$600.00 Perkins Grant		X
Julius B. Thomas	2014 NEA Higher Education Conference St. Louis, MO	March 13-16, 2014	Conference attendee	2	\$1,500.00 NEA-CCA		X
Julius B. Thomas	National Center for the Study of Collective Bargaining In Higher Education New York, NY	April 6-8, 2014	Conference attendee	2	\$1,700.00 CCA		X
Mariano Zaro	Congreso Internacional de Literatura Hispanica Cartagena (Colombia)	March 12-14, 2014	Conference attendee	2	\$1,722.00 Self funded		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, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

3. Award Contract for Auditing Services – RFP #2025

Rio Hondo Staff advertised solicitation RFP #2025 for Auditing Services on January 8, 2014. The solicitation was also posted to the District webpage. The deadline for submitting a proposal was February 5, 2014. Seven proposals were received. All seven proposals were responsive to our specification as summarized below:

Public Accounting Firm	Type of Service	2013/14	2014/15	2015/16	Total
Vasquez & Co.	District Audit	\$ 51,000.00	\$ 51,000.00	\$ 53,000.00	\$ 155,000.00
Vavrinek Trine Day & Co.	District Audit	\$ 51,500.00	\$ 52,500.00	\$ 54,000.00	\$ 158,000.00
Vicenti Lloyd & Stutzman	District Audit	\$ 60,700.00	\$ 60,700.00	\$ 60,700.00	\$ 182,100.00
Nigro & Nigro, PC	District Audit	\$ 62,000.00	\$ 63,500.00	\$ 65,000.00	\$ 190,500.00
Matson & Isom	District Audit	\$ 67,000.00	\$ 69,500.00	\$ 72,400.00	\$ 208,900.00
Macias Gini & O'Connell	District Audit	\$ 82,000.00	\$ 82,000.00	\$ 82,000.00	\$ 246,000.00
Windes	District Audit	\$ 87,000.00	\$ 89,000.00	\$ 91,000.00	\$ 267,000.00
Vasquez & Co.	Bond Audit	\$ 3,600.00	\$ 3,600.00	\$ 3,700.00	\$ 10,900.00
Vicenti Lloyd & Stutzman	Bond Audit	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 20,400.00
Nigro & Nigro, PC	Bond Audit	\$ 7,500.00	\$ 7,600.00	\$ 7,700.00	\$ 22,800.00
Matson & Isom	Bond Audit	\$ 11,000.00	\$ 11,400.00	\$ 11,900.00	\$ 34,300.00
Vavrinek Trine Day & Co.	Bond Audit	\$ 12,000.00	\$ 12,250.00	\$ 12,750.00	\$ 37,000.00
Macias Gini & O'Connell	Bond Audit	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
Windes	Bond Audit	\$ 26,000.00	\$ 28,000.00	\$ 30,000.00	\$ 84,000.00

Staff recommends awarding a three year contract for both District and Bond Auditing Services to Vasquez & Company for fiscal years 2013/14 through 2015/16.

RECOMMENDATION:

That the Board of Trustees approve and award a three year contract to Vasquez & Company for District and Bond Auditing Services in an amount not to exceed \$155,000.00 from the General Fund and \$10,900.00 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. 27**

☐ **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, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

4. Award Contract for Waste Disposal and Recycling Services – RFP #2026

On January 14, 2014 and January 21, 2014, Rio Hondo Staff advertised solicitation RFP #2026 for Waste Disposal and Recycling Services. The solicitation was also posted to the District webpage. The deadline for submitting a proposal was February 5, 2014. Four proposals were received. Proposals require the successful firm to provide fourteen bins. The bins are picked up on a daily basis Monday through Friday. All four proposals were responsive to our specification.

Pickup fourteen 3-yd bins 5-times each week:

<u>Commercial Waste Services</u>	<u>Ware Disposal, Inc.</u>	<u>Athens Services</u>	<u>Patriot Services, Inc.</u>
\$1,680.00/week	\$2,114.00/week	\$2,750.02/week	\$3,290.00/week

Pickup roll-off with green waste on a per call basis:

<u>Commercial Waste Services</u>	<u>Patriot Services, Inc.</u>	<u>Athens Services</u>	<u>Ware Disposal, Inc.</u>
\$75 per roll-off Plus \$27 ton	\$90 per roll-off Plus \$39.50 ton	\$125 per roll-off Plus \$38.50 ton	\$277 per roll-off Plus \$277

Recycle paper on a per call basis:

<u>Commercial Waste Services</u>	<u>Athens Services</u>	<u>Patriot Services, Inc.</u>	<u>Ware Disposal, Inc.</u>
\$120 ton credit	\$70 ton credit	\$40 ton credit	\$97.50 charge \$25 ton credit

Recycle cardboard on a per call basis:

<u>Commercial Waste Services</u>	<u>Athens Services</u>	<u>Patriot Services, Inc.</u>	<u>Ware Disposal, Inc.</u>
\$120 ton credit	\$120 ton credit	\$67.50 ton credit	\$97.50 charge \$33.5 ton credit

Recycle metal on a per call basis:

<u>Commercial Waste Services</u>	<u>Athens Services</u>	<u>Patriot Services, Inc.</u>	<u>Ware Disposal, Inc.</u>
\$75 charge	\$236 ton credit	\$120 ton credit	\$97.50 charge
\$350 ton credit			\$39.75 ton credit

Staff recommends awarding a 3-year contract, beginning July 1, 2014, with two (2) one-year renewals for waste disposal and recycling services to Commercial Waste.

RECOMMENDATION: That the Board of Trustees approves and awards a 3-year contract, beginning July 1, 2014, with two (2) one-year renewals for Waste Disposal and Recycling Services to Commercial Waste Services and authorizes 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. 27

 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, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

5. Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee

The Board of Trustees is required to appoint or reappoint a Citizens Oversight Committee member.

Oversight Committees are required to have a minimum of seven members, five of whom must be from one of the following categories:

1. A representative from a bona fide local taxpayer's association (can be from Homeowner's Association).
2. A member from a senior citizens organization.
3. A representative who is active in a local business organization.
4. A current student who is actively involved in student government.
5. A member of the Foundation or a College Advisory Board.

Attached is a list of current committee members. Committee member Mary Ellen Witt is to be replaced with new member Almeda Rodriguez starting March 14, 2014.

RECOMMENDATION: That the Board of Trustees appoint Almeda Rodriguez to the Citizens Oversight Committee as outlined above.

