I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance

Tracy Rickman led the Pledge of Allegiance.

C. Roll Call

All Board members were reported present with the exception of Norma E. Garcia, Vicky Santana, who later arrived at 6:10 p.m. and Student Trustee Youngblood who arrived at 7:00 p.m.

D. Approval of Minutes:

On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted unanimously by vote of the three members present (Mendez, Pacheco, and Shapiro) to approve the minutes of March 14, 2018.
E.  **Open Communication for Public Comment**

No comments from the public.

Ms. Santana arrived at this point of the meeting.

F.  **Commendations**

- Classified Retiree (*Carol Rice*)
- Wildland Fire Crew
- Tenured Faculty
- Academic Rank
- 2018 Hayward Award Recipient (*Dr. Adam Wetsman*)

Trustee Shapiro requested to take a point of personal privilege with the consent of her fellow board members and read the following statement:

“It has been six and a half years since President Dreyfuss assumed the role as Interim Superintendent/President and then the permanent Superintendent/President. We are all aware when she took over this role the college was in disarray. She quickly took care of all the issues and made this college a better environment for our students, faculty, and staff as well as improve the image of the college in the communities from a not so positive to a positive one. This was evident from the compliments from the community members about Rio Hondo College. We commend her skills in decision making process, fairness in problem solving, and most of all her leadership. President Dreyfuss, all of the Board Members want you to know we support you 100% and we are behind you 100%. Thank you for your dedication and hard work to Rio Hondo College.”

BREAK

G.  **Presentation**

- Update on Educational Centers (*Dr. Laura Ramirez/Yolanda Emerson/Dr. Kevin Smith*)

Student Trustee Youngblood arrived at this point of the meeting.

II.  **CONSENT AGENDA**

38. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted unanimously by vote of the four members present (Mendez, Pacheco, Santana and Shapiro) 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 Purchase Order Report for the preceding month.


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:
Jose Aguinaga to participate at the Institute of Museum and Library Services in Washington DC on April 3-5, 2018


Julius B. Thomas to participate at the National Education Association (NEA) Black Caucus Annual Issues Conference in Baltimore, Maryland on April 26-29, 2018.

Mary Ann Pacheco, Gary Mendez, Shin Liu, and Jill Pfeiffer to Coordinate and Accompany Rio Hondo College Students Tainan Visit in Tainan, Taiwan on May 26 – June 5, 2018.

Dr. Van Priest to participate at the National Science Foundation HSI Proposal Review in Washington D.C., on April 23-25, 2018.

3. **Approve Acceptance of Chancellor’s Office Grant: 2017-2018 One Time Emergency Aid Funding for Dreamer Students**

The Chancellor’s Office has awarded Rio Hondo College $36,336.00 for FY 2017-2018 as One Time Emergency Aid Funding for Dreamer Students.

AB 134 provides $7,000,000.00 in funding for distribution to California Community Colleges for providing emergency aid to students with an identified need, who are exempt from paying nonresident tuition under (Ed. Code § 68130.5). This includes AB 540 and AB 2000 eligible students.

The Board of Trustees approved the acceptance of the Chancellor’s Office Grant as described above and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Approve Acceptance of Chancellor’s Office Grant: 2018-2019 for the Baccalaureate Degree Pilot Program Implementation Support**

The Chancellor’s Office has awarded Rio Hondo College $68,175.00 for FY 2018-2019 as One Time Funds for the Baccalaureate Degree Pilot Program Implementation Support.

Senate Bill 81 provide funding for distribution to Baccalaureate Degree Pilot Programs for providing Meetings, Conferences and Related Support for Implementation.

The Board of Trustees approved acceptance of the Chancellor’s Office Grant as described above and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Approve Acceptance of Grant: Instructional and Student Support for Certified Nursing Assistant Program – Arthur N. Rupe Foundation**
Rio Hondo College has received an award of a grant from the Arthur N. Rupe Foundation in the amount of $39,275.00 to be used by the Certified Nursing Assistant Program for instructional and student support.

The Board of Trustees approved acceptance of the grant as described above and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Award Bid #2060 AJ Annex Beam Replacement Project – Fast Track Construction Corporation**

On February 23, 2018 and March 2, 2018 Bid #2060 AJ Annex Beam Replacement Project was advertised to submit Construction Bids in the Pasadena Star News, San Gabriel Valley Tribune and the Whittier

On March 5, 2018, the Program Management Team and Rio Hondo Staff conducted a mandatory information meeting and job walk for Bid #2060. Three (3) contractors attended the meeting and job walk. Bids for the AJ Annex Beam Replacement Project were received and opened on Wednesday, March 21, 2018 at 3:00 p.m. A total of Two (2) bids were received. The results are posted below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Base Bid</th>
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<tbody>
<tr>
<td>Fast Track Construction Corporation.</td>
<td>$792,000</td>
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<tr>
<td>Los Angeles, CA</td>
<td></td>
</tr>
<tr>
<td>Saifco Construction Co.</td>
<td>$1,054,000</td>
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<tr>
<td>Westlake Village, CA</td>
<td></td>
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</tbody>
</table>

The Bid received from Fast Track Construction Corporation is deemed to be the lowest responsive and responsible bidder as the General Contractor for this project in the amount of $792,000.00.

The Board of Trustees approved the Bid proposal for the AJ Annex Beam Replacement Project from Fast Track Construction Corporation in the amount of $792,000.00 from Schedule Maintenance Funds and authorized the Administration to execute appropriate documents on behalf of the District.


