**RIO HONDO COMMUNITY COLLEGE DISTRICT**
**REGULAR MEETING OF THE BOARD OF TRUSTEES**
**MINUTES – WEDNESDAY, DECEMBER 14, 2016, 6:00 P.M.**

**Location:** Rio Hondo College Board Room
3600 Workman Mill Road, Whittier CA 90601

**Members Present:**

Ms. Norma E. Garcia, President *(Arrived 6:10 PM)*
Ms. Madeline Shapiro, Vice President
Ms. Vicky Santana, Clerk
Ms. Mary Ann Pacheco, Member
Mr. Gary Mendez, Member
Mr. Brandon Pablo Leon, Student Trustee

**Members Absent:** None

**Staff Members:**

Ms. Teresa Dreyfuss, Superintendent/President
Dr**.** Joanna Schilling, Interim Vice President, Academic Affairs
Mr. Henry Gee, Vice President, Student Services
Ms. Myeshia Armstrong, Vice President, Finance and Business
Mr. Robert Bethel, Academic Senate President
Ms. Sandra Rivera, CSEA President
Ms. Sandy Sandello (Recorder)

## I. CALL TO ORDER

### A. Call to Order

Ms. Pacheco called the meeting to order at 6:06 p.m.

### B. Pledge of Allegiance

Nancy Galban led the pledge of allegiance.

### C. Roll Call

All Board members reported present with the exception of Ms. Garcia who later arrived at 6:10 p.m.

### D. Performance

- **Rio Hondo College Choral Group**

**Ms. Garcia arrived at this point of the meeting.**

### E. Annual Organization and Election of Board Officers – Taken out of Order.

**F. <u>Approval of Minutes</u>:** November 9, 2016; November 30, 2016

1. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the minutes of November 9, 2016. Ms. Shapiro abstained.

Student Trustee Advisory vote was aye.

2. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the minutes of November 30, 2016.

Student Trustee Advisory vote was aye.

**G. Open Communication for Public Comment**

Darrill Ramirez, Israel Diaz, Samantha Recinos, and Apolo Ayala addressed the Board on their concern regarding undocumented students and requested that the Board make Rio Hondo College a Sanctuary Campus.

**H. Commendations**

- **Management and Confidential Retirement**
  - **Shari Magnus** *(Human Resources)*

- **Classified Retirement**
  - **Claire Caplis** *(DSP&S)*
  - **Nancy Galban** *(Admissions and Records)*
  - **Myrna Reyes** *(Public Safety)*
  - **Lorraine Sedillo** *(Switchboard/Mailroom)*

**Ms. Pacheco requested that the order of the agenda be changed moving III. B. 1 & 2 following the presentation of the financial audit.**

**I. Presentations**

- **Financial Audit**

  Roger Martinez, of Vasquez and Company gave a presentation on the financial audit.

**ACTION ITEMS IIIB1 AND IIIB2 MOVED OUT OF ORDER**

**B. FINANCE AND BUSINESS**

**1. <u>Annual Financial Audit Report</u>**

Education Code Section 84040 requires that an annual financial audit be made by a Certified Public Accountant or a Public Accountant who is licensed by the State Board of Accountancy. The Audit Report will be submitted to the State to comply with this requirement.

The Board agenda includes a copy of the Audit Report for the fiscal year ended June 30, 2016, as completed and presented by the College's auditors, Vasquez and Company. In addition to fulfilling the legal requirements, the purposes of the audit are to improve fiscal procedures.

3. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to accept the Financial Audit for the fiscal year ending June 30, 2016.

Student Trustee Advisory vote was aye.

**2. <u>Annual Bond Audit Report</u>**

California Constitution Article XIIIA (13A) requires an annual audit be made for the Bond by a Certified Public Accountant or Public Accountant who is licensed by the State Board of Accountancy.

The Board agenda package includes a copy each of the Bond Financial Audit Report and Performance Audit Report, for the period ending June 30, 2016. Upon Board approval, the Reports will be forwarded to the Citizens Oversight Committee.

4. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to accept the Bond Financial Audit Report and Performance Audit Report for Fiscal Year ending June 30, 2016.

Student Trustee advisory vote was aye.

**E. Annual Organization and Election of Board Officers – Taken out of Order.**

President Dreyfuss called the annual organization meeting to order and asked for nominations for the office of President of the Board of Trustees**.**

Ms. Santana nominated Ms. Garcia.

President Dreyfuss asked if there were any other nominations. After hearing none, a roll call vote was taken.

5. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by vote of all four members present [Garcia, Pacheco, Shapiro and Santana] to approve Norma Garcia as the President of the Board. Mr. Mendez voted no.

Student Trustee Advisory vote was aye.

President Dreyfuss introduced and congratulated Ms. Garcia as the new President of the Board of Trustees.

Ms. Garcia assumed the chairmanship of the meeting and called for nominations for Vice President of the Board of Trustees**.**

Ms. Santana nominated Ms. Shapiro as Vice President of the Board of Trustees.

6. Ms. Garcia asked if there were any other nominations. Hearing none, a roll call vote was taken. On motion of Ms. Pacheco, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Ms. Shapiro as the Vice President of the Board.

Student Trustee Advisory vote was aye.

Ms. Garcia congratulated Ms. Shapiro as the new Vice President of the Board of Trustees.

Ms. Garcia called for nominations for Clerk of the Board of Trustees**.**

Ms. Shapiro nominated Ms. Santana as Clerk of the Board of Trustees.

7. Ms. Garcia asked if there were any other nominations. After hearing none, a roll call vote was taken. On motion of Ms. Pacheco, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Ms. Santana as the Clerk of the Board.

Student Trustee Advisory vote was aye.

Ms. Garcia congratulated Ms. Santana as the new Clerk of the Board of Trustees.

In accordance with Board Policy, the Superintendent/ President, shall serve as Secretary to the Board of Trustees.

Ms. Garcia called for nominations for representative to elect a member to the Los Angeles County School District Organization**.**

After hearing none, Ms. Pacheco volunteered to serve as representative to the Los Angeles County School District Organization.

Ms. Garcia asked for nominations to serve on the Los Angeles County Schools Trustee Association.

After hearing none, Ms. Pacheco volunteered to serve on the Los Angeles County Schools Trustee Association.

8. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to close all nominations.

Student Trustee Advisory vote was aye.

**J. PUBLIC HEARING ON THE INITIAL PROPOSAL FOR A SUCCESSOR AGREEMENT TO THE 2017-20 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477 COLLECTIVE BARGANING AGREEMENT SUBMITTED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477 –** Pulled by CSEA.

## II. CONSENT AGENDA

9. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the following Consent Agenda:

Student Trustee Advisory vote was aye.

## A. FINANCE & BUSINESS

### 1. Finance and Business Reports

**a. Purchase Order Report -** Approved the Purchase Order Report containing purchases for the preceding month.

**b. Payroll Warrant Report** - Attached is the Payroll Warrant Report for the month of November, 2016**.**

### 2. Authorization for Out of State Travel & Conferences

Approved the following staff members and those Board members who could attend, in the following educational conferences:

Margaret Griffith to attend the Artist in Residence Rock Creek Community College on April 24-27, 2017 in Portland Oregon.

Kathleen Brandt to attend the 2017 Nursing Education Conference on March 16-18, 2017 in Las Vegas, Nevada.

### 3. Approve Clinical Affiliation Agreement – The Orchard – Post Acute Care

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with The Orchard - Post Acute Care in providing clinical experience for students. The term begins December 15, 2016 and continues through December 14, 2017.

That the Board of Trustees approved the clinical affiliation agreement with The Orchard – Post Acute Care as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

### 4. Amendment No. 1 – Cooperative Agreement No. 14-PUENTE-CC-37 – The Regents of the University of California

In February 18, 2015, the Board of Trustees approved the renewal of Agreement with The Regents of the University of California for the Puente Project; with term through June 30, 2017.