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. 27

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

Citizens Oversight Committee

Contact Information

Name	Appointed by	Capacity	Address	Phone Number	Email Address	Term
Almeda Rodriguez	Madeline Shapiro	Non-Designated	13452 Dunton Drive Whittier, CA 90605	Cell: 562-587-2801	arodriguez@ewcsd.org	2014-2016
Fernando Centeno, Jr.	Vicky Santana	Non-Designated	8914 Gallatin Road Pico Rivera, CA 90660	Cell: 562-397-7899	Fcentenoprtoihondo@hotmail.com Centeno4erusd@yahoo.com	2013-2015
Dr. Joseph Rivera	Vicky Santana	Business Organization	8025 Passons Blvd Pico Rivera, CA 90660	562-646-6118	Rivera4kids@gmail.com	2012-2014
Toby Chavez	Gary Mendez	RHC Advisory Board	10909 Newgate Ave. Whittier, CA 90605	Home: 562-941-7246 Cell: 562-355-7589	tobyandestella@aol.com	2012-2014
Dr. Francisco Hidalgo	Angela Acosta-Salazar	Non-Designated	1440 Gemwood Drive Whittier, CA 90601	Cell: 505-426-7533 Home: 626-330-9050	JFHidalgo@verizon.net	2013-2014
Richard Garner	Norma Garcia	Senior Citizen	3176 Granada Avenue El Monte, CA 91731	Home: 626-444-6914 Wife JoAnn cell: 626-617-7135	RGarner1147@yahoo.com	2010-2012 2012-2014
Alejandro Izarraraz	Gary Mendez	Non-Designated	11009 Choisser St. Whittier, CA 90606	Cell: 562-688-4311 Wife Cell: 562-208-4145	alexizarr@gmail.com	2012-2014
Lois Czuba	Madeline Shapiro	Non-Designated	9646 Lanette Ave Whittier, CA 90605	Wk: 562-464-2534	Lojosczuba2003@yahoo.com	2012-2014
Amber Salazar	Angela Acosta-Salazar	Non-Designated	11022 Michael Hunt Drive So. El Monte, CA 91733	Cell: 951-233-9477	Ambermsalazar@ATT.net	2012-2014
Verna De Los Reyes	Norma Garcia	Taxpayers/ Homeowners Association	12056 Clora Place El Monte, CA 91732	Cell: 626-695-3768	Verna.dellosreyes@gmail.com	2012-2014
Valeria Guerrero	Caroline Carroll Student Trustee	ASRHC President	3716 Baldwin Avenue El Monte, CA 91731	Cell: 626-589-8919	Valeria.Guerrero29@yahoo.com AS.President@riohondo.edu	2013-2014

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

6. Approve 36-Month Fair Market Value Copier Lease

In 2010 the Child Development Center entered into a 36-month Fair Market Value (FMV) Lease for a Konica/Minolta 363 Copier. The lease is expiring which requires the program to either purchase the copier or pay the copier company the value of the copier then pay to have it shipped to their location or lease a new copier. The currently leased copier has been experiencing greater down time. If the program leases a new copier the requirement of paying the fair market value is waived.

Staff recommends entering into a new 36-month Fair Market Value (FMV) Lease for a Konica/Minolta bizhub 364 Copier. The copier is provided through IBE Digital with pricing piggybacked through the Monterey County Office of Education, Calsave contract AEPA IFB#013.1-A. The FMV lease is payable to US Bank at \$233.00 per month for 36-months. Total cost will be \$8,388.00 over the full term of the lease funded through the Child Development Fund.

At the end of the lease period, the college may a) Return the copier by paying the "Fair Market Value" and delivery cost or, b) Purchase the equipment at "Fair Market Value". The Fair Market Value of the copier will be determined at the end of the 36-month lease.

RECOMMENDATION: That the Board of Trustees approve a new 36-month "Fair Market Value" copier lease through US Bank, as outlined above and authorize the Administration to sign the 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. 27**

☐ **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, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

7. PE Complex Pool Equipment - DAKTRONICS

The PE Complex Pool is in need of an additional extension lane power cable to control the timing system for each starting block to the scoreboard during swim meets. The additional cable is required to accommodate an alternate location for the scorer's table and the positioning of the starting official. A proposal has been received for one new 100 foot cable from DAKTRONICS in an amount not to exceed \$313.85 from Bond Funds.

RECOMMENDATION: That the Board of Trustees approve the proposal from DAKTRONICS for an additional extension lane power cable to control the timing system for each starting block to the scoreboard in an amount not to exceed \$313.85 from Bond Funds and authorize the Administration to sign the 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. 27

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, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

8. PE Complex Pool Equipment – Knorr Systems, Inc.

Now that the PE Complex Pool has been completed, additional lane line storage reels are required to properly store the swimming lane lines when they are not in use. Two proposals were obtained from Knorr Systems, Inc., and Sports Facilities Group Inc., for reels with covers. The lowest proposal received was from Knorr Systems, Inc., in the amount of \$4,458.42 for two lane line storage reels with covers.

**Knorr Systems, Inc. - \$4,458.42
Sports Facilities Group Inc. - \$5,130.00**

RECOMMENDATION: That the Board of Trustees approve the proposal from Knorr Systems, Inc. for two swimming line storage reels and covers in an amount not to exceed \$4,458.42 from Bond Funds and authorize the Administration to sign the 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. 27

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, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

9. Structural Engineering Services for Glue Laminated Beam Replacement at Administration of Justice Annex Pistol/Rifle Range – Integrated Design Services

Three (3) structural beams at the Administration of Justice Annex Pistol/Rifle Range are a concern for their structural integrity and require evaluation for replacement by a structural engineer. Two structural engineers experienced with colleges and the Division of the State Architect (DSA) have provided proposals. Integrated Design Services, a structural engineering firm, provided a fixed fee proposal of \$13,965.00 that includes investigation and reporting on the structural integrity of structural beams of concern and the preparation of plans and specifications suitable for bidding and construction. They will also assist the College in securing DSA approval, through the bid phase, and will provide construction support services during the repair work along with DSA closeout.

Integrated Design Services	\$13,965.00
Rodriguez Engineering (not to exceed)	\$30,000.00

RECOMMENDATION: That the Board of Trustees approve the proposal of \$13,965.00 for Structural Engineering Services for Glue Laminated Beam Replacement at Administration of Justice Annex Pistol/Rifle Range by Integrated Design Services 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. 27

 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, March 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

10. Student Fee Assessment for GO RIO Program

On February 24, 2014, the Rio Hondo College ASRHC Senate voted to include a new GO RIO fee in the upcoming May 2014 ASRHC Election Ballot. The new fee would be \$9.00 per semester assessed on all students.

Furthermore, the ASRHC Senate voted that this fee would be in place for four semesters from Fall 2014 through the end of Spring 2016. The revenue generated from this per student fee would cover the majority of expenses of operating the GO RIO Bus Transit Program and would take effect beginning Fall 2014.

RECOMMENDATION: That the Board of Trustees authorize the ASRHC to include a \$9.00 per semester ASRHC Senate approved GO RIO fee on the May 2014 ASRHC election ballot.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Ms. Norma Garcia, and carried, that the item be pulled and discussed as an Action Item:

None

be

X Accepted and approved - Action No. 28

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, March 12, 2014 6:00 p.m.

II. CONSENT AGENDA

B. PERSONNEL

The following recommendations are submitted within budget allocations:

1. Academic

a. Employment

Hourly as Needed, 2014

*ALCALA, Christine, Kinesiology, Dance & Athletics	ALLEN, William, Public Safety
DAVEY, Stephen, Public Safety	BRUNI, Catherine, Public Safety
JOHNSON, Kimberly, Public Safety	DINEEN, Jedediah, Public Safety
MANSFIELD, Raymond, Public Safety	KIM, Alex, Public Safety
	MIKLOS, David, Public Safety
	RUIZ, Letisia, Public Safety

Part time, Spring 2014

FOGEL, Charles, Math & Sciences	IRWIN, Erin, Math & Sciences
	SARVI, Kayvon, Math & Sciences

Special Assignment, Spring 2014

The following instructor will be paid a \$400 stipend, paid by Title V grant, for completion of her project of participating in professional development and creating two new integrated curriculum assignments for her learning community course:

MARKOSSIAN, Marina, Communications and Languages

b. Retirement

BROWN, Linda, full time instructor in Arts & Cultural. Her last day of employment is May 22, 2014, with her first day of retirement being May 23, 2014

2. Management and Confidential

a. Family Care and Medical Leave

FOSTER, Dyrell, Dean of Student Affairs has requested a 12-week Family Care and Medical leave to be taken intermittently beginning January 13, 2014

3. Classified

a. Employment, 2013-2014

HUYEN, John, Custodian, 45%, 12 months, Facilities Services, effective February 21, 2014

SU, Juan, Tool Room Attendant, 25%, 11 months, Career Technical Education, effective February 26, 2014.