The State of California’s Office of Statewide Health Planning and Development, Healthcare Workforce Development Division has awarded Rio Hondo College the Song - Brown Award in the amount of $120,000.00 for a funding period of July 2018 - June 2020.

Rio Hondo College was one of 15 nursing programs in the State to receive the Song - Brown award (8- ADNs, 6- BSNs, and 1- MSN). The purpose of this two (2) year award supports the nursing program’s efforts to provide additional student support in developing clinical skills that will assist our nursing students’ proficiency in performing skills in
the clinical setting, increase patient safety, and provide for increased ability to continue in the nursing educational pathway. The State has approved this Award, the performance period for activities will commence July 1, 2018.

The Board of Trustees approved acceptance of the Song-Brown Award as described above and authorized the Administration to execute appropriate documents on behalf of the District.

8. **Bid #2060 AJ Annex Bea Replacement Project – Division of the State Architect (DSA) Inspection Services – Massadi Enterprises, Inc.**

Inspection Services are required by the Division of State Architect (DSA) to ensure that the general contractor follows each detail of the DSA approved plans and specifications. The Project Inspector is required to keep detailed logs tracking all materials and labor used in the building and is the official representative of DSA on the job site.

The Program Management Team received a proposal for DSA Inspection Services for the AJ Annex Beam Replacement Project from Massadi Enterprises Inc., an inspection firm that has been previously approved to provide DSA Inspection Services on many construction projects on campus in the amount not to exceed of $62,500.00.

The proposal has been reviewed by the Program Management staff and the College Administration and recommend Massadi Enterprises Inc. proposal.

The Board of Trustees approved the DSA Inspection Services from Massadi Enterprises Inc. in the amount of $62,500.00 for the AJ Annex Beam Replacement Project from Schedule Maintenance Funds and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Continuing Education**

a. **Kevin Boyd** – To instruct Ebay Workshops – Learn how to set up an eBay Seller Account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Includes tips, how to determine shipping costs, where to get free shipping supplies, how to print shipping labels from home and get free pickup. Dates of service: April 12, 2018 – June 30, 2018. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

10. **Consultants**

a. **Theatre Workers Project** – To present a performance of “A Man Like Me” followed by a discussion with the audience. Date of service: April 18, 2018. Cost not to exceed $1,000.00 from Student Equity Grant.

b. **Cecilia Rios-Aguilar** – To present to faculty on pedagogical practices and theories. Dates of service: April 1, 2018 – April 20, 2018. Cost not to exceed $1,600.00 from Student Equity Grant.

c. **Yadira Arellano-Lopez** – to coordinate regional SWP-TPP efforts to include developing curriculum and short term certificates, assisting in
d. Daniel Gilbert Solorzano – To present to faculty on pedagogical practices and theories. Dates of service: May 1, 2018 – May 18, 2018. Cost not to exceed $1,600.00 from Student Equity Grant.

e. Tara J. Yosso – To present to faculty on pedagogical practices and theories. Dates of service: May 1, 2018 – May 18, 2018. Cost not to exceed $1,600.00 from Student Equity Grant.

f. On Course, Inc. – To provide faculty a two-day training “Success Coaches” with a multitude of strategies to enable them to engage students in active learning in the classroom across all disciplines. Dates of service: August 9, 2018 – August 10, 2018. Cost not to exceed $8,500.00 from Basic Skills Transformation Grant.

g. Ernesto Rocha – To be a keynote speaker for the Dreamers Conference. Date of service: April 20, 2018. Cost not to exceed $500.00 from 3SP Grant.

B. PERSONNEL

1. Academic

   a. Employment

Special Assignments, Spring 2018

The following instructor will receive an additional stipend, in the amount of $285, for her role as the Project Director for the Zero Textbook Cost (ZTC) Planning Grant received by the Chancellor’s Office. The ZTC Grant was extended and is now nearing completion.

LYNCH, Sheila Arts and Cultural Programs

Part-Time, Spring 2018

Behavioral and Social Sciences

LOPEZ, Yadira

Hourly as Needed, 2017-2018

CalWORKs

TIEU, Julie
b. **Retirement**

SEVILLA-MARZONA, Judy, Full-time Librarian, Library, effective May 25, 2018

2. **Classified**

a. **Employment**

**Regular Classified**

OCAMPO, Ramon, Tool Room Attendant, 25%, 11 months, Career and Technical Education, effective March 13, 2018

**Promotion**

ANAYA, Cesar, Senior Grounds Worker, 100%, 12 months, Facilities Services, effective March 8, 2018

**Transfer**

DAVILA, Manuel, Instructional Assistant – Math Science Center, 45%, 10.5 months, Math and Science, effective March 12, 2018

**Substitutes**

HERNANDEZ, Alberto, HVAC Mechanic, Facilities Services, effective March 13, 2018

MARTINEZ, Francisco, Child Development Teacher, Child Development Center, effective February 26, 2018

RAMIREZ, Steve, General Maintenance Worker, Facilities Services, effective March 5, 2018

RAMIREZ, Steve, Utility Worker, Facilities Services, effective March 5, 2018

b. **Resignation**

DENNIS, Shawneece, Children’s Center Aide, Child Development Center, effective April 6, 2018

c. **Retirement**

RICE, Carol, Account Clerk III, Accounting, effective April 7, 2018 (Date Was Revised)

d. **Layoff, Regular Classified**
The following individuals were hired with designated categorical funds and due to lack of funds these individuals will receive a 60-day notice of layoff commencing on April 12, 2018:

CANDELAS, Jose, Educational Advisor, CalSOAP
DIAZ, Luis, Student Services Assistant, CalSOAP
HSIAO, Joyce, Educational Advisor, CalSOAP

