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

Members Present: Ms. Madeline Shapiro, President Ms. Vicky Santana, Vice President (arrived 6:10 p.m.) Ms. Mary Ann Pacheco, Clerk Ms. Norma E. Garcia Mr. Gary Mendez, Member Mr. Pariss Youngblood, Student Trustee

Members Absent: None

Staff Members: Ms. Teresa Dreyfuss, Superintendent/President Dr. Laura Ramirez, Vice President Academic Affairs Mr. Henry Gee, Vice President Student Services Mr. Yulian Ligioso, Vice President, Finance and Business Ms. Michelle Bean, Academic Senate President Ms. Jill Pfeiffer, RHCFA President Ms. Sandra Rivera, CSEA President Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance

Sandra Rivera led the Pledge of Allegiance.

C. Roll Call

All Board members were reported present with the exception of Vicky Santana, who later arrived at 6:10 p.m.

D. Approval of Minutes:

45. On motion of Ms. Pacheco, seconded by Mr. Mendez, the Board voted unanimously by vote of the four members present (Garcia, Mendez, Pacheco, and Shapiro) to approve the minutes of April 11, 2018.

Student Trustee Advisory vote was aye.
E. **Open Communication for Public Comment**

Ramon Silva addressed the Board on a possible scholarship and special access to electronic classes.

Ms. Santana arrived at this point of the meeting.

F. **Commendations**

- Distinguished Faculty Award *(Katie O’Brien)*
- Academic Retiree *(Judy Sevilla-Marzona, Library / Jon Whitford, Business)*
- Management/Confidential Retiree *(Sandy Sandello, President’s Office)*
- Live Your Dreams Award – Whittier/El Monte-South El Monte Soroptimist *(Laura Verdugo)*

G. **Presentations**

- Sabbatical Leave *(Fran Cummings)*
- 5-Year Construction Plan *(Yulian Ligioso)*

II. **CONSENT AGENDA**

Mr. Mendez requested that item II.A.5., be removed from the Consent Agenda.

46. On motion of Mr. Mendez, seconded by Ms. Garcia, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro) to approve the following Consent Agenda with the exception of item II.A.5., Approve off Campus Project Agreement – Federal Work-Study Program: East Whittier City School District.

Student Trustee Advisory Vote was aye.

A. **FINANCE & BUSINESS**

1. **Finance and Business Reports**


   b. *Payroll Warrant Report* – Approved the payroll Warrant Report for the month of April 2018


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:

   John Frala to participate at the HI TEC National Science Foundation/Advanced Transportation & Energy (NSF/ATE) Conference in Miami, Florida.

   Gisela Spieler-Persad to participate at the National Science Foundation (NSF) S-STEM Grant Review in Arlington, Virginia on May 10-11, 2018.

   Beth Brousseau to participate at the North American Reggio
Emilia Alliance Summer Conference in Boston, Massachusetts on June 28-30, 2018.

Eder Flores to participate at the Career Pathways Leadership Certification in Las Vegas, Nevada on June 17-19, 2018.

3. **Space Use Agreement – County of Los Angeles Department of Public works**

The Rio Hondo College – Applied Technology Department would like to offer Geographic Information Systems (GIS) Certificate of Achievement and other educational programs at the County of Los Angeles – Department of Public Works Headquarters located at 900 South Fremont Avenue, Alhambra, CA 91803.

The County of Los Angeles charges rental for use of its facility. Rental of the space commencing on August 21, 2018 will be $28.22 per week. The first eight weeks will cost $225.76 paid from the General Fund.

Staff recommends approval of agreement through June 30, 2019.

The Board of Trustees approved the one-year space use agreement with the County of Los Angeles – Department of Public Works as summarized above and authorized the Administration to sign the appropriate documents on behalf of the District.

4. **Approve Hold Harmless and Indemnification Agreement – Use of City Property for Standardized Live Fire Training: City of Vernon**

Rio Hondo Fire Academy would like to have a Hold Harmless and Indemnification Agreement (Agreement) with the City of Vernon for use of (A) its property located at 3375 Fruitland Avenue, Vernon, CA 90058, (B) Gas Fired Tower and (C) Hazmat Props for Standardized Live Fire Training at no cost.