Amendment No. 1 is issued to change the following in Agreement No. 14-CC-PUENTE-CC-37:

- Change in Award Amount and Payment

The Regents will provide mentor support funds in the amount of $1,500.00 for the 2016-17 fiscal year, and an augmented amount of $3,000.00 for the 2016-17 fiscal year; as additional support for the Puente Program at Rio Hondo College.

The Board of Trustees approved the Amendment No. 1 to Agreement No. 14-CC-PUENTE-CC-37 and authorized the Administration to execute appropriate documents on behalf of the District.

### 5. Approve Agreement –Advanced Transportation and Renewable Energy (ATRE) Community College Alternative Fuel and Vehicle Technology Training Enhancement Program – San Diego

**Community College District**

San Diego Community College District, as the fiscal agent for the ATRE Community College Alternative Fuel and Vehicle Technology Training Enhancement Program through the California Energy Commission, has notified Rio Hondo Community College District of an award in the amount of $192,551.00. The period of performance is from December 15, 2016 through February 28, 2018.

The primary objective of the project is to fund for-credit alternative fuel and vehicle technical training courses and programs with an emphasis on addressing the regional workforce technical training needs for those who will be employed by fleets, dealerships, independent shops and similar organizations.

The Board of Trustees approved the San Diego Community College Agreement for the ATRE Community College Alternative Fuel and Vehicle Technology Training Enhancement Program in the amount of $192,551.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

**6. Grant Sub-Agreement Industry-Driven Regional Collaborative (IDRC) Prime Award No. 15-198-001 – Chabot-Las Positas Community College District**

Chabot-Las Positas Community College District, as the fiscal agent for the Industry-Driven Regional Collaborative (IDRC) [Prime Award #15-198-001] through the California Community Colleges Chancellor's Office (CCCCO), has notified Rio Hondo Community College District of its award in the amount of $19,000.00. The period of performance is from November 15, 2016 through February 28, 2018.

The primary objective of this grant is to enhance alternative fuel vehicles (AFV) curriculum through employer input and engagement, addressing both the technical skills and the 21st Century skills needed by students to be successful as automotive technicians. Eleven colleges statewide will collectively address the common problem of integrating automotive technician hard skills, soft skills, and work-based learning opportunities with industry partners.

The Board of Trustees approved Chabot-Las Positas Community College District grant sub-agreement for Industry-Driven Regional Collaborative (IDRC) Prime Award No. 15-198-001 in the amount of $19,000.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

**7. Extension and Augmentation of SB1070 Career Technical Education (CTE) Pathways Program Grant from the California Community College Chancellor's Office**

Rio Hondo College has received notification that the California Community College Chancellor's Office is extending Grant # 14-164-005 through June 30, 2017 and augmenting the current budget by $100,000.00. Total dollars for the 30-month funding period is $1,514,769.00.

SB 1070 was funded to encourage consortia to develop and implement sustainable policies, procedures, and the infrastructure that results in the measurable and successful transition of CTE students from high school to postsecondary education and careers.

The primary objective of this grant has been to identify and expand CTE Career Pathways at the nine member colleges, known as the SB 1070 Career Pathways Ring College Consortium. Although many of the activities have been regional in nature, some of the funds were distributed as mini grant to the member colleges.

The Board of Trustees approved the extension and augmentation of SB 1070 Career Technical Education Career Pathways Program Grant funded by the California Community College Chancellor's Office through June 30, 2017 in the new amount of $1,514,769 and authorized the Administration to execute the appropriate documents on behalf of the district.

**8. Approve Agreement – Basic Skills Partnership Pilot Program – California State University Los Angeles (CSULA) Auxiliary Services, Inc.**

Rio Hondo Community College District was one of the 5 colleges in the state selected for the Basic Skills Partnership Pilot Program Grant.

This new program seeks to pilot efficient and effective methods of coordinating remediation instruction and services between the CCC and CSU systems to better meet the needs of students and leverage resources between the two public higher education systems to serve the needs of these students.

Rio Hondo will collaborate with CSULA Auxiliary Services Inc. to develop and provide effective instruction in basic skills at CSU campuses and/or community colleges/other sites for the period July 1, 2016 through June 30, 2018 with an amount not to exceed $437,371.00 to pay CSULA service.

The Board of Trustees approved the agreement with CSULA Auxiliary Services Inc. in the amount of $437,371.00 for CSULA service and authorized the Administration to execute the appropriate documents on behalf of the District.

**9. Small Engine Training Program – Foundation for California Community Colleges (FCCC)**

The Foundation for California Community Colleges desires to use Rio Hondo Community College District Automotive Department facilities for the FCCC's Small Engine Training Program. College District faculty will provide instruction and training on small engine maintenance to community college students.

a. Facility Use Agreement # AQ-034-16: Small Engine Training Program

- Term of the agreement is from January 1, 2017 through May 31, 2017.

- FCCC will pay $525.00 per month for use of the facility.

b. Service Agreement # AQ-035-16: Compensate District Instructor Steve Tomory to provide instruction of the Small Engine Training Program.

- Term of the agreement is from December 1, 2016 through June 30, 2017.
- Instructor to conduct 250 hours of training and instruction on small engine repair and maintenance.
- FCCC will reimburse District for the services of Steve Tomory in an amount not to exceed $18,750.00 in accordance with District policy. The rate is calculated at $75.00 per hour of compensation, inclusive of associated employee benefits, such as general health, welfare, and retirement.
- District is responsible for timekeeping and submission of an invoice to the FCCC on a monthly basis.

The Board of Trustees approved the Foundation for California Community College agreements AQ-034-16 and AQ-035-16 for Small Engine Training Program as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

**10. <u>Agreement Implementation of Career and Technical Education Management Application (CATEMA) Workshop – Diablo Valley College</u>**

The Career & Technical Education (CTE) Department is requesting the services of Diablo Valley College to conduct a workshop on Implementation of CATEMA. Diablo Valley College has successfully implemented the program and can serve as a resource for colleges in the Los Angeles County area. Judy Moon (High School Liaison) and Allison Albright (Student Services & Instructional Support Coordinator) from Diablo Valley College will conduct the workshop.

The Implementation of CATEMA workshop will be held on January 18, 2017 at the Quiet Cannon, 901 Via San Clemente, Montebello, CA. 90640 and to be paid from the SB 1070 Career Pathways Grant Fund from the CA Community College Chancellor's Office. Expenses incurred related to travel and conducting the workshop will be paid upon receipt of an invoice from Diablo Valley College and shall not exceed $3,000.00. Funding period shall be from December 15, 2016 through January 30, 2017.

The Board of Trustees approved the agreement with Diablo Valley College in the amount not to exceed $3,000.00 to be paid from SB 1070 Career Pathways Grant and authorized the Administration to execute the appropriate documents on behalf of the District.

**11. Fire Alarm Troubleshooting and Repairs at Child Development Center (CDC) – Nutech Fire Alarm and Security**

The original CDC construction project was completed and closed in 1995, without certification from the DSA. Specifically, documentation of Fire Alarm Testing and Inspection on a National Fire Protection Association (NFPA) 72 form, as witnessed by an approved architect, was not submitted to the DSA.

In order to appropriately certify the CDC project, a "PASSED" Fire Alarm Testing and Inspection on a National Fire Protection Association (NFPA) 72 form, as witnessed by an approved architect, must be submitted to the DSA. In efforts to meet the requirements from the DSA, a Fire Alarm Test and Inspection of the Fire Alarm System at the CDC was conducted on 10/20/16. The Test and Inspection "FAILED".

The Facilities Services Department intends to award contract to NUTECH Fire Alarm and Security to troubleshoot and repair the Fire Alarm System at the CDC in the amount not to exceed $3,360.00 to be paid from Bond Funds.

The Board of Trustees approved the award of contract to NUTECH Fire Alarm and Security for the CDC Fire Alarm troubleshooting and repairs in the amount not to exceed $3,360.00 to be paid from Bond Funds and authorized Administration to execute the appropriate documents on behalf of the District.