YU, Yuan-Yuan, Account Clerk II, 80%, 12 months, Finance & Business/Accounting, effective March 10, 2014

Substitute, 2014

BELMONTES, Macario, Custodian, Facilities Services, effective February 25, 2014

FONSECA, Ana, Clerk Typist III, Cal WORKS, effective March 13, 2014

b. Resignation

ESTRADA, Evette, Children's Center Aide, Child Development Center. Her last day of employment was March 7, 2014

HUYEN, John, Custodian, Facilities Services. His last day of employment was February 21, 2014.

c. Transfer

AGUILAR, Elda, Clerk Typist III, from Cal WORKS to EOPS, effective February 26, 2014

4. Unrepresented (AP 7130), 2013-2014

a. Employment

Hourly

GUTIERREZ, Alfredo, Student Ambass., VUONG, Vu, Tutor II, EOPS/CARE Student Life & Leadership

Volunteers

ESKO, Paul, Physical Education

VU, Mary, Math & Sciences (10 hours)

5. Academic Rank

The Academic Rank Committee of the Academic Senate has met to review the applications for Faculty for Advancement in Academic Rank. The applications for advancement in academic rank are in compliance with the Academic Rank Policy and have been verified by staff in the Office of Human Resources:

Professor

FLORMAN, Kelli
MODYMAN, Gail

Public Safety
Health Sciences & Nursing

Associate Professor

BRANDT, Katherin
MILLER, Robert
PICHARDO-DIAZ, Dorali

Health Sciences & Nursing
Arts & Cultural Programs
Counseling & Student Success

Assistant Professor

LINDY, David
RHODES, Angela

Career Technical Education
Communications and Languages

6. Evaluation of Academic Employees

At the Board of Trustees meeting on January 15, 2014, the Board of Trustees received statements and recommendations from the Superintendent/President regarding evaluations for Third and Tenured employees.

At this time the Board of Trustees must make a decision on the re-employment of these contract employees:

a. Re-employment of Academic employees:

1) Second Contract Employees

It is recommended by the Superintendent/President that the following second contract employees be re-employed pursuant to Education Code 87608.5 as third contract employees for the following two academic years 2014-2015 and 2015-2016:

Amelia Ortiz, Health Sciences & Nursing
Rudy Rios, Business

2) Third Contract Employees (year 4)

It is recommended by the Superintendent/President that the following third contract employees be re-employed pursuant to Education Code 87609 as tenured employees for the academic year 2014-2015:

Katherin Brandt, Health Sciences & Nursing

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. 27

 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, March 12, 2014 6:00 p.m., Board Room**

II. CONSENT AGENDA

C. ACADEMIC AFFAIRS

1. Curriculum Items

The following items have been processed according to college policy for the development of curricula, which includes review and approval, by the District Curriculum Committee:

a. New Course that is Part of an Existing Program

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

ART 124: Color Theory

(Arts & Cultural Programs)

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: Color Theory is a foundational level course in most two and four year art school programs. This course fulfills the transfer requirement for Art majors transferring to several of the UC's and CSU's and is part of the state AA-T Studio Arts degree.

ART 170: Introduction to Digital Painting

(Arts & Cultural Programs)

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This class is to introduce the student to the use of the computer as a creative painting tool. The class fits the CID descriptor of a Digital Imaging class ART 250. The course will also be part of the degree.

CHEM 140: General Chemistry

(Mathematics & Sciences)

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This course is a requirement for several majors, including chemistry, biology, and most branches of engineering. It is also required for admission to several health-related graduate programs, including medical, dental, pharmacy, and veterinary schools. Additionally, this course satisfies the physical science general education requirement at RHC as well as numerous other campuses. At present, the material in this proposed course is delivered in two separate courses: a lecture course (CHEM 131) and a laboratory course (CHEM 131L). Splitting the lab from the lecture course addressed the needs of a smaller number of transfer students who only required the lecture portion. However, in recent semesters, almost all students enrolling in the lecture

have also enrolled in the lab. It is logical to consolidate the lecture and laboratory in the same way we do for all other physical and biological science courses intended for science majors.

DANC 180: Performance

(Kinesiology, Dance, & Athletics)

Degree Applicable; (1 Unit)

Transfers to: CSU

Justification: The Dance Program must revise some of the performance courses for more opportunities at articulation. Most colleges and universities in the surrounding area offer similar coursework and this course would be a requirement of the proposed AA in Dance.

HUSR 128: Chemical Dependency and Co-Occurring Disorders

(Behavioral & Social Sciences)

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This is a degree appropriate course and transferable as an elective. It will be an optional core requirement for the Drug Studies Certificate and the Associate of Science in Drug Studies degree. This course is one of the suggested skill classes identified by the California Association of Alcohol and Drug Educators (CAADE). CAADE is the organization that accredits Rio Hondo's Drug Studies Program.

b. Unit/Hour Change

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

ART 146: Introduction to Sculpture

Unit Change: TO: 3 Units

Hour Change: TO: 27 Total Lecture/81 Total Lab

HUSR 124: Introduction to Case Management and Documentation

Unit Change: TO: 3 Units

Hour Change: TO: 54 Total Lecture

PE 180: Men's Intercollegiate Baseball Team

Unit Change: TO: 3 Units

Hour Change: TO: 162 Total Lab

PE 188: Men's and/or Women's Intercollegiate Water Polo Team

Unit Change: TO: 3 Units

Hour Change: TO: 162 Total Lab

c. Deletion from Curriculum

The following courses have been recommended for deletion from our curriculum:

ENGL 103: Tutoring Skills in English as a Second Language

ENGL 105: Tutoring Skills in Composition

d. **Program Change**

The following program changes have been recommended for inclusion in our offerings and catalog:

Certificate of Achievement: General Service Technician

Unit Change: TO: 12 Units

Certificate of Achievement: Heavy Equipment Service Technician Specialist

Unit Change: TO: 42 Units

A.S. Degree: Heavy Equipment Technology

Unit Change: TO: 42 Units

A.S. Degree: Computer Information Technology with the Computer Systems Option

Unit Change: TO: 32 Units

Certificate of Achievement: Computer Information Technology with the Computer Systems Option

Unit Change: TO: 32 Units

A.S. Degree: Drug Studies

Unit Change: TO: 36-37 Units

Certificate of Achievement: Drug Studies

Unit Change: TO: 36-37 Units

Certificate of Skill Proficiency: Human Services

Unit Change: TO: 15 Units

*UC transfer process in progress for courses where applicable

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. 27

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, March 12, 2014, 6:00 p.m.

III. ACTION ITEM

A. PRESIDENT'S OFFICE

1. Revision of Board Policy 2310 - Regular Meetings of the Board,
(Final Adoption)

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 final adoption.

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. 29

 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, March 12, 2014, 6:00 p.m.

III. ACTION ITEM

A. PRESIDENT'S OFFICE

2. Fellow of the College Award

Board Policy 1500 provides for the "Fellow of the College" award to be presented by the Board of Trustees for those who have made outstanding contributions to the progress and development of Rio Hondo College.