The City of Vernon and the Vernon Fire Department also have their training at Rio Hondo Fire Academy for a fee. Their classes are registered thru the Agreement the District has with the Santa Fe Springs Fire Department.

Vernon Firefighters who are accepted to the Rio Hondo Regional Truck Academy pay the District $1,350.00 per person. Either the Vernon Fire Department pays the District or the individual Firefighter pays the District and get reimbursement from the Vernon Fire Department.

The term will begin May 10, 2018 and continue through May 9, 2019.

The Board of Trustees approved the agreement with the City of Vernon and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Approve Off Campus Project Agreement – Federal Work-Study Program: East Whittier City School District**

Item Removed from Consent Agenda
6. **Memorandum of Agreement (MOA): Classroom Based Programs – Career Training Solutions LLC (CTS)**

The Continuing Education Department would like to have an MOA with Career Training Solutions LLC (CTS) to deliver the following career training programs:

- **Clinical Medical Assistant**: 134 hours classroom training / 38 hours online learning / 160 hours externship
- **Pharmacy Technician**: 140 hours classroom training / 42 hours online learning / 120 hours externship
- **Veterinary Assistant**: 35 hours classroom training / 10 hours online learning / 24 hours informal volunteer experience

The District will set tuition based on the following range:

- **Clinical Medical Assistant**: $2,399 - $2,599
- **Pharmacy Technician**: $2,099 - $2,299
- **Veterinary Assistant**: $699 - $899

The District will pay CTS a per student fee as outlined below:

**A. Clinical Medical Assistant**

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Per Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$1,950</td>
</tr>
<tr>
<td>6-7</td>
<td>$1,900</td>
</tr>
<tr>
<td>8-10</td>
<td>$1,800</td>
</tr>
<tr>
<td>11-13</td>
<td>$1,700</td>
</tr>
<tr>
<td>14-19</td>
<td>$1,600</td>
</tr>
<tr>
<td>20+</td>
<td>$1,550</td>
</tr>
</tbody>
</table>

**A. Pharmacy Technician**

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Per Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$1,950</td>
</tr>
<tr>
<td>6</td>
<td>$1,850</td>
</tr>
<tr>
<td>7-8</td>
<td>$1,750</td>
</tr>
<tr>
<td>9-11</td>
<td>$1,650</td>
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<tr>
<td>12-16</td>
<td>$1,550</td>
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<tr>
<td>17-19</td>
<td>$1,450</td>
</tr>
<tr>
<td>20+</td>
<td>$1,400</td>
</tr>
</tbody>
</table>

**B. Veterinary Assistant**

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Per Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-7</td>
<td>$525</td>
</tr>
<tr>
<td>8-10</td>
<td>$450</td>
</tr>
<tr>
<td>11-19</td>
<td>$425</td>
</tr>
<tr>
<td>20+</td>
<td>$400</td>
</tr>
</tbody>
</table>

**Term is from June 15, 2018 through June 14, 2021.**

The Board of Trustees approved the MOA with Career Training Solutions as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

The California Community College Chancellors Office has granted $1,410,149.00 to increase the number of students in quality CTE courses, programs, and pathways that will achieve successful workforce outcomes. Term of performance is from July 1, 2018 through December 31, 2020.

The Board of Trustees approved this $1,410,149.00 Grant from the California Community College Chancellors Office for the purpose of CTE courses, programs, and pathways and authorized the Administration to sign the appropriate documents on behalf of the District.

8. **Approve Instructional Service Agreement: Vocational Education Programs – Los Angeles Area Fire Chief’s Association (LAAFCA)**

Rio Hondo College would like to have an agreement with the Los Angeles Area Fire Chief’s Association (LAAFCA) to provide vocational education programs (Wild Land / EMS / Fire Technology) to selected eligible students of Rio Hondo College and LAAFCA members (including fire department personnel and other first responders).