**12. Pasadena Education Foundation – California State University – Los Angeles Summer Transportation Institute**

The California Community Colleges Chancellor's Office has selected Rio Hondo Community College to host the Energy Construction & Utilities (ECU) Deputy Sector Navigator Grant. The ECU – Los Angeles Deputy Sector Navigator will provide technical assistance and support to colleges and qualified school districts developing credit, non-credit, and not-for-credit programs in the areas of energy, construction, building science, civil and environmental engineering, STEM, and related fields.

The Deputy Sector Navigator Grant is sponsoring an up to $28,000.00 ECU Champion mini-grant for Pasadena Education Foundation – California State University – Los Angeles.

The summer camp is scheduled over two (2) two (2) Week Sessions for high school and middle school students to explore academic programs that introduce students to a wide range of transportation and environmental activities in land, water, and pipeline transportation. The institute provides the students a broad range of intermodal transportation experiences with focuses on energy efficiency, advanced transportation, and the environmental impact of transportation systems, energy efficiency, alternative energy sources, and safety and security.

The Board of Trustees approved the ECU Champion mini-grant in the amount of $28,000.00 to Pasadena Education Foundation and authorized the Administration to execute appropriate documents on behalf of the District.

**13. Geotechnical and Testing Services – L Tower Seismic Upgrade Project Fire Access Road Portion Only for Bid #2049 – AMEC Foster Wheeler**

At the regular meeting on January 12, 2005, the Board of Trustees authorized the Administration to negotiate a contract with AMEC (Formally Mactec) as lead geotechnical consultant.

Since this approval, AMEC has provided consistent, reliable geotechnical consultation services on most of the campus and off campus community educational centers.

AMEC also provides Testing Services, which are required by the Division of the State Architect (DSA) to verify that materials used in the building process are adequate, such as the structural strength of concrete, tensile properties (bending, racking and deflection) of steel, and the adhesive qualities of bonding agents.

Additional services are now required to provide geotechnical and testing services for the L Tower Seismic Upgrade Project Bid #2049 for the Fire Access Road portion only of the project that will need to be constructed prior to the main project commencing according to the Division of State Architect (DSA). Del Terra Program Management has received a Proposal from AMEC Foster Wheeler in the amount not to exceed of $55,126.00.

The Board of Trustees approved the proposal from AMEC Foster Wheeler in the amount not to exceed $55,126.00 from State/Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

**14. Agreement – Consulting Services for the L Tower Seismic and Code Upgrades Project – The Solis Group**

Project Labor Agreement (PLA) Administration, Job Coordination and Labor Compliance Consulting Services are required to comply with requirements of the Department of Industrial Relations (DIR) for the project.

A proposal was received from The Solis Group for providing such consulting services in the amount not to exceed $109,647.00 and to be paid from State/Bond Funds.

The Board of Trustees approved the agreement with The Solis Group in the amount of $109,647.00 for the L Tower Seismic and Code Upgrades Project to be paid from State/Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

**15. Division of the State Architect (DSA) Re-Examination Fees – Certification of CDC Modular Classroom Building – Division of the State Architect**

All documentation needed to certify the CDC Modular Classroom Building is ready to submit to DSA. The program management team has been working on collecting the missing documentation. The project was Closed without Certification by DSA on Nov. 20, 2014. The Division of the State Architect (DSA) is requiring a fee of $500 for re-examination of the project files which were collected after the close-of-file date.

The Board of Trustees approved the additional fees to the Division of the State Architect for opening and re-examination of closed files on the CDC Modular Classroom Building project for an amount not to exceed $500.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

**16. Water Line Repair to the Baseball Field Drinking Fountains – Fast Track Construction Corp.**

The water line that provides the water to the Baseball Field drinking fountains was broken during the construction of the Soccer Field renovation project. Unfortunately, during the removal of the large existing trees which was needed for the new soccer field dimensions, the existing water lines were entangled within the tree roots. Since there are no as-built drawings indicating the routing of the existing lines, it has been difficult to determine which lines went to the Baseball field. The soccer field contractor spent numerous hours in trying to resolve this issue, but was unsuccessful.

The Program Management has received two proposals from Fast Track Construction Corp. $13,740.00 and RT Contractor Corp. $15,350.00 to repair the water line from the soccer field area to the baseball field drinking fountains. Fast Track Construction Corp. has provided the lowest cost proposal in the amount not to exceed $13,740.00 to repair the drinking fountain water line.

The Board of Trustees approved the cost for Water line repair for the Baseball Field drinking fountains from Fast Track Construction Corp in the amount not to exceed $13,740.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

**17. Change of Term to Clinical Affiliation Training Agreement – Whittier Hospital Medical Center**

On August 10, 2016, the Board approved consent agenda item II.A.11 for the Clinical Affiliation Agreement with Whittier Hospital Medical Center in providing clinical experience for students.

After board approval, Whittier Hospital Medical Center would like to change the start date of the three (3) year term from August 11, 2016 to January 1, 2017.

The Board of Trustees approved the change of term to the clinical affiliation agreement with Whittier Hospital Medical Center as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

## 18. Federal Perkins Loan Liquidation Closeout Audit

The US Department of Education (DOE) phased out the Federal Perkins Loans Program in 2015. As part of the regulations, all loans must be accounted for by the institutions before being assigned or retired. The DOE requires a closeout audit performed on all loans within 45 days after termination of the program by the institution and submit a closeout audit report within 90 days at the end of the institution's participation in the program. Rio Hondo Community College District ("District") ended participating in the program and some of our loan portfolio were assigned to DOE and outstanding loans were purchased.

The Board agenda includes a copy of the Perkins Loan Liquidation Closeout Audit as required by DOE to complete our participation in the Program.

The Board of Trustees accepted the Federal Perkins Loan Liquidation Closeout Audit Report to complete our participation in the Federal Perkins Loan Program.

## 19. Professional Services – McCallum Group, Inc.

On December 10, 2014, the Board of Trustees extended its agreement with the McCallum Group, Inc., (Patrick McCallum) providing State legislative services through January 31, 2017 in the amount of $1,200.00 per month.

The Administration recommends continuing the service from the consultant with a one-year contract from February 1, 2017 through January 31, 2018 in the amount of $1,200.00 per month paid from Unrestricted General Funds.

The Board of Trustees approved an Agreement with the McCallum Group, Inc., for legislative services from February 1, 2017 through January 31, 2018, not to exceed $1,200.00 per month from Unrestricted General Funds and authorized the Administration to execute such contract on behalf of the District.

## 20. Memorandum of Understanding (MOU) Transition from Associates Degree in Nursing (ADN) to the Bachelors of Science in Nursing (BSN) with California State University Los Angeles (CSULA)

The intent of this MOU is for Rio Hondo Community College to work collaboratively with California State University Los Angeles (CSULA) to provide a seamless transition from the Associate Degree in Nursing (ADN) to the Bachelors of Science in Nursing (BSN) degree [ADN-BSN Program]. Students accepted into this program will have completed pre-requisite courses and gained a solid foundation in nursing, enabling them to pass the NCLEX-RN exam and ultimately complete their BSN degree at CSULA in an accelerated format. The parties will conduct courses for the ADN-BSN Program as Special Sessions through the College of Professional and Global Education (PaGE). The term is from December 15, 2016 through December 14, 2017.

The Board of Trustees approved the MOU with CSULA as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

**21. Plan Check Fees for the Nursing Facilities Interim Housing Project – Division of the State Architect (DSA)**

Westberg+White Architects is completing the construction documents for the Nursing Facilities Interim Housing Project for submittal to the Division of the State Architect's (DSA's) plan review process. DSA requires a plan check fee to be paid at the time the construction documents are submitted. DSA has indicated that structural, fire and life safety and access compliance sections will review the plans. Westberg+White, using the DSA fee calculator provided on DSA's website, have determined that the plan check fee is $8,337.50.

Due to the time constraints to have this project reviewed by DSA, Del Terra Program Management will pay the DSA plan check fee and will be reimbursed by the College at a later date.