A committee consisting of the President of the Board, the Superintendent/President, the President of the Academic Senate and the President of the Associated Students of Rio Hondo College recommend Martha Carreon as this year's recipient of the Fellow of the college award for the numerous contributions to Rio Hondo College.

Martha will be invited and presented his award at commencement.

A permanent plaque will be displayed at the college honoring Martha Carreon as Fellow of the College for 2014.

RECOMMENDATION: That the Board of Trustees designate Martha Carreon as the Fellow of the College for 2014.

Disposition by the Board:

It was moved by Ms. Madeline Shapiro, seconded by Mr. Gary Mendez, and carried, that Report No. III.A.2 with the following revisions:

None be

X Accepted and approved - Action No. 30

 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, March 12, 2014, 6:00 p.m.

III. ACTION ITEM

A. PRESIDENT'S OFFICE

3. Revision of Board Policies 2730, 2740, 5050, 5130, 5140 (First Reading)

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

It is recommended that these policies be approved for first reading.

BP 2730	Board Member Health Benefits
BP 2740	Board Education
BP 5050	Student Success and Support Program
BP 5130	Financial Aid
BP 5140	Disabled Students Programs and Services

RECOMMENDATION: That the Board of Trustees approve Board Policies 2730, 2740, 5050, 5130, and 5140 for first reading.

Disposition by the Board:

It was moved by Ms. Norma E. Garcia, seconded by Ms. Madeline Shapiro, and carried, that Report No. III.A.3 with the following revisions:

None be

X Accepted and approved - Action No. 31

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

BOARD MEMBER HEALTH BENEFITS

BP No. 2730

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

Page 1 of 1

- I. Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. ***The benefits of members of the Board through the District's health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of nonsafety employees of the District. (CCLC)***
- II. Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if all the following criteria are met:
 - A. The member must have begun service on the Board after January 1, 1981;
 - B. The member must have been first elected to the Board before January 1, 1995;
 - C. The member must have served at least twelve (12) years.
- III. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.
- IV. Source/Reference

Government Code Sections 53201, **53208.5**; Former Policy 5360.

BOARD EDUCATION

BP No. 2740

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

Page 1 of 1

- i. **The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee and student trustee orientation. To that end, the Board will engage in study sessions, be provided access to reading materials, and financially support conference attendance and other activities that foster trustee education. The Board members will provide post-professional development activity reports at the subsequent Board meeting.**
- II. **Newly elected or appointed Trustees shall be provided an orientation as detailed in Administrative Procedures 2740.**
- III. **Source/Reference
CCLC; ACCJC Accreditation Standard IV.B.1.f., AP 2740**

**MATRICULATION STUDENT SUCCESS AND SUPPORT
PROGRAM (CCLC)****BP No.
5050**

Board Adopted: 11/21/07, 1/14/09

Page 1 of 1

- I. The District shall provide **Student Success and Support Program matriculation** services to students for the purpose of enhancing the equality of educational opportunity and academic success. The purpose of **Student Success and Support Program services matriculation** is to bring the student and the District into agreement regarding the student's educational goals through the District's established programs, policies, and requirements. (CCLC)
- II. The **Superintendent/President**, or designee, shall establish procedures to assure implementation of **Student Success and Support Program matriculation** services that comply with the Title 5 regulations. (CCLC) (current practice)

III. Source/Reference:

Education Code Sections 78210 et seq.; Title 5 Sections 55500 et. seq.

See Administrative Procedures 5050.

FINANCIAL AID

BP No. 5130

Board Adopted: 11/21/07, 1/11/12, 11/14/12

Page 1 of 1

- I. A program of financial aid to students will be available, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.
- II. All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.
- III. The Superintendent/President, or designee, shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV and state student aid programs in compliance with the United States Department of Education Policies and Regulations.

IV. Misrepresentation

- A. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.
- B. The Superintendent/President, or designee, shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admissions services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.
- C. The Superintendent/President, or designee, shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public, and take corrective action where needed.
- D. This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

V. Source/Reference:

20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; Education Code Sections 66021.6, 76300; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. (CCLC)

See Administrative Procedure 5130.

DISABLED STUDENTS PROGRAMS AND SERVICES

BP No. 5140

Board Adopted: 11/21/07, 11/14/12

Page 1 of 1

- I. Students with verified disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.
- II. The Disabled Students Programs and Services (DSP&S) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by federal and state laws.
- III. DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, **technology accessibility**, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling. (CCLC)
- IV. No student with disabilities is required to participate in the DSP&S Programs and Services program.
- V. The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator, or designee.
- VI. The Superintendent/President shall assure that the DSP&S program conforms to all requirements established by the relevant laws and regulations.
- VII. Source/Reference:

Education Code Sections 67310, 84850; Title 5 Sections 56000 et seq. and 56027.
See Administrative Procedure 5140.

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, March 12, 2014, 6:00 p.m.

III. ACTION ITEM

A. PRESIDENT'S OFFICE

4. Distinguished Service Award

According to Board Policy 1500, this award will be conferred by vote of the Board of Trustees upon citizens of the Rio Hondo College District who have made outstanding contributions to the community which the Board feels should be recognized. The award may go to political office holders, non-partisan public office holders, or other distinguished citizens who have made unusual efforts to serve the community. This award is not necessarily restricted to those who have made specific and direct contributions to the college, but to those who have benefited the community, and presumably, indirectly improved Rio Hondo College.

The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted, with a brief legend indicating that the award is for distinguished service.

The award may be bestowed at any Board Meeting either by recommendations of the staff and approval by the Board of Trustees or motion by a member of the Board of Trustees and subsequent ratification by the entire Board. A unanimous vote is required for bestowal of the Distinguished Service Award.

It was agreed to designate retired Sheriff Lee Baca to be designated as the Distinguished Service Award recipient for 2014 for his numerous contributions to Rio Hondo College.

RECOMMENDATION: That the Board of Trustees designate Lee Baca as the recipient of the Distinguished Service Award for 2014.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Vicky Santana, and carried, that Report No. III.A.4 with the following revisions:

None be

X Accepted and approved - Action No. 32

 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, March 12, 2014, 6:00 p.m.

III. ACTION ITEM

A. PRESIDENT'S OFFICE

5. California Community College Trustees (CCCT) Board of Directors Election - 2014

The election of members of the CCCT Board of the League will take place between March 10 and April 25. There are seven (7) three-year vacancies on the board and (1) one-year vacancy.

Each member community college district board of the League shall have one vote for each of the eight vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. The eighth top vote-getter will complete the term that was vacated by a CCCT member that did not seek re-election in her district last November. That term expires in 2015 and the candidate elected to complete that term will be eligible to run for re-election as an incumbent in 2015. In the event of a tie vote for the last position to be filled, the CCCT Board of Directors will vote to break the tie.

Those who have been nominated for election to the board are listed on the attached ballot.

The official ballot must be returned to the League Office postmarked no later than April 25, 2014.

RECOMMENDATION: That the Board of Trustees cast a vote for each of the eight vacancies on the CCCT Board of Directors.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Norma E. Garcia, and carried, that Report No. III.A.5 with the following revisions:

Cast an official vote for: Paul Gomez, Jim Moreno and Laura Casas be

X Accepted and approved - Action No. 33

 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, March 12, 2014, 6:00 p.m.
AGENDA**

III. ACTION ITEMS

B. FINANCE AND BUSINESS

1. **Board Resolution 031214 – Approval of Two (2) Options to Allow the City of Santa Fe Springs to Construct a High Rope Training Prop at the Rio Hondo College Fire Academy Site**

The City of Santa Fe Springs Fire Rescue Department, the Los Angeles Area Fire Chiefs Association and Rio Hondo College (College) desire the installation of a High Rope Training Prop at the Rio Hondo College Fire Academy Site.