3. Unrepresented, (AP 7130), 2017-18
   a. Employment, 2017–2018

   CalSOAP
   Student Success Coach I
   NERI, Alejandra OCHOA, Stephanie

   Kinesiology, Dance and Athletics
   Coaching Specialist
   MARQUEZ, Daniel

   Public Safety
   Recruit Training Officer
   CARLE, Jarret

   Students

   CALDERON, Sheldon, DSPS
   CASILLAS, Sandra, Learning Assistance Center
   GUTIERREZ, Marta, Math and Science
   HUA, Sing Kit Truman, Math and Science
   LIM, Eang, Student Success
   MENDEZ, Guadalupe, Financial Aid
   RAMIREZ, Alberto, Math and Science
   REYES, Arturo, Facilities Services
   REYES, Perla, Math and Science
   RODRIGUEZ, Marissa, Financial Aid
   YERENA, Angela, Financial Aid

C. ACADEMIC SERVICES
   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 Credit Course that is Part of an Existing Program
         The following credit courses have been recommended for inclusion in our offerings and the catalog:
CIT 127: Programming Concepts and Methodology I with Python
(Business)
Degree Applicable; 3.0 Units
Justification: This is the first course in a sequence of courses that is compliant with the standards of the Association for Computing Machinery (ACM). This course is intended to be part of the following degrees that are under development: Computer Science ADT and Cybersecurity AS.

CIT 128: Programming Concepts and Methodology II using Python
(Business)
Degree Applicable; 3.0 Units
Justification: Second course in a sequence of courses that is compliant with the standards of the Association for Computing Machinery (ACM).

CIT 221: Ethical Hacking
(Business)
Degree Applicable; 3.0 Units
Justification: Cybersecurity positions are going unfilled. It's estimated that growth in Los Angeles and Orange County alone will exceed 7%. Many positions do not require a bachelor's degree.

ENGR 212: Computational Methods in MATLAB/Octave
(Mathematics & Sciences)
Degree Applicable; 4.0 Units
Justification: This course is intended to prepare students planning to transfer to a four year college/university in several engineering disciplines (mechanical, electrical, civil, aerospace, etc) as their "Introduction to Computational Methods in Matlab" engineering course. This course will be submitted for receipt of the ENGR 220 C-ID designation. This course is intended to satisfy major requirements for mechanical, civil, and electrical engineering. This course is part of the Math and Science Department's plan to become the Math, Science, and Engineering Department at Rio Hondo College.

ENGR 217L: Electric Circuit Analysis Lab
(Mathematics & Sciences)
Degree Applicable; 1.0 Units
Justification: This course is offered in conjunction with the Electric Circuit Analysis theory course, and is intended to satisfy major requirements for students transferring to a four-year college/university electrical engineering bachelors program. This course is also intended to be part of the Electrical Engineering A.S. to be offered in the future.

GDSN 290: CWE/Internship for Graphic Design Related Fields
(Arts & Cultural Programs)
Degree Applicable; 1.0 to 4.0 Units
Justification: This course allows the student to apply the theory and skills
learned in a vocational graphic design setting. In addition, it allows employers an opportunity to support student learning and assist with the transition from school to work. This course is in compliance with Title 5 Cooperative Work Experience Program requirements.

KIN 058: Yoga Teaching I: Foundations
(Kinesiology, Dance & Athletics)
Degree Applicable; 3.0 Units
Justification: With the addition of KIN 058/Yoga Teacher Training I: Foundations (and KIN 059/Yoga Teacher Training II: Methodology), all required coursework for a Yoga Teacher Training Certification will be in place to offer this highly desirable certification at Rio Hondo College. Additional required coursework for the proposed certificate, including KINA 158/Yoga I, KINA 258/Yoga II, KIN 145/Theory and Analysis of Fitness Instruction, and KIN 146/Training Principles Special Populations is already offered. These KINA courses fulfill the GE Physical Education requirement and serve as electives for the AA in Dance. The KIN courses fulfill either an elective or requirement of the AA in Kinesiology and/or Fitness Specialist Certificate. KIN 145 also is an elective for the AA in Dance and will be a requirement of the Dance Certificate currently under development.

KIN 059: Yoga Teaching Training II: Methodologies
(Kinesiology, Dance & Athletics)
Degree Applicable; 3.0 Units
Justification: With the addition of KIN 059/Yoga Teacher Training II: Methodologies (and KIN 058/Yoga Teacher Training I: Foundations), all required coursework for a Yoga Teacher Training Certification will be in place to offer this highly desirable certification at Rio Hondo College. Additional required coursework for the proposed certificate, including KINA 158/Yoga I, KINA 258 Yoga II, KIN 145/Theory and Analysis of Fitness Instruction, and KIN 146/Training Principals Special Populations, are currently offered. These KINA courses fulfill the GE Physical Education requirement and serve as electives for the AA in Dance. The KIN courses will fulfill either an elective or requirement of the AA in Kinesiology and/or the Fitness Specialist Certificate. KIN 145 also an elective for the AA in Dance and will be a requirement of the Dance Certificate currently under development.

KIN 159: Leadership Empowerment of Sport
(Kinesiology, Dance & Athletics)
Degree Applicable; 3.0 Units
Justification: The addition of this course will provide a foundation of leadership among students interested in leadership empowerment within a sport environment and will apply towards the Coaching of Sport Certificate offered at Rio Hondo College. This course will also provide a platform for these individuals to understand how they can positively lead and make a difference within the Rio Hondo campus and their own community. Many of our students have pursued opportunities working in youth programs in the immediate areas and it is necessary to prepare students that are interested in leadership with tools to be the best leader they can be in positively influencing youth development. This course will serve the entire Rio Hondo college population and provide career opportunities for students.
MUST 116: Songwriting and Arranging II  
(Arts, Performing and Visual)  
Degree Applicable; 3.0 Units  
**Justification:** This course was created to meet the demand for computer-based music in the professional world of music and is part of the AS Degree in Music and Integrated Technology and the Songwriting and Arranging Certificate of Achievement.