The Board of Trustees approved the payment of a plan check fee to the Division of the State Architect in the amount of $8,337.50 for the Nursing Facilities Interim Housing Project from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

**22. Consultants**

Approved the following Consultants:

a. Educational Achievement Services, Inc. – To present inspirational keynote speaker at "Student + Careers = Success" Workshop. Workshop is focused on high school and community college counselors and high school instructional leaders in LA County. Date of service: March 9, 2017. Cost not to exceed $5,500.00 from DSN Health Sector Grant.

b. Education Strategic Planning – To implement the goals and objectives of the SB 1070 CTE Pathways Program Grant for the LA Ring Colleges. This includes implementation of policies and procedures related to

   Articulation of courses, Dual Enrollment, Industry Certification and Career Pathways programs that meet industry needs in the region. Dates of service: January 1, 2016 – June 30, 2017 (Extension date added to original Board Approval January 2016). Cost not to exceed $60,000 (Quarterly Payment Schedule – Added additional funding to original Board Approval January 2016) from Career Technical Education Pathways Program Grant.

c. Brad Pollak Company – To develop and deliver CTE Program specific workshops for students in the SB 1070 ring College Consortium. Workshops will focus on strategies for preparing for interviews and "How to Tell Their Own Story" during the interview process. Dates of service: September 15, 2016 – June 30, 2017 (Extended date 6 months from original Board Approval 9-14-2016). Cost not to exceed original $30,000.00 from SB1070 Career Pathways Grant.

d. The Ken Blanchard Companies – To present a Leadership Academy Training Session on building Trust and Conflict Management. Date of service: January 13, 2017. Cost not to exceed $1,609.73 from Leadership Academy account.

**B. PERSONNEL**

1. Academic

a. Employment

Special Assignment

The following faculty will be paid a stipend, paid out of Student Equity Funds, not to exceed $560, for their participation in a one-day equity summit on Tuesday, December 13, 2016:

| | |
|---|---|
| Adam Wetsman | Karleen Curlee |
| Angela M. Sotelo | Katie O'Brien |
| Angela Rhodes | Kelly Lynch |
| Angelica Martinez | Kevin Smith |
| Arely Castaneda | Lauren Maki |
| Carol Sigala | Leina Saikali |
| Christine Waugh | Libby Curiel |
| Claire Koehler | Lily Isaac |
| Claudia Alcala | Lizett Bobadilla |
| Claudia Romo | Margarita Flores |
| David Tieu | Maria Oropeza |
| Delmis Alvarado | Maribel De Leon |
| Denna Sanchez | Marisela Saenz |
| Dennyse Clark | Mark Askren |
| Diana Valladares | Martha Arrona |
| Dianna Reyes | Michelle Bean |
| Dorali Pichardo-Diaz | Michelle Ramirez |
| Ea Madrigal | Monica Serafin |
| Eder Flores | Raquel Flores-Olson |
| Elizabeth Ramirez | Robert Bethel |
| Erin Irwin | Rose Gaw |
| Gary Jimenez | Samuel Isaac |
| Gina Bove | Sergio Guzman |
| Gisela Spieler-Persad | Shari Herzfeld |
| Igor Daza | Sharon Bell |
| Jennifer Paris | Steven Pokornowski |
| Jessica Tapia | Tammy Camacho |
| Jesus Gutierrez | Tom Callinan |
| Jill Pfeiffer | Troy Flores-Olson |
| JoAnn Springer | Tyler Okamoto |
| Jose Lara | Viviana Villanueva |
| Jose Rodriguez | Warren Roberts |
| Juana Mora | Wells Sloniger |
| Judy Sevilla-Marzona | Wendy Carrera |
| Julio Rene Flores | Yunior Hernandez |
| Julius B. Thomas | Yvette Garcia |

Special Assignment

The following faculty will be paid a stipend, paid out of Basic Skills Transformation and Student Outcome Grant for working on the STEM Pathway Redesign not to exceed the amount stated:

| | |
|---|---|
| Bronkar, Ryan | $350 |
| English, Cameron | $450 |
| Fung, Hank | $450 |
| Gonzalez, Lydia | $350 |
| Griffith, Leah | $450 |
| Hsiao, Jupei | $450 |
| Irwin, Erin | $450 |
| LaTurno, Jan | $350 |
| Littrell, Mark | $450 |
| Low, Joyce ( | $450 |
| Mayer, Krysia | $450 |
| Miller, Greg | $450 |
| Montiel, Gerson | $450 |
| Ryan, Mutsuno | $450 |
| Spieler-Persad, Gisela | $450 |
| Vu, Nguyen | $250 |
| Wang, George | $450 |

The following instructor will be paid a $1,500 stipend, paid out of Student Equity Funds, for working with Pathway Law Students to prepare for mock trial competition:

TOVMASIAN, Grant, Communications and Languages

The following faculty will receive a stipend not to exceed $680, funded by Student Equity for their participation in Academic Profiling Workshops:

MEDINA, Cecilia, Behavioral & Social Sciences
VALLADARES, Diana, Counseling & Student Success

## Hourly as Needed, 2016-17

### Counseling & Student Success

ELALI, Fatima

### Public Safety

SAMPSON, Kevin

## Hourly as Needed, Intersession 2017

### Basic Skills Transformation Grant

KOGER, Michael

### Cal WORKS

RAMIREZ, Michelle

### Career Technical Education

DIGHERA, Michael
FRALA, John
OLSON, Eric
TOMORY, Steve
DORNEAN, Marius
HERZFELD, Shari
ROMO, Claudia

### Communications and Languages

MATA, Moises, LAC Coordinator

### Counseling & Student Success

ALVARADO, Delmis
ALVARADO, Guadalupe
CASTANEDA, Arely
DE LA MORA, Martha
DE LEON, Maribel
FLORES-OLSON, Troy
FLORES, Julio
GARCIA, Laura
GUTIERREZ, Jose
GUZMAN, Sergio
HERNANDEZ, Yunior
HUINQUEZ, Jorge
LARA, Jose
MARTINEZ, Angelica
PICHARDO DIAZ, Dorali
RAMIREZ, Elizabeth
RIVERA, Mary
SAENZ, Marisela
SAUCEDA, Henry
SOTELO, Angela
THOMAS, Julius
TIEU, David
TORRES-GIL, Belen
VALLADARES, Diana
VILLANUEVA, Viviana
VU, Irene
WAUGH, Christine

Disabled Students Programs and Services

GAW, Rose

EOPS

CAMACHO, Tammy
CLARK, Dennyse
GARCIA, Yvette
O'BRIEN, Katie
REYES, Diana
RODRIGUEZ, Jose

Health Sciences & Nursing

PAGE, Catherine

Kinesiology, Dance & Athletics

CARTAGENA, Alyson
SALAZAR, Mike
SENK, Jodi
SMITH, Stephen

Library

BABOU, Robin
ENRIGHT, Adele
SEVILLA-MARZONA, Judy
TRUONG, Irene

Pico Rivera Educational Center

JIMENEZ, Gary

Staff Development

O'BRIEN, Katie

Student Equity

MORA, Juana, Faculty Coordinator

Student Health and Psychological Services

SANCHEZ, Denna, Psychologist

Title V

LYNCH, Sheila, First–Year Seminar Coordinator
O'BRIEN, Katie, Faculty Development Coordinator

Part Time, Intersession 2017

Arts and Cultural

MURASHIGE, Stanley

Part Time, Intersession 2017

See attached list

b. Sabbatical Leave 2017-2018

CURIEL, Libby, Communications and Languages
DE LOS SANTOS, Blanca, Communications and Languages
LEWIS, Cynthia, Arts and Cultural
LIU, Jeannie, Business
OSMAN, Daniel, Communications and Languages

2. Classified

a. Employment

Regular Classified

DARGEL, James, Custodian, Facilities Service, 45%, 12 months, effective November 5, 2016

HUYNH, Wendy, Payroll Technician, Accounting, 100%, 12 months, effective November 21, 2016,