The City of Santa Fe Springs (City) secured a Grant in the amount of \$75,000.00 from the State of California distributed by the State Homeland Security Grant Program to purchase and install the training Prop with the funds to be managed by the City in coordination with the College. The Grant funds will expire in March, 2014.

The College and City representatives met with Douglas Humphrey, Regional Manager of the DSA Los Angeles and Mr. Humphrey recommended two options for the Prop to be installed: Option 1: Traditional plan review and construction per DSA and Field Act requirements. Option 2: If the DSA plan review process exceeds three (3) months, concurrently, during DSA plan review, file a "Letter of Exemption" with DSA stating that the College will permit the installation of the High Rope Training Prop on College property prior to DSA approval, and that the installation of the Prop will comply with all DSA and Field Act requirements, and that the Prop shall be segregated (fenced off) from students and posted with signage stating that "This Training Prop does not comply with the California Field Act and is not permitted for faculty or student use".

The City will be responsible for all project costs as required in Option 1 and Option 2 (if exercised).

RECOMMENDATION: That the Board of Trustees approve options as outlined above to allow the City of Santa Fe Springs to construct a High Rope Training Prop at the Rio Hondo College Fire Academy Training site in Santa Fe Springs.

Disposition by the Board:

It was moved by Ms. Norma E. Garcia, seconded by Ms. Mary Ann Pacheco, and carried, that report No. III.B.1. with the following revisions:
see amended language in bold *italicized* typeface in the attached resolution be

X Accepted and approved - Action No. 34

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

AMENDED
(amended language in bold *italicized* typeface)

BOARD RESOLUTION NO. 031214

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR RIO
HONDO COMMUNITY COLLEGE**

**APPROVAL OF TWO (2) OPTIONS TO ALLOW THE CITY OF SANTA FE
SPRINGS TO CONSTRUCT A HIGH ROPE TRAINING PROP AT THE RIO
HONDO COLLEGE FIRE ACADEMY SITE**

WHEREAS, the City of Santa Fe Springs Fire Rescue Department, the Los Angeles Area Fire Chiefs Association, and Rio Hondo Community College (College) desire the installation of a High Rope Training Prop at the Rio Hondo College Fire Academy Site; and

WHEREAS, the City of Santa Fe Springs (City) secured a Grant in the amount of \$75,000.00 from the State of California distributed by the State Homeland Security Grant Program to purchase and install the training Prop, and with construction to be managed by the City in coordination with the College. Grant funds will expire in March of 2014; and

WHEREAS, College is required to comply with the California Field Act which requires that all structures used by faculty and students are required to secure Division of the State Architect (DSA) review and certification. (cities and other agencies do not have this requirement); and

WHEREAS, City shall submit plans, engineering calculations, and specifications to DSA for plan review as designed by a California Licensed Architect and Structural Engineer who shall be responsible for the Prop design and shall secure DSA approval of the Prop plans; and

WHEREAS, College and City representatives met with Douglas Humphrey, Regional Manager of DSA Los Angeles on 2/27/14, and Mr. Humphrey recommended two options for the Prop to be installed: Option 1: Traditional plan review and construction per DSA and Field Act requirements. But, if the DSA plan review process exceeds three (3) months time, Option 2: concurrently, during DSA plan review, file a "Letter of Exemption" with DSA stating that the College will permit the installation of the High Rope Training Prop on College property prior to DSA approval, and that the installation of the Prop will comply with all DSA and Field Act requirements, and that the Prop shall be segregated (fenced off) from students and posted with signage stating that "This Training Prop does not comply with the California Field Act and is not permitted for faculty or student use" prior to the DSA approval being received; and

WHEREAS, City shall coordinate the installation of the Prop with the College and shall comply with all DSA and Field Act requirements during the installation, including segregation and posting; and

WHEREAS, City will be responsible for all project costs including, but not limited to; the DSA plan review and closeout fees, Inspector of Record (IOR) fees, testing inspection lab fees, **DSA required modifications to the original Props design, and fencing/signage costs (installation, lease, and removal), and a pro-rata share of Fire Academy Site Lease Costs for fenced area if Props are constructed prior to DSA plan review approval (for the period covering installation of fencing through fence removal after final DSA approval).**

NOW, THEREFORE, THE BOARD OF TRUSTEES FOR RIO HONDO COMMUNITY COLLEGE, HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The Board of Trustees approve Option 1: that the City shall submit plans, engineering calculations, and specifications to DSA for plan review and that: a) The City has contracted a California licensed Architect and Structural Engineer responsible for the Prop design and shall secure DSA approval of the Prop plans, b) The City will coordinate the installation of the Prop with the College and shall comply with all DSA and Field Act requirements during the installation, including segregation and posting, and c) The City will be responsible for all project costs including, but not limited to; DSA plan review and closeout fees, Inspector of Record (IOR) fees, and testing inspection lab fees.

SECTION 2. The Board of Trustees also approve Option 2: ***The conditions in Option 1 are inclusive in Option 2, with the additional conditions that*** if the DSA plan review and approval process exceeds three (3) months time, that a "Letter of Exemption" is filed with DSA by the College. The Letter of Exemption shall notify DSA that the College will proceed with the installation of the High Rope Training Prop on College property prior to DSA approval, and that the installation of the Prop will comply with all DSA and Field Act requirements and that the Prop shall be segregated (fenced off) from students and posted with signage stating that "This Training Prop does not comply with the California Field Act and is not permitted for faculty or student use", and that the City shall be responsible for ***all project costs as described in Option 1, including*** the cost to fence the Prop and post the required signage, and all DSA required modifications to the Prop once DSA plan check is completed, ***and a pro-rata share of Fire Academy Site Lease Costs if Props are constructed prior to DSA plan review approval. The pro-rata share of the site lease costs (for the period covering installation of fencing through fence removal after final DSA approval) shall include the square footage footprint of the Props, including the square footage of the fenced area, as required by DSA to comply with the California Field Act.***

APPROVED AND ADOPTED this 12th day of March, 2014.

Mr. Gary Mendez
Clerk, Rio Hondo Community College District Board of Trustees

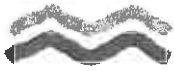
ATTEST:

Ms. Teresa Dreyfuss
Superintendent/President, Rio Hondo Community College

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, March 12, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

1. Accreditation Update



ACCREDITATION LEADERSHIP TEAM (ALT)

Thursday, January 30, 2013, 1:00 p.m., Board Room

Members Present: Kenn Pierson (Co-Chair), Adam Wetsman (Co-Chair), Phil Luebben, Karen Koos, Kevin Smith, Howard Kummerman, Russell Castañeda-Calleros, Vann Priest, Matt Koutroulis (SLO Liaison), Marie Eckstrom (Writer), Gary Van Voorhis, Jim Poper, Chedva Weingart, Ruthie Retana (Guest), Rachel Garcia (Support Staff), Angie Tomasich (Support Staff)