MUST 146: Live Sound Reinforcement II  
(Arts, Performing and Visual)  
Degree Applicable; 3.0 Units  
**Justification:** This course was created to meet the demand for music technology in the professional world of music and is part of the AS Degree in Music and Integrated Technology and the Live Sound and Recording Arts Certificate of Achievement.

b. **Unit/Hour Change**  
The following courses have been recommended for a unit/hour change to reflect an increase/decrease in course content:

**BIOL 112: Outdoor Biology**  
**Unit Change:** From: 3.0 To: 4.0  
**Hour Change:** From: 36 Lecture/54 Lab/90 Total Hours  
To: 54 Lecture/54 Lab/108 Total Hours

**CIT 130: Windows Configuration**  
**Hour Change:** From: 36 Lecture/54 Lab/90 Total Hours  
To: 45 Lecture/27 Lab/72 Total Hours

**GDSN 150: Typography**  
**Hour Change:** From: 54 Lecture/54 Lab/108 Total Hours  
To: 36 Lecture/72 Lab/108 Total Hours

**GDSN 151: Typographic Design**  
**Hour Change:** From: 27 Lecture/81 Lab/108 Total Hours  
To: 36 Lecture/72 Lab/108 Total Hours

**GDSN 162: Introduction to Web Design: User Experience Design (UX)**  
**Hour Change:** From: 54 Lecture/54 Lab/108 Total Hours  
To: 36 Lecture/72 Lab/108 Total Hours

**GDSN 163: Intermediate Web Design: Interactive Design**  
**Hour Change:** From: 54 Lecture/54 Lab/108 Total Hours  
To: 36 Lecture/72 Lab/108 Total Hours

**GDSN 164: Digital Illustration Design**  
**Hour Change:** From: 54 Lecture/54 Lab/108 Total Hours  
To: 36 Lecture/72 Lab/108 Total Hours

**GDSN 165: Branding and Identity Design**  
**Hour Change:** From: 27 Lecture/81 Lab/108 Total Hours  
To: 36 Lecture/72 Lab/108 Total Hours
GDSN 172: Publication Design  
Hour Change: From: 54 Lecture/54 Lab/108 Total Hours  
            To: 36 Lecture/72 Lab/108 Total Hours

GDSN 174: Packaging Design  
Hour Change: From: 27 Lecture/81 Lab/108 Total Hours  
            To: 36 Lecture/72 Lab/108 Total Hours

GDSN 178: Digital Imaging Design  
Hour Change: From: 54 Lecture/54 Lab/108 Total Hours  
            To: 36 Lecture/72 Lab/108 Total Hours

GDSN 179: Advanced Digital Imaging Design  
Hour Change: From: 27 Lecture/81 Lab/108 Total Hours  
            To: 36 Lecture/72 Lab/108 Total Hours

MUS 116: Diverse Instruments Ensemble  
Unit Change: From: 2.5 To: 1.0  
Hour Change: From: 27 Lecture/54 Lab/81 Total Hours  
            To: 13.5 Lecture/13.5 Lab/27 Total Hours

MUS 216: Industrial Orchestra  
Unit Change: From: 2.5 To: 2.0  
Hour Change: From: 27 Lecture/54 Lab/81 Total Hours  
            To: 27 Lecture/27 Lab/54 Total Hours

c. New Program  
The following degrees/certificates have been recommended for inclusion in our offerings and catalog:

AS Degree – Computer Information Technology/Cybersecurity  
(26-27 Units)

Certificate of Achievement – Computer Information Technology/ 
Cybersecurity  
(23 Units)

Certificate of Achievement – Computer Information Technology/ 
Cybersecurity Technician  
(16 Units)

Certificate of Achievement – Ethical Hacker  
(22 Units)

AS Degree – Computer Information Technology/Information Systems and 
Technology  
(28 – 30 Units)

AS Degree – Homeland Security  
(24 Units)

Certificate of Achievement – Homeland Security  
(18 Units)
d. **Non-Credit Course Hour Change**

The following non-credit courses have been recommended for hour changes to reflect an increase/decrease in course content.

- **NVOC 038: Real Estate Practice**
  Hours: From: 1 – 48 Lecture To: 48 Lecture

- **NVOC 039: Real Estate Finance**
  Hours: From: 1 – 48 Lecture To: 48 Lecture

- **NVOC 040: Real Estate Principles**
  Hours: From: 1 – 48 Lecture To: 48 Lecture

- **NVOC 041: Real Estate Appraisal**
  Hours: From: 1 – 48 Lecture To: 48 Lecture

e. **New Non-Credit Certificate of Completion**

The following non-credit certificates have been recommended for inclusion in our offerings:

- Certificate of Completion: Real Estate Practice and Finance
- Certificate of Completion: Real Estate Principles and Appraisal

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**III. ACTION ITEMS**

A. **PRESIDENT’S OFFICE**

1. **CCCT Board Election – 2018**

39. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted unanimously by vote of the four members present (Mendez, Pacheco, Santana and Shapiro) to cast a vote for Alan Ransford of Glendale CCD and Greg Bonaccorsi of Ohlone CCD on the CCCT Board of Directors ballot.