LEROY, Kevin, Senior Systems Analyst, Information Technology Services, 100%, 12 months, effective November 28, 2016

TOVAR, Kathy, Clerk II, 100%, 11 months, South Whittier, Educational Center

VILLAR, Anthony, Research Analyst, Institutional Research and Planning, 100%, 12 months, effective November 17, 2016

The following employees are being hired in the designated capacity with dedicated funding through June 30, 2017. If continued funding should not be available, 60-day notice shall be served:

AGUILA, Monique, Food Service Worker, Child Development Center, 45% 11 months, effective November 15, 2016

CALDERON, Rose, Student Services Assistant, Cal WORKS, 100%, 12 months, effective November 10, 2016

COTE, Sarah, Research Specialist, Institutional Research & Planning, 100%, 12 months, effective November 30, 2016

FERRUFINO, Reina, Student Services Assistant, Basic Skills, 47.5%, 12 months, effective January 3, 2017

PEREA, Jessica, Research Specialist, Institutional Research & Planning, 50%, 12 months, effective November 22, 2016

PEREZ, Denise, Clerk Typist III, Disabled Students, 47.5%, 12 months, effective November 28, 2016

ULLOA, Amy, Clerk Typist III, Disabled Students, 47.5%, 12 months, effective December 12, 2016

Substitute

LIVESAY, Kelly, Switchboard Operator/Mailroom Clerk I, effective January 3, 2017

b. Promotion

The following employees are being hired in the designated capacity with dedicated funding through June 30, 2017. If continued funding should not be available, 60-day notice shall be served:

ROMO, Aracely, Secretary, Cal SOAP, 100 %, 12 months, effective November 3, 2016

ZAVALA, Jasmine, Sr. Financial Aid Assistant, Financial Aid, 100%, 12 months, effective October 27, 2016

c. Increase in Assignment

The following employee is being hired in the designated capacity with dedicated funding through June 30, 2017. If continued funding should not be available, 60-day notice shall be served:

CARLOS, Frank, Student Services Assistant, Financial Aid, 100%, 12 months, effective October 27, 2016

d. Retirement

REYES, Myrna, Clerk Typist III, Public Safety. Her last day of employment is December 30, 2016 with her first day of retirement being December 31, 2016

e. Resignation

BEDOLLA, Margarita, Custodian, Facilities Services. Her last day of employment was November 8, 2016.

3. Unrepresented, (AP 7130), 2016-17

a. Board of Trustees

It is resolved that Trustee Madeline Shapiro had an excused absence on November 9, 2016

b. Employment

Hourly

Arts & Cultural Programs

LOVE, Jazmine, Model

Cal SOAP

HOANG, Jason, Student Success Coach I

Counseling & Student Success

BENAVIDES, Bryan, Student Success Coach II

Math and Sciences

VILLALPANDO, Alvaro Loya, Supervisor

Volunteers

ESKO, Paul, Kinesiology, Dance and Athletics
LOPEZ, Michael, Child Development Center
MORAN, Michael, Communications and Languages

## C. ACADEMIC AFFAIRS

### 1. Curriculum Items

#### a. New Credit Course that is Part of an Existing Program

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

**ACCT 101H: Financial Accounting Honors**
(Business)
Degree Applicable; (4 Units)
**Justification:** This course is required of the following COAs and AA or AS degrees: AS and COA in Accounting; AA in Business Administration, AA-T in Business Administration, AA-T in Economics, AS in International Business, AS in Logistics Management, COA in Retail Management, AS and COA in Small Business Management. This course is required of all accounting and business administration majors at four year universities. It provides students with an understanding of the basics of accounting. This specific honors course is needed to be a part of the honors selection and for students who want to challenge themselves.

**HOSP 201: Hospitality Law**
(Career &Technical Education)
Degree Applicable; (3 Units)
**Justification:** This plan is to have this course as a requirement for the Associate of Science in Hospitality Management. The hospitality industry is vital to California's economy, and as the industry grows, there is an increasing demand for an educated workforce. This program is designed for students who want to become more valuable to the hospitality industry by gaining a deeper understanding of the many different roles in the hospitality field.

**PHY 220: Unmanned Rocket Science**
(Mathematics and Science)
Degree Applicable; (3 Units)
**Justification:** This is a transferable course that will widen the curricular pathway to engineering. It provides focused, real-world experience for students in a project based learning

#### b. Unit Change

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

**CARP 040D: Transit Level/Laser**
**Unit Change: FROM:** 1.5
**TO:** 2

**Hour Change: FROM:** 20 Lecture/20 Lab
**TO:** 30 Lecture/10 Lab

**c.** **Deletion from Curriculum**
The following course has been recommended for deletion from our curriculum:

**READ 020: Reading College Textbooks**

**d.** **New Program**
The following certificate has been recommended for inclusion in our offerings and catalog:

**Certificate of Achievement – Technical Drawing**
**(20 Units)**

## III. ACTION ITEMS

### A. PRESIDENT'S OFFICE

**1. Revision of Board Policies 3420, 3430, 6400, 7160, and 7110 (Final Adoption)**

10. On motion of Ms. Shapiro, seconded by Ms. Pacheco, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to adopt the following board policies:

| | |
|---|---|
| BP 3420 | Equal Employment Opportunity |
| BP 3430 | Prohibition of Harassment |
| BP 6400 | Financial Audits |
| BP 7160 | Professional Development |
| BP 7110 | Delegation of Authority, Human Resources |

Student Trustee Advisory vote was aye.

**2. Approval of Regular Board of Trustees Meeting Dates 2017**

11. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the regular Board meeting dates for 2017:

- January 11, 2017
- February 8, 2017
- March 8, 2017
- April 12, 2017
- May 10, 2017
- June 14, 2017
- July 12, 2017
- August 9, 2017
- September 13, 2017
- October 11, 2017
- November 8, 2017
- December 13, 2017

Student Trustee Advisory vote was aye.

### 3. Adopt a Resolution in Support of all Students

12. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to amend the resolution as follows:

**RIO HONDO COMMUNITY COLLEGE DISTRICT**
**RESOLUTION IN SUPPORT OF ALL STUDENTS**
**ESPECIALLY THOSE WHO ARE UNDOCUMENTED**

**DECEMBER 14, 2016**

| | |
|---|---|
| WHEREAS, | The Rio Hondo Community College District (RHCCD) is the "People's College" – In which students from every walk of life, every zip code, every language and every capability enroll; and **regardless of immigration status;** |
| WHEREAS | Approximately 17,000 students enroll at Rio Hondo College every year, of which 80 percent are people of color; and |
| WHEREAS | The RHCCD Board of Trustees supports Rio Hondo College in upholding the values of justice, equity, diversity and inclusion as the core of their educational offerings; and |
| WHEREAS | In supporting Rio Hondo College, the Board of Trustees holds it as a beacon of democracy for public discourse and free expression of opinion; and |
| WHEREAS | The Rio Hondo College Faculty Association (RHCFA), ~~and the~~ Academic Senate (AS), **and CSEA** of Rio Hondo College holds the classroom **and all other district facilities** as a safe haven where there is freedom of expression in thought, deed and action; and |
| WHEREAS | The Board of Trustees supports both faculty groups **and CSEA** in reaffirming their respective commitment, as representative bodies of Rio Hondo College to fostering a diverse, inclusive, and safe learning environment for all students free from discrimination, bullying, harassment, and fear; and |
| WHEREAS | The Board of Trustees has encouraged the establishment of educational services and support services at Rio Hondo College to serve the multitudes of people from different walks of life and communities; and |
| WHEREAS | The Board of Trustees join the RHCFA, ~~and~~ Academic Senate, **and CSEA** in encouraging faculty members to use the learning environment to show compassion and support for all students; now, be it |
| RESOLVED | That the Board of Trustees directs the Superintendent/President to work with legal counsel to provide timely and accurate information **and training** to faculty, staff and students on students' rights to privacy and the limitations on the information which can be provided to external agencies; and, be it further |
| RESOLVED | That the Board of Trustees directs the Superintendent/President to continue to provide a safe work and learning environment by |

establishing appropriate procedures to maintain student privacy, providing open forums for public discourse, and ensuring counseling and support services as appropriate; and be it further **include legal clinics for**

RESOLVED That the Board of Trustees calls upon local, state and national leaders representing the educational and civic, business and non-profit, and religious sectors to join us – both as a moral imperative and national necessity – to support the success of all students pursuing their learning and life goals.