1. **Opening Remarks** – Kenn Pierson called the meeting to order at 1:03 p.m. Reneé would not be present at this meeting so it will be recorded. The minutes will be transcribed at a later time. Adam announced that a lot of progress has been made in the past month and a half. Marie is meeting with the co-chairs to have a better understanding of what has been submitted in Dropbox and to facilitate writing. The excitement level is beginning to build, and all of us look forward to the final product.
 2. **Overview of Template Population** – Angie reviewed the process involving the share folder. After everyone moves their folder in the "Ready for Writer," Angie will then move documents into Marie's template as she prepares to write. Note: At this point no further edits can be made to the documents moved into Marie's template. After files have been moved, Angie notifies Marie. Marie proceeds with writing from information from the templates. Angie will review items submitted for evidence. Howard reported that the "Marie Only" folder has been relocated, and the only users are Marie, Angie, and Howard. Adam suggested having a common numbering system. Angie explained Marie sees the document as one. She has four documents, and this will not affect her viewing.
 3. **Accreditation Timeline** – Howard/Angie – The group reviewed the accreditation timeline as it was adjusted in December, indicating the deadline for the first version of the Self Evaluation Report as March 21, 2014.
 4. **SLO Update** – Kenn reported that he, Matt, Mike, and Barbara met regarding SLOs and discussed completion rates of assessment reports, among other concerns. Kenn would like to make sure all courses have SLO's. Matt went over the process of SLO's and shared his concern about degrees. Matt looked through Banner to see what courses have been approved. At the present time, he is only adding courses that are offered. If a course is not offered, he does put it into SLOutions as an active course. There are about 30 new courses that have gone through Curriculum but have not been entered. Most of the courses are spread out among the divisions and should be easy to address. First, we will need to find out who is in charge of the courses and get a set of outcomes written. The exiting skills criteria can be found in the Curriculum documents, which can be used as a starting point for drafting SLO's. We do not have to reinvent the wheel. Matt is concerned he has not had a chance to check on any degrees since importing the degrees into SLOutions about a year and half ago. Any new degrees that have come
-

online since then are new and probably not in the system, as well. Matt will work with Dean Mike Slavich, who supervises Instructional Support, and others to get some kind of mechanism in place for adding SLOs for any new degrees and/or certificates that have since been approved. These will also need to be uploaded in the system as well. Matt has taken a cursory glance over the outcomes report. It looks like most of the degrees have outcomes but it does not look as if they are being assessed.

For right now, all of our programs, including Student Services who have been doing SLOs/SAOs the longest, 75 to 80 assessment reports are entered for programs, degrees, general education, out of a total of 120 defined programs. That means we have a lot of gaps in terms of actual assessment reports. We have courses that have SLOs, but people are not writing assessment reports. Now we need to stress that the written assessment reports on degrees are needed. That would include certificates, as well.

Kenn mentioned that he was somewhat surprised by the 1,574 SLO assessment reports that Matt reported are in the system for course SLOs. As Matt indicated, many of those are not very good reports. However, there are a lot of "gems"—very solid assessment reports that faculty have already completed. Dr. Kevin Smith has reviewed them. Matt shared that he will need useful information from the Deans as to "what kinds of additional reporting information" he should provide them. Matt can run new reports if there is something he knows the Deans can actually use. Matt mentioned that he saw a report Barbara Salazar did by hand. Matt could have saved Barbara a lot of work had he known about her needs. Matt is going to come up with an institutional-wide assessment report that will summarize where we are on courses, programs, and assessment reports.

John Frala shared that if he has an outside agency that asks for certain requirements for us to do on reports similar to Nursing, and he wondered if that be woven into the software. Matt said that may be a possibility. We would have to see how in-depth it would be, and it might be a matter of reorganizing what we already have. In other words, wrapping one program into another is possible.

Kenn reported that Barbara is a past member of the SLO Committee when she was faculty in the Communications & Languages Division. Barbara did a marvelous job in the division, working with faculty and understanding SLOs and the software. She has been away from SLOs for a couple of years, but Kenn has appointed her as his administrative designee to serve on the SLO Committee. As such, she is serving as a liaison for the Academic Deans trying to hear their concerns and find solutions. Barbara, Matt, Mike Slavich and VPAA will continue to meet and have ongoing regular meetings throughout spring semester.

Kenn reported that Barbara presented to the Deans this morning on SLO's. They had a productive discussion, and there were some lists distributed focusing on various inactive courses, active courses, and courses we are trying to cross reference.

Matt suggested holding a discussion on clearing out classes in the catalog. Is it necessary to have outcomes for classes in the catalogue that we don't offer and never intend to offer in the future? Kenn reported that this discussion started today and is one of the priorities for Dean Slavich, who is undertaking a major overhaul of the catalog, scrutinizing it and cleaning it up.

Because SLOutions is not connected to any other software, it has to be updated manually. When we migrate to CurricuNet, that may change. John Frala asked, if he is updating items in the Chancellor's Office and updating the COA's and degrees, does he need to feed that information to Matt for updating? The response was yes. The migration phase to CurricuNet will not occur until after Accreditation, which is unfortunate timing.

Adam asked for clarification of the 1574 reports. If we have 8 sections of Anthropology 101, will Anthropology represent one report? Matt explained it is per outcome. For example, if each report might summarize a year's worth of data, that might have 8 sections total. That would be a summary of all those sections' data on a single outcome. Adam asked if there were 2 outcomes for the last 3 years each, would that be 6 reports? Matt agreed and explained. Assuming you've done reports for each of those, that would be 6 reports. Theoretically, people should be showing ongoing dialog of the previous reports, showing a theme or changes being made or new things being tried. Adam asked what time period is represented by the 1574. Fall 2009 to the present. If you do it by academic year, it represents about 300 per year. Some of those reports are going to say things like, "Testing, testing." Some are marked as "In progress." It's uneven across the campus. Adam asked, Taking this average of approximately 300 per year, how many different classes are represented? Matt said, between 800-900 are marked as active. Kenn commented that the assessment reports are what he considers the meaningful end goal of SLO's. It's the reflection of faculty talking among themselves about courses that they share in common and the trends and observations that they make. It's the conversation part that gets reflected and what leads to resource requests. Even though we are not directly tied into software for resource and program planning requests—it's the end product of the whole SLO process. I think 1574 is a lot more than what I was expecting.

Teresa asked whether 1574 reports represents a sufficient number, by Matt's estimate, to be able to have the visiting team come here and say that we are doing our jobs. If not, what else do we need to do? Matt responded that from the course level, yes. At the program level, not necessarily. The team will definitely ask more questions if we don't have something done on program SLOs before the accrediting teams comes. Another problem is that we are only addressing one small piece of the pie with the reports. But Matt thinks it's definitely showing that we are doing that work.

Howard asked what we have done about general education. Matt said "Nothing, but we have come up with a nice mechanism. We will have those. We should have at least 2 years of that very shortly. Karen Koos commented that this was indicated a year and a half ago when we sent the report. Matt responded that this time, we have the data in the system. Kenn reiterated that Spring 2014 is so important because it represents our last hurrah with assessments and assessment reports before we are really scrutinized by the team.

5. **Involvement of Marketing and Communications** – Howard Kummerman reported that one of the components at the end of the process will be the appearance of the actual documents that goes forward to ACCJC. Whether digital, on the Web, or paper format, we need to have a professional looking document. Angie and Howard had an initial meeting with Marketing and Communications to talk about the word template, pictures, and tabs, so they can start working on that piece. VPAA and Howard talked today about inviting Ruthie Retana to a future ALT meeting so we are all on board with the design process. When we are ready with all of the writing, the material can be easily dropped in to a beautified version.