Student Trustee advisory vote was aye

2. **Resolution in Opposition to Performance-Based Funding Formula**

40. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted unanimously by vote of the four members present (Mendez, Pacheco, Santana and Shapiro) to adopt the following resolution in opposition to performance based funding formula:
WHEREAS, Governor Brown has proposed a new funding formula in his January budget proposal, and

WHEREAS, the proposed funding formula provides that 25% of a community college district’s funding will be determined by the number of students receiving a degree or certificate, as well as the number of students receiving a degree or certificate in three years or less, and

WHEREAS, students are best served when they are able to explore and discover their career path, and well as retaining the critical skills needed for success in the workforce, which may not meet the same time frames and degree metrics set out by this proposal, and

WHEREAS, studies have shown that districts directed in this manner often reduce high cost programs, such as career technical education, or de-emphasize programs that do not tend to yield high student performance, and

WHEREAS, states which have instituted this type of performance-based funding show a decrease in the number of Associate’s degrees and an increase in the number of short-term certificates, and

WHEREAS, a more effective way of quantifying student success is through increased funding of full-time faculty who provide direct access and support to students to help guide them on their career path, and

WHEREAS, augmenting the compensation, office hours funding, and health benefits of the large number of part-time faculty serving community college students has a positive impact on student success, and

WHEREAS, utilizing the 75/25 goal and increased part-time faculty benefits as metrics, the goals of this part of the funding formula can be achieved in a manner that will address the long-term skills students will need in the workforce to be successful,

THEREFORE, BE IT RESOLVED that the Rio Hondo College Faculty Association, Academic Senate, and Board of Trustees of Rio Hondo College opposes the Governor’s proposal to base 25% of a community college district’s funding on performance-based metrics, unless the metrics were to include a significant shift in additional faculty-orientated metrics that are proven to increase student success, and

BE IT FURTHER RESOLVED that the Rio Hondo College Faculty Association, Academic Senate, and Board of Trustees of Rio Hondo College instead supports raising the percentage of the supplemental grant to provide low-income students with support.

3. Resolution in Opposition to Proposed Online Community College

On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Mendez, Pacheco, Santana and Shapiro) to adopt the following resolution in opposition to the proposed online community college:

Student Trustee advisory vote was aye
WHEREAS, Governor Brown has proposed a completely online 115th community college in his January budget proposal, and

WHEREAS, the California Community Colleges Chancellor’s Office would be the employer of record for the proposed online community college, which is a violation of the California Constitution, and

WHEREAS, the budget bill language proposes that this college would be staffed entirely by part-time faculty, contrary to AB 1725 and its intended commitment to full-time faculty, and

WHEREAS, this college would not adhere to California’s collective bargaining law, and

WHEREAS, the 114 existing California community colleges already offer robust online programs, and

WHEREAS, the Online Education Initiative (OEI) is designed to give students across the state access to Distance Education programs offered by all participating colleges, and

WHEREAS, the OEI is still in its infancy and should be given a chance to succeed, and

WHEREAS, the $120 million that is proposed to fund the online community college would go a long way toward strengthening existing Distance Education programs around the state,

THEREFORE, BE IT RESOLVED that the Rio Hondo College Faculty Association, Academic Senate and Board of Trustees of Rio Hondo College opposes the Governor’s proposed online community college, and urges the Legislature to reject it in favor of alternatives involving existing community colleges.

IV. INFORMATION ITEMS
1. Building Program
2. Board Calendar of Events 2018 (See Attached)
3. Revision of Administrative Procedures 2340, 2360, 2430, 2435, 2710, 2712, and 2735 (See Attached)

V. STAFF AND BOARD COMMENTS
• Board Development Reporting - None
• Action Items for Future Board Meetings - None

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting at closed session at 8:47 p.m. and reported the following items would be discussed:

Upon returning from Closed Session, Ms. Shapiro reported the following action was taken:

Pursuant to Section 54956.9
• Existing Litigation (1 Case - #BC680585)

Pursuant to Section 54957
• PUBLIC EMPLOYEE EMPLOYMENT
  o Director of Police Academy
42. On motion of Ms. Shapiro, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Mendez, Pacheco, Santana and Shapiro) to approve the employment of Walter Allen III as Director of the Police Academy.

- **Director of Child Development Center**

43. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Mendez, Pacheco, Santana and Shapiro) to approve the employment of Dr. Shireetha Gethers as Director of the Child Development Center.

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
  - Superintendent/President

- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE (3)**

  Pursuant to Section 54957.6:
  - CONFERENCE WITH LABOR NEGOTIATOR
    - Agency Negotiator: Teresa Dreyfuss
    - Employee Organization: CSEA, RHCFA

**VII. ADJOURNMENT**

44. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted unanimously by vote of the four members present (Mendez, Pacheco, Santana and Shapiro) to adjourn the meeting at 9:52 p.m. and announced the date of the next Regular meeting:

- Next Regular Meeting – Wednesday, May 9, 2018, 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.
<table>
<thead>
<tr>
<th>JANUARY - 2018</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
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<tr>
<td>January 1</td>
<td>February 11-14</td>
<td>March 14</td>
<td>April 11</td>
<td>May 4-6</td>
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<td>January 16</td>
<td>February 21</td>
<td>March 14</td>
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<td>January 10</td>
<td>February 22-28</td>
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<td>Prop 39 Projects</td>
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<td>January 24</td>
<td>March 28-29</td>
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<tr>
<td>HOLIDAY - COLLEGE CLOSED</td>
<td>HOLIDAY - COLLEGE CLOSED</td>
<td>Regular Board Meeting</td>
<td>Regular Board Meeting</td>
<td>CCLC Annual Trustees Conference</td>
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<tr>
<td>Board Retreat</td>
<td>FLEX DAY</td>
<td>Regular Board Meeting</td>
<td>SPRING BREAK-COLLEGE CLOSED</td>
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<tr>
<td>TEEP in Taiwan</td>
<td>CCLE Effective Trusteeship and Board Chair Workshop</td>
<td>Regular Board Meeting</td>
<td>CCLE Annual Legislative Conference</td>
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<td></td>
<td>CHARGE and Mid-Year Evaluation of Board Goals</td>
<td>Regular Board Meeting</td>
<td>CCLC Annual Legislative Summit</td>
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<td>Review Board Protocols</td>
<td>Review Board Protocols</td>
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<td>Guided Pathway Update</td>
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<td>May 9</td>
<td>May 28</td>
<td>June 4</td>
<td>June 13</td>
<td>July 4</td>
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<tr>
<td>Regular Board Meeting</td>
<td>Commencement (6:00 pm)</td>
<td>New Student Trustee Orientation</td>
<td>Regular Board Meeting</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
</tr>
</tbody>
</table>

**JUNE**

**JULY**

**AUGUST**

**SEPTEMBER**

**OCTOBER**

- Board receives and completes self-evaluation instrument
- Leadership Academy Presentation
- Student Equity/3SP and Basic Skills Update
- Tentative Budget
- 5-Year Construction Plan
- Campus Climate Survey Board of Trustees Self Evaluation Results Discussion Session
- Board Goals 2017-18
- Adopt a School
- Hilton, San Francisco Bayfront
- Adopted Budget
- Approval of Board Goals 2017-18
- New York City
# RIO HONDO COLLEGE – BOARD OF TRUSTEES
## 2018 Calendar of Events – Updated 4/11/18

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th>November 12</th>
<th>HOLIDAY – COLLEGE CLOSED</th>
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<tbody>
<tr>
<td>November 14</td>
<td>Regular Board Meeting</td>
<td>3SP/Student Equity &amp; Basic Skills Update</td>
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<tr>
<td>November 15-17</td>
<td>CCLC Annual Convention</td>
<td>TBD</td>
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<tr>
<td>November 22-23</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
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<thead>
<tr>
<th>DECEMBER</th>
<th>December 12</th>
<th>Regular Board Meeting</th>
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<tr>
<td></td>
<td>Annual Organization/Election of Officers</td>
<td>Bond and Financial Audit</td>
</tr>
<tr>
<td>Dec. 25 – Jan 1</td>
<td>Winter Break – College Closed</td>
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</tbody>
</table>

10/17
I. Agenda Development

A Board agenda will be developed by the Superintendent/President and reviewed with President’s Council, meeting and with the Administrative Council, and members of the Senate Executive Council. Once reviewed and revised by staff, the Superintendent/President will review the agenda with the President of the Board of Trustees.

Members of the Board of Trustees Board Members may request a matter directly related to the business of the District be placed as an item on the agenda. Board of Trustees must provide the item to the President of the Board eighteen (18) days prior to the regularly scheduled Board of Trustees meeting. The Board President will consult with the Superintendent/President to determine if the item may need advisory review by the shared governance process. If the item has potential funding and or policy implications, the Superintendent/President, in consultation with the Board President, will determine whether the item is sequenced as an action or informational item. Failure to adhere to this policy may result in a violation of Code of Ethics/Standards of Practice (BP No. 2715).

Members of the public may request a matter directly related to the business of the District to be placed on an agenda for a regularly scheduled Board of Trustees meeting. If the item has potential funding and or policy implications, the Superintendent/President in consultation with the President of the Board will determine whether the item is sequenced as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the Superintendent/President eighteen (18) days prior to the regularly scheduled Board meeting.

II. Public Access to Agendas

The agenda will be posted in a public location on campus for review. Copies are also available in the College library as well as on the College website. Copies of the agenda are distributed to the following public agencies:

- El Monte Library
- Whittier Central Public Library
- Los Angeles Times
- San Gabriel Valley Tribune
- Los Nietos Public Library
- El Monte Norwood Library
- Pico Rivera Public Library
AGENDAS

- Rivera Public Library
- Santa Fe Springs City Library
- S. Whittier Public Library
- The Whittier Daily News
- Whittwood Branch Library

III. Copies of agendas are available in the President’s Office, the College library, as well as on the College Website www.riohondo.edu.
I. Minutes shall be taken at Board meetings recording all actions taken by the Board of Trustees governing board. The minutes are public records and shall be available to the public as well as posted on the College website.

II. The Superintendent/President’s Office is responsible for maintaining minutes of Board meetings. The minutes shall be written to include only actions proposed and/or approved by the Board.

III. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Reference: Education Code Section 72121(a)
I. The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board of Trustees (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

II. The Superintendent/President shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

III. The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

IV. The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

V. References / Sources:

Education Code Section 70902;
ACCJC Accreditation Standards IV.B.5; IV.C.12/ and IV.D.1 (formerly IV.b.1.j and IV.B.2)
I. The Board of Trustees evaluates the Superintendent/President annually. The evaluation process, agreed upon between the Superintendent/President CEO and the Board, consists of an evaluation instrument that includes input from staff, faculty, students, and managers.

II. The Board and the Superintendent/President CEO have established an annual timeline to complete the evaluation process of the Superintendent/President CEO to coincide with the conclusion of the CEO's Superintendent/President's contract year.