**RESOLVED That the Board of Trustees is committed to take further action in the spirit of this resolution including but not limited to those students that are not documented.**

13. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to adopt the above resolution as amended.

Student Trustee Advisory vote was aye.

**B. FINANCE AND BUSINESS**

1. **Annual Financial Audit Report –** Moved out of Order as action number 3
2. **Annual Bond Audit Report –** Moved out of Order as action number 4

**IV. INFORMATION ITEMS**

1. **Building Program Update –** Jerry Quemada gave the Board an update on the Building Program.
2. **Review 2017 Board Calendar of Events –** The Board reviewed and accepted the 2017 Board Calendar of Events and it was noted that the recorder would poll the Board for the Board Retreat in February. See attached.
3. **Revisions of Governance Manual 2017 –** The Board reviewed and accepted the revisions to the 2017 Governance Manual for distribution.
4. **Revision of Administrative Procedure 3501 and 7250** – The Board reviewed and accepted the Administrative Procedure 3501 and 7250 as attached. See attached.

**V. STAFF AND BOARD COMMENTS**

- **Board Development Reporting - None**
- **Action Items for Future Board Meetings - None**

**VI. CLOSED SESSION**

Ms. Santana recessed the meeting to Closed Session at 8:47 p.m. Upon returning from Closed Session, the following action was reported out:

*Pursuant to Section 54956.9(b):*

- **ANTICIPATED LITIGATION – (1 Case)**

*Pursuant to Section 54956.9(c):*

- **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)**

*Pursuant to Section 54957*

- **PUBLIC EMPLOYEE EMPLOYMENT**
  - ***Full Time Theater Instructor***

14. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Matthew Schleicher as Full Time Theater Instructor effective January 27, 2017.

  - ***Full Time Physics Instructor***

15. On motion of Ms. Pacheco, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Christian Vaca as Full Time Physics Instructor effective January 27, 2017.

  - ***Full Time English Instructor (2 positions)***

16. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Steven Pokornoswski Full Time English Instructor effective January 27, 2017.

17. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve Marina Markossian Full Time English Instructor effective January 27, 2017.

*Pursuant to Section 54956.9(c):*

- **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)**

18. On motion of Mr. Mendez, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the settlement offer with Butler claim in the amount of $550,000 – paid by ASCIP (50% -$275,000) and Rio Hondo Community College District (50% - $275,000).

- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE**

19. On motion of Ms. Pacheco, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the student expulsion – Student I.D. #001-12-4947. Mr. Mendez voted no.

20. On motion of Ms. Shapiro, seconded by Ms. Pacheco, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the student expulsion – Student I.D. #000-44-3382.

21. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to approve the 3-day suspension without pay of public employee #XH4737394, effective February 2, 7, and 9, 2017

*Pursuant to Section 54957.6:*

- **CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator: Teresa Dreyfuss
Employee Organization: CSEA, RHCFA

## VII. ADJOURNMENT

22. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of all five members present [Garcia, Mendez, Pacheco, Shapiro and Santana] to adjourn the meeting at 9:53 p.m. and announced the date of the next regular meeting:

- **Next Regular Meeting – Wednesday, January 11, 2017, 6:00 p.m.**

RIO HONDO COLLEGE

# Alpha List

Spring 2017, Winter Intersession

Dec 6, 2016

## Part-time

| Last | First | MI | Department |
|---|---|---|---|
| Alvarado | Guadalupe | | COUNSELING & STUDENT SUCCESS |
| Arazi | Dana | | COMMUNICATIONS & LANGUAGES |
| Archambault | Alan | Kalunahelu | MATHEMATICS |
| Ayala | Armando | J | KINESIOLOGY, DANCE & ATHLETICS |
| Cascella | Henry | H. | COMMUNICATIONS & LANGUAGES |
| Chavez | Roberto | | COMMUNICATIONS & LANGUAGES |
| Coaxum | Brian | James | BEHAVIORAL AND SOCIAL SCIENCES |
| Curiel | Libby | | COMMUNICATIONS & LANGUAGES |
| Dower | Kellori | | ARTS & CULTURAL PROGRAMS |
| Duran | Jose | J. | BEHAVIORAL AND SOCIAL SCIENCES |
| English | Cameron | B. | MATHEMATICS |
| Fernandez | Juan | R | COMMUNICATIONS & LANGUAGES |
| Flores | Julio | R | COUNSELING & STUDENT SUCCESS |
| Forrest | Michael | R. | PHYSICAL SCIENCE |
| Garcia | Nancy | X | MATHEMATICS |
| Garcia | Santiago | Andres | BEHAVIORAL AND SOCIAL SCIENCES |
| Hinze | Michael | | KINESIOLOGY, DANCE & ATHLETICS |
| Hsiao | Jupei | | MATHEMATICS |
| Isaac | Lily | | COMMUNICATIONS & LANGUAGES |
| Jaeggi | Scott | A. | PUBLIC SAFETY |
| Johnson | Steve | Earl | KINESIOLOGY, DANCE & ATHLETICS |
| Juchartz | Arline | F. | COMMUNICATIONS & LANGUAGES |
| Karmiryan | Ruzanna | | BEHAVIORAL AND SOCIAL SCIENCES |
| Kelly | David | J | BEHAVIORAL AND SOCIAL SCIENCES |
| Lai | Wendy | S. | COMMUNICATIONS & LANGUAGES |
| Lara | Jose | A | COUNSELING & STUDENT SUCCESS |
| Littrell | Mark | | MATHEMATICS |
| Livingston | Jannine | G. | ARTS & CULTURAL PROGRAMS |
| Madrigal | Ea | N. | BEHAVIORAL AND SOCIAL SCIENCES |
| Markossian | Marina | | COMMUNICATIONS & LANGUAGES |
| Mikalson | Barbara | G. | BEHAVIORAL AND SOCIAL SCIENCES |
| Montiel | Gerson | E. | MATHEMATICS |
| Newman | James | E. | PUBLIC SAFETY |
| O'Connor-Gomez | Doreen | Mary | COMMUNICATIONS & LANGUAGES |
| Okamoto | Tyler | G. | COMMUNICATIONS & LANGUAGES |
| Olivas | Sally | | COMMUNICATIONS & LANGUAGES |
| Philpot | Cynthia | M | COMMUNICATIONS & LANGUAGES |
| Pitassi | Matthew | S. | MATHEMATICS |
| Pokornowski | Steven | G. | COMMUNICATIONS & LANGUAGES |
| Preston | Theodore | M | BEHAVIORAL AND SOCIAL SCIENCES |
| Puga | Gilbert | | COMMUNICATIONS & LANGUAGES |
| Rebia | Sergio | | ARTS & CULTURAL PROGRAMS |

RIO HONDO COLLEGE

# Alpha List

Spring 2017, Winter Intersession

Dec 6, 2016

## Part-time

| Last | First | MI | Department |
|---|---|---|---|
| Rhee | Joseph | H. | PHYSICAL SCIENCE |
| Rios | Rodolfo | | BUSINESS |
| Rivera | Mary | E | COUNSELING & STUDENT SUCCESS |
| Roldan | Pablo | | COMMUNICATIONS & LANGUAGES |
| Romo | Claudia | | COUNSELING & STUDENT SUCCESS |
| Ryan | Mutsuno | S. | MATHEMATICS |
| Sanchez | Cynthia | A. | BIOLOGY |
| Sevilla-Marzona | Judy | C. | LIBRARY |
| Sigala | Carol | Ann | BEHAVIORAL AND SOCIAL SCIENCES |
| Sloniger | Wells | C. | COMMUNICATIONS & LANGUAGES |
| Thomas | Julius | B. | COUNSELING & STUDENT SUCCESS |
| Torres Gil | Belen | M | COUNSELING & STUDENT SUCCESS |
| Tovmasian | Grant | | COMMUNICATIONS & LANGUAGES |
| Villanueva | Viviana | | COUNSELING & STUDENT SUCCESS |

## EQUAL EMPLOYMENT OPPORTUNITY

BP No. 3420

Board: 11/08; 2/18/09



I. **The Board of Trustees of the** Rio Hondo Community College District **supports the intent set forth by the California Legislature to assure that every effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony, and suitable role models for all students. The Board therefore commits itself to promote the total realization of** equal opportunity in educational programs, employment, and all access to institutional programs and activities.