Kevin Smith asked for guidance when using tables. Is this something that should be sent to Marketing so they can make it pretty? Should he leave it in the evidence folder for now? Howard reported that all the tables should have the same consistent look throughout the document. Howard responded that if it is something that is going to go into the text, he thinks Marie will want to know. So, basically you need to interpret the data for Marie. Howard asked Kevin will this be something one refers to or whether it is in line with the text and explain the difference. Howard suggested that Kevin put the table in so we know that it's supposed to be in there. Noel is working on a lot of the data and tables that are going into the introduction. That portion is almost finished. Again, we need to standardize tables for the final document.

6. **Writing Conferences** – Marie Eckstrom reported that she met with Howard, Adam, Kenn, and Angie. A lot of stuff had been uploaded into the writer only folder. Ideally, Marie has to work with people because they may not understand what is meant in the writing and she does not want to misinterpret things. The group came up with the idea of a writing conference. If you understand how Marie works, then you can understand how important this is so she has clarity. Marie actually works from a printed copy and rearranges as she writes. Howard uploaded whatever he had for Standard I. Marie has so many questions and prefers to use the telephone or face to face. Marie communicated with Jim and Howard a lot. Marie has called Rebecca several times this morning looking for clarification, and she has been very responsive.

It is very recursive process, and the faster Marie gets feedback and answers to questions, the better. That's why it's important for an immediate response when Marie calls. Writing and editing is a long a tedious process. Marie reported that it will be her sentences constructed from the standard committees' ideas, so the final document has one voice. Sometimes Marie takes your sentences word for word and sometimes, as with Standard I, she may rearrange it in different ways. Marie shared that she knows a lot about planning but not the other areas discussed beyond Standard I.

Angie reported that, as of right now, the writing meetings are now leaning towards 8:00 a.m. meetings to accommodate everyone's teaching schedules. Marie has the flexibility to call Howard with questions, as well as the VPs and Deans. We want to ensure that no one is wasting time. Angie also reported that as Standard II is adding information, writers have identified themselves in each section, which helps Marie out if she has questions. Marie explained that she will also be able to identify the way they write. Howard let the group know that the conference room in L403 is available anytime for anyone to use for Accreditation purposes.

Russell queried the group in regards to looking at other self studies, reviewing our own self studies and looking at the current areas we are working on now. He knows we have some differences in perspective, in terms of which parts of our history and narrative belong in the template and descriptive summary versus what belongs in the actual evaluation piece where we are giving evidence. Marie shared she was thinking the same thing.

1. Detailed Reports from Standards Committees 1-4

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

Howard shared that everything was submitted on IA. There are three subsections of IB left to complete. Howard reported that one of the subsections in that area would be in the “needs improvement category.” The standard reads, “We provide information and data to the external community, and then we evaluate to know whether that information is what they are looking for and doing a good job and they understand the information that we are providing.” We don’t have a mechanism to evaluate all, though we do have some ideas on how we do it.

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

Kevin Smith reported that Standard II is at 24 of 49 subsections submitted. The only substandard that looks like it is partially met has to do with the institution verifying SLO’s and syllabus information. We have no way of verifying if students receive a syllabus. Kevin mentioned that he brought this up to Adam previously, and Adam suggested that this come forward to Academic Senate, who can try and figure something out. The other hang-up is the Library. To date we have received some drafts, so he and Karen can take a look at those to begin writing. Henry reported that 2B is coming along with six subsections that have been completed. Another six will have a second or third review for more input and evidence. We do have one substandard that Kevin and he were looking at earlier today that would say “partially met.” I will go with what Adam stated about meeting the standard with continuous improvements in there. I would say that if we have no recommendation, the team would just throw out a red flag like crazy. We better have a couple of partially met components. Each standard is not going to be perfect. Kevin thinks that’s a red flag if you have zero recommendations for yourself. He suggests we say we haven’t met the standard or are partially meeting it, that would be cleaner.

Marie asked Henry if we have not met the standard or are partially meeting it, are we explaining why we haven’t met it? Henry responded that Mark Matsui wrote a portion for DSP&S. Henry believes that we do meet the standard, but Mark is asking for a lot more as far as well coordinated evaluation. Henry thinks we do meet the evaluation but not as well coordinate as Mark likes. So he and Mark are discussing how to address meeting the standard versus improving the standard that is where we have a difference of opinion. Marie asked Henry, when you say that you have not met a

standard or you have partially met a standard, won't I as a reader wants to know why? A full explanation is necessary.

Kevin reported that it is in the self-evaluation section where all the material will be located. The other problem he and Karen have dealt with is one that refers to Intuition Assessment of Learning Styles of Students. Kevin won't touch this with a twenty-foot pole, but Karen is taking a shot at it. Marie addressed in past FLEX Day, a fellow has held several workshops on learning styles. Other examples were discussed.

Adam queried of the 25 sub-standards that are incomplete, what is the status? Are they partially complete or not at all? Kevin reported there have been updates, but they are just not complete at this stage.

Angie reported that in the writer/editor file you are going to find a file called "Template Published" so anyone has access to see it. The folder shows which items have been moved, submitted, or not submitted, met or partially met. There is also a bullet that is missing and Angie will put it in the notes.

Kenn updated the group on the Review Process is under way for the AP on Academic and Vocational Discontinuances. Deans have looked at it, and now it's going to Senate. Howard added the Institutional Set Standards at IEC who will be meeting again next week. We are almost finished with the Institutional Set Standards and will make them available for PFC for final acceptance. The document will be sent out to everybody to utilize in the sections where it's going to be written about in the various standards.

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

President Dreyfuss shared the progress on the financial resources that Chedva is handling, which is pretty much complete. This can be uploaded and ready for the writer to view next week. The Information Technology component is complete and will be ready for the writer to view after Gary adds his portion. President Dreyfuss also reviewed the Facilities Resources. Jim Poper needs to modify. After corrections are made, it should be ready to review. President Dreyfuss met with Yolanda Emerson, and she is 50 percent complete and is pushing herself to get more done. She is lacking personnel staff at this time. Yolanda is working with John Frala and Karen Koos about SAOs in her area, and she is having difficulty with that piece. Standard III should be finished by the third week of February.

Phil Luebben brought up the matrix reporting. We have 47 areas within this standard. We have nothing in there yet, but as President Dreyfuss discussed, that was our strategy—we did not want to upload anything until we were comfortable with the content. John shared that HR has SAO information that seems out of place, and Gary also had one that is out of place in his section.

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

Russell thanked Vann for all the work he has completed thus far. Standard IV has submitted 11 of 21 substandards to the template folder so Marie can start looking at them and provide feedback. Of the 11 submitted, 8 are met and 3 are partially met. Of the 3 that are partially met, they have explicitly stated why they are partially met. 1 or 2 will eventually be met and the Board will continue to do what it's doing in interim cycles and evaluations. A couple of them will stay partially met for some very good reasons. For the remaining 10, Vann and Russell had to step in. They have taken 5 under their own wing because they not progressing and need additional evidence.

Some involve budget and finance which Russell will meet with President Dreyfuss. Vann is going to meet with Fran on one of the others. The other 5 have been assigned to trusted committee members who have been pulling their weight. Standard III hopes they will have some progress to report for the next meeting on 2/13/14. We will probably submit 2 more by tomorrow and will be at 13. We are continuing to meet with 2 members of the Board on the Leadership Team, and President Dreyfuss is also a part of that committee. We meet once a month and go through our progress. On the last meeting we had on 1/7/14, we gave updates, thanks to Angie, Sandy, and President Dreyfuss. Our first reading is next Thursday.