III. As a part of the evaluation process, the Superintendent/President CEO and the Board shall mutually agree upon the goals and objectives to be considered for the following year.

IV. The final evaluation will be based upon:

1. Progress toward goals and objectives;

2. The Superintendent/President's CEO's self evaluation; and

3. A composite of the evaluation forms completed by members of the constituent groups.

V. The Board, as a whole, will meet with the Superintendent/President CEO to discuss the final evaluation. A copy of the final evaluation shall be furnished to the Superintendent/President CEO prior to that meeting.

VI. A final written summary evaluation shall be prepared by the Board President. A signed copy will be retained by the Superintendent/President CEO and one will be placed in the personnel file.

VII. Reference / Sources:

ACCJC Accreditation Standard IV.B. and IV.C.3 (formerly IV.A)
I. Incompatible Activities (Government Code Sections 1126, 1099)

Members of the Board of Trustees and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board members’ and employees’ duties as officers of the District.

A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

II. Financial Interest (Government Code Section 1090 et seq.)

Board members and employees shall not have a financial interest in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to have a financial interest in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to have a financial interest in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

III. No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part-time by the District to teach no more than one course per semester or quarter in the subject matter of that individual’s occupation (Education Code Section 72103(b)).

IV. Financial Interest in a Decision (Government Code Section 87100 et seq.)
If a Board member or employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board’s official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

1. Publicly identify the financial interest in detail sufficient to be understood by the public;

2. Recuse himself or herself from discussing and voting on the matter;

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

V. Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506. A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502).
Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term “honorarium” does not include:

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction for income tax purposes.

VI. Representation (Government Code 87406.3)

Elected officials and the Superintendent/President shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

VII. Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1))

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

VIII. Source/Reference:

Government Code Sections 87105, 87200-87210; Title 2, Section 18700 et seq. and as listed above.
I. The Political Reform Act (Government Code Section 81000, et. seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this District by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this District.

II. Definitions - The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

III. Designated Employees - The persons holding positions listed in Section XXI are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

IV. Disclosure Categories - This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200, if they are designated in this code in that same capacity or if the geographical jurisdiction of this District is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another District, if all of the following apply:

A. The geographical jurisdiction of this District is the same as or is wholly included within the jurisdiction of the other District;

B. The disclosure assigned in the code of the other District is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

C. The filing officer is the same for both agencies.\(^1\) Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Section XXI specify which kinds

\(^1\) Designated employees who are required to file statements of economic interests under any other District's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and district statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government code section 81004.
of financial interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those financial interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in Section XXI. It has been determined that the financial interests set forth in a designated employee’s disclosure categories are the kinds of financial interests which he/she foreseeably can affect materially through the conduct of his/her office.

V. Statements of Economic Interests - Place of Filing.

All officials and employees required to submit a statement of economic interests shall file their statements with the Superintendent/President or his or her designee. The District shall make and retain a copy of statements filed by its Members of the Board of Trustees and the Superintendent/President and forward the originals of such statements to the Executive Officer of the Board of Supervisors of Los Angeles County. The District shall retain the originals of statements for all other Designated Positions named in the District’s conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

VI. Statements of Economic Interests - Time of Filing.

A. Initial Statements. All designated employees employed by the District on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within thirty (30) days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within thirty (30) days after the effective date of the amendment.

B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within thirty (30) days after assuming the designated positions, or if subject to State Senate confirmation, thirty (30) days after being nominated or appointed.

C. Annual Statements. All designated employees shall file statements no later than April 1st.

D. Leaving Office Statements. All persons who leave designated positions shall file statements within thirty (30) days after leaving office.

VII. Statements for Persons Who Resign Prior to Assuming Office - Any person who resigns within twelve (12) months of initial appointment, or within thirty (30) days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

A. Any person who resigns a position within thirty (30) days of the date of a notice from the filing officer shall do both of the following:
CONFLICT OF INTEREST AND DISCLOSURE CODE

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the District or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

VIII. Contents of and Period Covered by Statements of Economic Interests

A. Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property, and business positions held on the effective date of the code and income received during the twelve (12) months prior to the effective date of the code.

B. Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property, and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the twelve (12) months prior to the date of assuming office, or the date of being appointed or nominated, respectively.

C. Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income, and business positions held or received during the previous calendar year provided, however, that the period covered by an employee’s first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

D. Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income, and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

IX. Manner of Reporting - Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the District, and shall contain the following information:

A. Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest;

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2 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

3 Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual’s spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
CONFLICT OF INTEREST AND DISCLOSURE CODE

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).

B. Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address, and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

C. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

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4 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include a salary or reimbursement for expenses received from a state, local or federal government District.

5 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customer of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.
1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

D. Business Position Disclosure - When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

E. Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

X. Prohibition on Receipt of Honoraria

A. No member of a state board or commission, and no designated employee of a state or local government District, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

B. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government code section 89506.

XI. Prohibition on Receipt of Gifts in Excess of $440-$470

A. No member of a state board or commission, and no designated employee of a state or local government District, shall accept gifts with a total value of more than $440-$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.
XII. Loans to Public Officials

A. No elected officer of a state or local government District shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government District in which the elected officer holds office or over which the elected officer's District has direction and control.

B. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government District in which the public official holds office or over which the public official's District has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

C. No elected officer of a state or local government District shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government District to which that elected officer has been elected or over which that elected officer's District has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

D. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government District to which that elected officer has been elected or over which that elected officer's District has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

E. This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office;

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such
CONFLICT OF INTEREST AND DISCLOSURE CODE

persons, provided that the person making the loan is not acting as an
agent or intermediary for any person not otherwise exempted under this
section;

3. Loans from a person which, in the aggregate, do not exceed five hundred
dollars ($500) at any given time;

4. Loans made, or offered in writing, before January 1, 1998.

XIII. Loan Terms

A. Except as set forth in subdivision (B), no elected officer of a state or local
government District shall, from the date of his/her election to office through the
date he/she vacates office, receive a personal loan of five hundred dollars ($500)
or more, except when the loan is in writing and clearly states the terms of the
loan, including the parties to the loan agreement, date of the loan, amount of the
loan, term of the loan, date or dates when payments shall be due on the loan and
the amount of the payments, and the rate of interest paid on the loan.

B. This section shall not apply to the following types of loans:
   1. Loans made to the campaign committee of the elected officer;
   2. Loans made to the elected officer by his/her spouse, child, parent,
      grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-
      in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such
      person, provided that the person making the loan is not acting as an agent or
      intermediary for any person not otherwise exempted under this section;
   3. Loans made, or offered in writing, before January 1, 1998.

C. Nothing in this section shall exempt any person from any other provision of Title

XIV. Personal Loans

A. Except as set forth in subdivision (B), a personal loan received by any
designated employee shall become a gift to the designated employee for the
purposes of this section in the following circumstances:

   1. If the loan has a defined date or dates for repayment, when the statute of
      limitations for filing an action for default has expired;
   2. If the loan has no defined date or dates for repayment, when one year has
      elapsed from the later of the following:
      a) The date the loan was made;
      b) The date the last payment of one hundred dollars ($100) or more was
         made on the loan;
      c) The date upon which the debtor has made payments on the loan
         aggregating to less than two hundred fifty dollars ($250) during the
         previous twelve (12) months.

B. This section shall not apply to the following types of loans:
CONFLICT OF INTEREST AND DISCLOSURE CODE

1. A loan made to the campaign committee of an elected officer or a candidate for elective office;
2. A loan that would otherwise not be a gift as defined in this title;
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due;
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations;
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

XV. Disqualification - No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family, or on the following:

A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;
B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;
C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made;
D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $449 470 or more provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

XVI. Legally Required Participation - No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.
XVII. Disqualification of State Officers and Employees - In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within twelve 12 months prior to the time when the official action is to be taken:

A. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

B. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

XVIII. Disclosure of Disqualifying Interest - When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

XIX. Assistance of the Commission and Counsel - Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his/her District, provided that nothing in this section requires the attorney for the District to issue any formal or informal opinion.

XX. Violations - This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal, and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

XXI. Designated Positions and Disclosure Requirements

A. Public Officials Who Manage Public Investments - It has been determined that the positions shown below manage public investments and must make disclosure pursuant to Government Code Section 87200 et seq.:

Members of the Board of Trustees

B. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he/she is assigned.

1. Category 1:
Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

2. Category 2:

Persons in this category shall disclose all investments and business positions.

3. Category 3:

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

4. Category 4:

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the District and associated with the job assignment of designated positions assigned to this disclosure category.

5. Category 5:

Individuals who perform under contract the duties of any designated position shall be required to file Statement of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District which could affect financial interest shall be required to file Statements of Economic Interest, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Superintendent/President or his or her designee of the District.

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

C. DESIGNATED POSITIONS  DISCLOSURE CATEGORIES
CONFLICT OF INTEREST AND DISCLOSURE CODE

Superintendent/President 1, 2, 3,

Vice President, Academic Affairs 2, 3

Vice President, Student Services 2, 3

Vice President, Finance and Business 1, 2, 3,

Executive Dean, Institutional Research and Planning 2, 3

Dean, Student Affairs 2, 3

Dean, Public Safety 4

Associate Dean, Public Safety 4

Dean, Career Technical Education 4

Executive Dean, Counseling and Student Success 4

Director, Executive Director, Human Resources 2, 3

Director, Community and Governmental Relations 4

Director, Student Life 2, 3

Director, Financial Aid, Scholarship, and Veterans Services 2, 3

Director, Marketing and Communications 4

Director, Information & Technology Services 4

Director, Contract Management & Vendor Services 1, 2, 3

Director, Facilities Services 1, 4

Manager, Maintenance and Operations 4

Assistant Director, Facilities Services 1, 4

Director, Accounting 4,

Risk Manager 4

Consultants/New Positions* 5

*Consultants/New Positions are included in the list of designated positions and shall
disclose pursuant to the broadest disclosure category in the code, subject to the
following limitations: The Superintendent/President or his or her designee may
determine in writing that a particular consultant or new position, although a "designated
position," is hired to perform a range of duties that is limited in scope and thus is not
required to fully comply with disclosure requirements in this section. Such written
determination shall include a description of the consultant's or new position's duties and,
based on that description, a statement of the extent of disclosure requirements. The
Superintendent/President or his or her designee's, determination is a public record and
shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

XXII. Sources/References
Government Code Sections 81000, 81004, 81005, 83114, 87103(e), 87300-87302,
89501, 89502, and 89503 87100, 87200, 87450, 89501, 89503, 89506, 94003
Title 2, Section 48400, 18730
I. The governing board Rio Hondo Community College District shall provide for the payment of the for travel expenses of any current representatives of the Board of Trustees when performing services directed by the Board.

II. The Board participates in local and out-of-state and nationally recognized organizations (i.e., California Community College League, and American Association of Community Colleges, and Association of Community and Junior Colleges). Requests for additional travel must be approved by the President of the Board.

A. Staff in the President's Office will be responsible for making necessary travel arrangements for the Board and conference attendance, if any.

III. Reference:

Education Code Section 72423