II. The District, and each individual who represents the District, shall provide **employment and** access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

III. The Superintendent / President shall **develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as modified or clarified by judicial interpretation.**~~establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination~~.

IV. ~~No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.~~

IV. Source/Reference
Education Code Sections ~~66250, et seq., 72010, et seq.;~~ 87100 et seq.;
Title 5, Sections 53000, et seq.; ~~Government Code 12940, et seq.; Penal Code Section 422.55;~~
**ACCJC Accreditation Standard III.A.12**

## PROHIBITION OF HARASSMENT

**BP No. 3430**

Board Adopted: 12/8/82; 5/13/98; 11/9/05; 2/18/09; 7/11/12; 7/9/14



I. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation ~~of any person~~, military **status,** and/or veteran status, or because ~~he or she~~ **the person** is perceived to have one or more of the ~~foregoing~~ **above** characteristics.

II. The District seeks to foster an environment in which all employees, ~~and~~ students, **interns, and volunteers** feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

III. Any student ~~or~~ employee, **intern, or volunteer** who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435, **Discrimination / Harassment.** Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

IV. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

V. To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

VI. The Superintendent/President shall establish procedures **that define harassment on campus. The Superintendent shall further establish procedures** for employees, students, **interns, volunteers** and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

VII. This policy and related written procedures including the procedure for making complaints shall be widely published and publicized to administrators, faculty, staff, ~~and~~ students, **interns, and volunteers** particularly when they are new to the institution. **They shall be available for students, employees, interns, and volunteers in all administrative offices.**

VIII. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. **Interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other work experience program.** ~~Non-employees, such as sales representatives, service vendors, contractors or consultants are also covered by this Policy and will be subject to corrective measures.~~ *(language deleted by CCLC)*

IX. Source/References:

~~California Code of Regulations, Title 5, sections 59300 et seq~~
~~California Code of Regulations, Title 2, sections 7285.0 et seq (7291.1 & 7287.6)~~
~~California~~ Education Code, sections 212.5; 44100; 66252; 66281.5
~~California~~ Government Code Sections **12940 and12950.1** ~~12940.1~~
**Title VII of the Civil Rights Act of 1964, 42 U.S. Code annotated Section 2000e**
~~Civil Rights Act of 1964 (Title VII) and amendments thereto~~
~~Education Amendments of 1972 (Title IX)~~
~~EEOC Policy Guidance on Current Issues of Sexual Harassment~~
~~Sex Equity in Education Act (Education Code sections 200 et seq)~~
~~Title 29 Code of Federal Regulations, section 1604.11~~
~~United States Department of Education Office of Civil Rights Sexual Harassment Guidance, May 1997~~

# FINANCIAL AUDITS

BP No. 6400

Board Adopted: 11/10/04



I. There shall be an annual external ~~outside~~ audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/ President shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit. Multi-year contracts for auditors shall not exceed ~~three~~ five years.

II. Source/Reference

Education Code Section 84040(b)
**ACCJC Accreditation Standard III.D.7**

## PROFESSIONAL DEVELOPMENT

BP No. 7160

Board Adopted: NEW



I. Rio Hondo Community College District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement and funding.

II. Reference

ACCJC Accreditation Standard III.A.14

## DELEGATION OF AUTHORITY, HUMAN RESOURCES

**BP No. 7110**

Board Adopted: 4-13-05



I. The Board of Trustees delegates authority to the Superintendent/President to authorize employment, establish job responsibilities, and perform other personnel actions. The act of delegation shall follow ~~provided that~~ all federal and state laws and regulations, ~~and~~ Board Policies, and ~~college~~ **Administrative** Procedures. **The act of delegation shall be** ~~are followed~~ subject to confirmation by the Board.

II. Source/Reference

Ed Code 70902(d)

# RIO HONDO COLLEGE – BOARD OF TRUSTEES
## 2017 Calendar of Events

| | | | |
|---|---|---|---|
| **JANUARY - 2017** | *January 2* | *HOLIDAY – COLLEGE CLOSED* | |
| | January 11 | Regular Board Meeting | • El Monte Promise |
| | January 16 | *HOLIDAY – COLLEGE CLOSED* | |
| | January 27 | ***FLEX DAY*** | |
| | January 27-29 | **CCLC Effective Trusteeship and Board Chair Workshop** | **Sheraton Grand, Sacramento** |
| | January 29-30 | **CCLC Annual Legislative Conference** | **Sheraton Grand, Sacramento** |
| | | | |
| **FEBRUARY** | February 8 | Regular Board Meeting | |
| | February 11 (Tentative) | Board Retreat | • Brown Act<br>• Review Board Self-Evaluation Instrument<br>• Mid-year Evaluation of Board Goals<br>• Review Board Ethics Policy<br>• Review Board Protocols<br>• Review Community Engagement |
| | **February 13-16** | **ACCT Legislative Summit** | **Washington, DC** |
| | February 17-20 | *HOLIDAY – COLLEGE CLOSED* | |
| | | | |
| **MARCH** | March 8 | Regular Board Meeting | |
| | *March 27 – April 1* | *SPRING BREAK-COLLEGE CLOSED* | |
| | | | |
| **APRIL** | April 12 | Regular Board Meeting | • Superintendent/President Evaluation Process & Review of Instrument<br>• 3SP Update |
| | | | |
| **MAY** | May 4-7 | **CCLC Annual Trustees Conference** | **Ritz Carlton, Lake Tahoe** |

# RIO HONDO COLLEGE – BOARD OF TRUSTEES
## 2017 Calendar of Events

| | | | |
|---|---|---|---|
| | May 10 | Regular Board Meeting | • Board receives and completes self-evaluation instrument<br>• Student Equity Update<br>• 5 year Construction Plan |
| | May 25 | Commencement (6:00 pm) | |
| | May 29 | *HOLIDAY – COLLEGE CLOSED* | |
| | | | |
| **JUNE** | June 2 | New Student Trustee Orientation | |
| | June 14 | Regular Board Meeting | • Discussion of ACCJC Midterm Report<br>• Tentative Budget |
| | June 28 (tent) | Board Retreat | • Discussion of Board Self Evaluation Results<br>• Update Board Goals<br>• Discussion of CEO Evaluation - Closed Session<br>• Scorecard/Institution Set Standards<br>• Institutional Goals and Objectives |
| | | | |
| **JULY** | July 4 | *HOLIDAY – COLLEGE CLOSED* | |
| | July 12 | Regular Board Meeting | • Approve Board Goals |
| | | | |
| **AUGUST** | August 9 | Regular Board Meeting | |
| | **August 12-14** | **CCLC Student Trustee Workshop** | **Hilton, Long Beach** |
| | August 18 | FLEX Day | |
| | | | |
| **SEPTEMBER** | September 4 | *HOLIDAY – COLLEGE CLOSED* | |
| | September 13 | Regular Board Meeting | • Adopted Budget |
| | September 25-28 | **ACCT Leadership Congress** | **Las Vegas, Nevada** |
| | | | |
| | | | |
| **OCTOBER** | October 11 | Regular Board Meeting | 3SP Update<br>ACCJC Midterm Report Due |
| | | | |