12. Announcements
13. Next Meeting Date – Next meeting is February 27, 1:00 – 2:30 p.m., Board Room

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, March 12, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

2. Special Meetings of the Board

At the Special Board Meeting on February 1, 2014, the Board agreed to schedule the following special meetings:

- April 23, 2014, 6:00 p.m. Review Educational Master Plan,
Facility Master Plan and Information
Technology Plan
- May 3, 2014, 11:30 a.m. Accreditation Self-Evaluation
Report – Draft Review with co-chairs
- June 18, 2014, 6:00 p.m. Accreditation Self-Evaluation Report
- June 19, 2014, 6:00 p.m. Board Retreat
- August 27, 2014, 6:00 p.m. Bond Construction Projects Discussion

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, March 12, 2014, 6:00 p.m.

IV INFORMATION ITEM

3. New /Revision of Administrative Procedures – 2320, 2740, 5700

The proposed Administrative Procedure are either new or revised and have gone through the review process, which include the President's Council, Administrative Council and the Planning Fiscal Council.

The procedures do not require Board approval and will be implemented once received by the Board.

AP 2320	Board Meetings: special and Emergency Meetings
AP 2740	Board Education (NEW)
AP 5700	Athletics

BOARD MEETINGS: SPECIAL AND EMERGENCY MEETINGS

AP No. 2320

Board Reviewed: 5/17/06

Page 1 of 1

- I. Whenever a special meeting of the **Board of Trustees governing board** is called, the **CEO Superintendent/President** shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The **CEO Superintendent/President** shall also ensure that the following notices of the meeting are delivered either personally or by other means:
 - A. Written notice to each member of the ~~governing board~~ **Board**, including any student trustee(s).
 - B. Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.
 - C. The written notice must be received at least 24 hours before the time of the meeting as sent out in the notice. The notice shall specify the time and place of the special meeting, and the business to be transacted or discussed. The notice may be waived by members of the ~~governing board~~ in writing either prior to or at the time of the meeting.
- II. Whenever an emergency meeting of the ~~governing board~~ **Board** is called, the **CEO Superintendent/President** shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the **CEO Superintendent/President** shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.
- III. Source/Reference:

Government Code Sections 54956; 54956.5 Education Code Sections 72023.5; 72129

BOARD EDUCATION

AP No. 2740

Board Reviewed: **NEW**

Page 1 of 2

I. Orientation for Newly Elected Trustees

A. The Superintendent/President and the President of the Board of Trustees, or their designee (s), will be responsible for the orientation of new Board of Trustees members. A thorough orientation and education is essential to the success of a new trustee to provide not only knowledge about their policy roles and responsibilities, but also the history, programs, and culture of the college they will govern. In order to educate new trustees, the following process has been developed.

- a. Prior to election, the Board candidates will be provided information about the roles and responsibilities of trustees and about the College, as well as materials provided by the Community College League of California. Copies of Board agendas will be mailed to the candidates for every regular and special Board meeting.**
- b. After Board elections, an orientation will be provided by the Superintendent/President which will include the Vice President of Academic Affairs, the Vice President of Student Services, and the Vice President of Finance and Business. An overview of the state of the College; participatory governance with the various constituent groups (Academic Senate, CSEA, RHCFA, and ASRHC); review of the Trustee roles and responsibilities; review of the Board policies on the governing Board, particularly the Code of Ethics and Board Protocols, will be provided.**

B. The Superintendent/President will arrange for a tour of the campus and the off-campus educational centers (Santa Fe Springs Regional Training Center, El Monte Educational Center, and South Whittier Educational Center).

C. The newly elected Board members will meet with the Director of Human Resources to review compensation and health benefits.

II. Board members are encouraged to attend and participate in statewide and national conferences (Community College League of California and the Association of Community College Trustees). Workshops are provided on the Brown Act, differences between policy making and micromanaging, review of Education Code and governing board responsibilities and function. After attending these Board development conferences, the Board members will provide post-professional development activity reports at the subsequent Board meeting.

BOARD EDUCATION**AP No.
2740****Board Reviewed: NEW****Page 2 of 2****III. Student Trustee Orientation**

- A. After the student election and the Board President administers the Oath of Office to the Student Trustee, the Student Trustee shall arrange to meet with the Director of Student Life and Leadership and the outgoing Student Trustee who will update the new Student Trustee on any outstanding business.**
- B. The Superintendent/President or his/her designee will be responsible for familiarizing the Student Trustee with Board Policies and Administrative Procedures and understanding the Board structure, general operational principles of the Board, and the Student Trustee's rights, responsibilities, and privileges.**
- C. The Superintendent/President or his/her designee will schedule regular monthly meetings with the Student Trustee to review the Board agenda.**
- D. The Student Trustee is encouraged to attend the Community College League of California Student Trustee orientation or a similar statewide or national conference.**
- E. The Director of Student Life and Leadership will be responsible for the Student Trustee on communication training and parliamentary procedures.**

IV. Source/Reference**ACCJC Accreditation Standard IV.B.1.f.**

ATHLETICS

AP No. 5700

Board Reviewed: 6/10/09 Revised with division title change

Page 1 of 1

- I. The College's athletics program is operated by the District and governed by the Athletic Code of the Community College League of California (CCLC), ~~and the constitution and bylaws of the California Community College Athletic Association (CCCAA), and the Foothill Conference. South Coast Conference (S.C.C.), and the Mission Football Conference (M.C.).~~ The Dean, Kinesiology, Dance, and Athletics has been delegated authority to determine individual eligibility according to CCLC, CCCAA, ~~Foothill Conference S.C.C., M.C.,~~ and District regulations. The enforcement of rulings is the responsibility of assigned members of Athletics Department staff, the Dean, Kinesiology, Dance, and Athletics, and the ~~team~~ head coaches involved. General direction and administration of the program, within the established policies and procedures, is the responsibility of the Dean, Kinesiology, Dance, and Athletics. ~~Individual team~~ All head coaches are directly responsible to the Dean, Kinesiology, Dance, and Athletics for governance of their teams and enforcement of established policies and eligibility rulings. (current practice)
- II. Rules Governing Athletic Eligibility

All rules of the ~~Community College League of California C.C.L.C., California Community College Athletic Association CCCAA, and the Foothill Conference South Coast Conference, and the Mission Football Conference~~ are applicable to the College's athletes. In addition: (current practice)

 1. Each athlete must have completed both the District and conference eligibility procedures before becoming eligible for any contest, game, meet, match, or scrimmage.
 2. The College's Athletics Department fully complies with ~~California Community College Athletic Association C.C.C.A.A~~ bylaw constitution articles 1.5.4 F and G regarding adherence to the Title IX Education Amendments of 1972 and R-4 form compliance. (current practice)
 3. When the Dean, Kinesiology, Dance, and Athletics and team coach are notified that an athlete is ineligible, said athlete may not participate until the Dean, Kinesiology, Dance, and Athletics or their designee certifies that the athlete has become eligible. ~~;~~ and, (current practice)
 4. Each athlete must complete the C.C.C.A.A and District physical paperwork, ~~or equivalent,~~ be enrolled in the specific sport's intercollegiate course, and be approved for competition by a Dean, Kinesiology, Dance, and Athletics before participation in a College practice or official competition. (current practice)
- III. Source/Reference: Title IX, Education Amendments of 1972; Education Code 66271.6, 66271.8, 67360 et seq.