## RIO HONDO COLLEGE – BOARD OF TRUSTEES
## 2017 Calendar of Events

| | | | |
|---|---|---|---|
| | October 15 | | |
| **NOVEMBER** | November 8 | Regular Board Meeting | Student Equity Update |
| | **November 10** | *HOLIDAY – COLLEGE CLOSED* | |
| | **November 16-18** | **CCLC Annual Convention** | **San Jose, California** |
| | November 23-24 | *HOLIDAY – COLLEGE CLOSED* | |
| | | | |
| **DECEMBER** | December 13 | Regular Board Meeting<br>Annual Organization/Election of Officers | Bond and Financial Audit |
| | Dec. 25 – Jan 1 | Winter Break – College Closed | |

12/16

| BASIC SKILLS COMMITTEE | |
|---|---|
| **Charge** | To discuss the needs of the campus relating to basic skills and to plan the future of basic skills across the curriculum at Rio Hondo College. |
| **Meeting Schedule** | Monthly |
| **Chair**<br>**Co-Chair** | Assistant Dean, Student Success and Retention<br>Basic Skills Faculty Coordinator |
| **Composition** | • Vice President, Academic Affairs<br>• Vice President, Student Services<br>• Dean, Communications and Languages<br>• Dean, Math and Sciences<br>• Dean, Counseling and Student Success<br>• Communications and Languages Faculty (6)<br>• Math and Science Faculty (2)<br>• Counseling (1)<br>• **Staff Development Coordinator**<br>• **Library Faculty (1)**<br>• Associated Students of Rio Hondo College (ASRHC) Representative (1)<br>• Classified Representatives (3) |
| | 2/21/08 |
| **Revised** | 2011, 2012, 2013, 2014, 2016 |
| **Notes** | |
| **Support Staff** | • Clerical Support Staff, Student Success and Retention<br>• Researcher |

## CAMPUS SECURITY AND ACCESS

AP No. 3501

Board Reviewed: 11/9/11



Note: This procedure is legally required.

I. **In order for the Rio Hondo Community College District to ensure safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services, they will be constructed and maintained to ensure access, safety, security, and a healthful learning and working environment. (Standard IIIB1 language).**

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. ~~During non-business hours, access to all District facilities is by key, if issued, or by admittance via the Campus Security~~. In the case of periods of extended closing, the District will ~~admit~~ **allow access** only **to** those with prior written approval to **from the Manager of Operations and Maintenance.** ~~all facilities~~.

II. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. The Director of Facilities and others in concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Facilities, Campus Security Officer and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

III. References
34 Code of Federal Regulations Section 668.46(b)(3)
**ACCJC Accreditation Standard III.B.1**

## ADMINISTRATORS

AP No. 7250

Board Reviewed: 4/12/05; 12/12/07 (Formerly BP 7250)



I. An administrator is a person employed by the Board **of Trustees** in a supervisory or management position as defined in Educational Code 87002 and Administrators shall be employed in accordance to Education Code Section 72411, or Education Code 72441.5.

II. Each year, the Board ~~of Trustees~~ in the exercise of its sole discretion, may conduct a review of the number and types of administrator positions required for the operation of the ~~college~~ District. The Board reserves the right to reclassify positions by either increasing or decreasing the classification status and increasing or decreasing the number of administrator personnel as required for the operation of the ~~college~~ District. An administrator shall be subject to reclassification or termination by the Board ~~of Trustees~~ as a result of the annual review above mentioned and the decision of the Board shall be final.

III. Educational Administrators

A. Educational administrators are those who are employed in an academic position designed by the ~~governing~~ Board ~~of the District~~ as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

B. ~~A person employed in an administrative position that is not part of the classified service~~ **An educational administrator** who has not previously acquired tenure status as a faculty member in the District and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if all of the following criteria apply.

1) The ~~administrator~~ **educational administrator** meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed and agreed upon jointly by the Superintendent/President or his/her designee and the Academic Senate and approved by the Board. The Board shall also provide the Academic Senate with an opportunity to present its views to the Board before the Board makes a determination and the written record of the decision, including the view of the Academic Senate shall be available for review pursuant to Educational Code 87458. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that ~~an administrator~~ **The educational administrator** possesses **the** minimum qualifications for employment as a faculty member.

2) The requirements of Education Code Section 87458 (c) and (d), or any successor statute, are met with respect to prior satisfactory service and *the* reason for termination of the administrative assignment. At the time the Board takes action to notify ~~an administrator~~ **the educational administrator** of the expiration or termination of his or her administrative assignment, the Board shall state whether the action is taken for cause within the meaning of Education Code Section 87458(d).

3) There is an available position for which the administrator possesses minimum qualifications.

C. Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President, or as may be specifically established in a contract of employment.

D. Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, contract, Board ~~these~~ Policies, and Administrative Procedures. ~~adopted by the Superintendent/ President.~~

E. Every educational administrator shall be employed, ~~and all other administrators may be employed~~, by the ~~governing~~ Board ~~of the District~~ by an appointment or contract of up to four years in duration. The **Superintendent/**President and the Vice Presidents shall be employed by a contract.

F. The Board may, with the consent of the **educational** administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the ~~administrator~~ **educational administrator**, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the ~~administrator~~ **educational administrator**, for a new term to commence on the effective date of the termination of the existing term of employment.

G. For an ~~administrator~~ **educational administrator** employed by an appointment or a contract, the term of which is longer than one year, the notice shall be given at least six months in advance of the expiration of the appointment or contract unless the contract or appointment provides otherwise. For every other administrator, notice that the administrator may not be reemployed by appointment or contract in his or her administrative position of the following college year shall be given on or before March 15.

IV. Classified Administrators

A. ~~Classified administrators are either classified supervisors or classified managers who are not employed as educational administrators~~. **Classified administrators are administrators who are not employed as educational administrators. (CCLC)**

1) Classified **administrators** ~~supervisors~~ are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action. Classified ~~managers~~ **administrators may have** ~~are those classified administrators, regardless of job description, having~~ significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

2) **Every classified administrator shall be employed by the Board by an appointment or contract.**

~~B. Classified administrators shall be employed pursuant to appointments or contracts of up to four year~~.

~~B. Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees. (CCLC)~~

3) Classified administrators employed by the District, shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Classified administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President, or as may be specifically established in a contract of employment.

4) Classified administrators ~~employed by the District~~, shall be entitled to vacation leave, sick leave, and other leaves as

provided by law, contract, Board Policies, and Administrative Procedures. ~~adopted by the Superintendent/ President~~.

~~5) The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.~~

~~6) For an administrator employed by an appointment or a contract, the term of which is longer than one year, the notice shall be given at least six months in advance of the expiration of the appointment or contract unless the contract or appointment provides otherwise. For every other administrator, notice that the administrator may not be reemployed by appointment or contract in his or her administrative position of the following college year shall be given on or before March 15.~~

**V. Classified Administrators Probationary Period**

**A. The probationary period of all ~~members of the~~ classified administrators shall be the 12 months of actual service which shall be deemed to include days of absence for illness or injury to which the employee is entitled without loss of pay pursuant to the requirements and authority of Section 88013 of the Education Code.**

**B. During the probationary period, any classified administrator who is subject to disciplinary action shall not have a right to a hearing with respect thereto reclassification, demotion or termination. (Ed Code 88013)**

**C. Upon completion of the probationary period by any classified administrator, such person is hereby designated as a permanent employee who shall be subject to disciplinary action only for cause as prescribed in these rules and regulations and subject to reclassification. (Ed Code 88013)**

**VI. In the absence of an express appointment or contract as provided in Education Code Section 72411, every administrator shall serve in his or her administrative assignment at the pleasure of the Board. (Ed Code 72411.5)**

VII. Source/Reference

**EC 72411, 72411.5**, 87002, 87457-87460, 88013.~~, & 88012,~~
Government Code 3540.1(g) and (m)