Rio Hondo College and LAAFCA will split credit/and or non-credit apportionment revenue received on this program from the State as follows:

- Rio Hondo College - 80%
- LAAFCA - 20%

The term is from May 10, 2018 through May 9, 2021.

The Board of Trustees approved the Instructional Service Agreement with LAAFCA and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Approve Subscription Order: Web Based Services – CampusLogic**

The Financial Aid, Scholarships & Veterans Services Department would like to subscribe the following web based services from CampusLogic:

1. **AutoReconciliation** - This service applies proprietary logic to identify discrepancies between the Department of Education’s Common Origination and Disbursement system (“COD”) and the Customer’s Student Information System (“SIS”).

2. **CampusMetrics** - Provides higher education institutions business intelligence tools to drive insights into their financial aid data.

3. **StudentForms** - This service automates the FAFSA verification and the C-code resolution process by applying proprietary logic to the Department of Education’s standard Institutional Student Information Report (“ISIR”) received by higher education institutions participating in Title IV programs.
Total cost not to exceed $180,000.00 to be paid from Student Equity and Student Success & Support (3SP) Funds. See breakdown of costs below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>StudentForms</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$162,000</td>
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<tr>
<td>CampusMetrics - SF</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$18,000</td>
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<tr>
<td>AutoReconciliation</td>
<td>$00</td>
<td>$00</td>
<td>$00</td>
<td>$00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$60,000</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$180,000</td>
</tr>
</tbody>
</table>

Term is from July 1, 2018 through June 30, 2021.

The Board of Trustees approved the Subscription Order with CampusLogic and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Approve Software Database Subscription Licensing and Hosting Contract – Accessible Information Management (AIM)**

The Disabled Students Programs and Services Department like to have an agreement with Accessible Information Management (AIM) for purchase of license for use, hosting and maintenance services of the AIM Online Services Management Software.

Total cost not to exceed $18,888.75 to be paid from DSPS General Funds. See breakdown of costs below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fee</td>
<td>$8,538.75</td>
</tr>
<tr>
<td>System Set-Up</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Data Importation</td>
<td>$750.00</td>
</tr>
<tr>
<td>Remote Training</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Single Sign In Customization</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Class List Synchronization</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Student Course Synchronization</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Student Demographic Synchronization</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Bookstore Synchronization</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>GPA Synchronization</td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,888.75</strong></td>
</tr>
</tbody>
</table>

Term is from May 10, 2018 through May 9, 2019.

The Board of Trustees approved the Software Database Subscription Licensing and Hosting Contract with AIM and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Resolution #050918 Biennial Governing Board Member Election – November 6, 2018**

Pursuant to Education Code (EC 5000), elections will be held on November 6, 2018, to elect members to the governing boards in most school and community college districts in Los Angeles County. An “Order of Election,” which will cover all governing board elections held on this date, will be issued by Los Angeles County Office of Education (LACOE) and transmitted to the Los Angeles County
Registrar-Recorder/county Clerk (Registrar-Recorder). Governing boards of districts scheduled to hold elections on this date are required to take action to initiate the regular biennial governing board election by adopting the attached resolution.

The Board of Trustees approved the Item as attached.

12. **Approve Clinical Affiliation Agreement: Kaiser Fontana**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Kaiser Fontana in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approved the clinical affiliation agreement with Kaiser Fontana as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

13. **Approve Clinical Affiliation Agreement: Dr. Phillip Hill and Dr. Serena Young-Nguyen**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Dr. Phillip Hill and Dr. Serena Young-Nguyen in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approved the clinical affiliation agreement with Dr. Phillip Hill and Dr. Serena Young-Nguyen as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

14. **Approve Clinical Affiliation Agreement – Orthopedic Specialties Associates (Long Beach)**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Orthopaedic Specialties Associates (Long Beach) in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approved the clinical affiliation agreement with Orthopaedic Specialties (Long Beach) as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

15. **Approve Clinical Affiliation Agreement – Orthopedic Specialties Associates (Torrance)**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Orthopaedic Specialties Associates (Torrance) in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approve the clinical affiliation agreement with Orthopaedic Specialties (Torrance) as presented above and authorize Administration to execute the appropriate documents on behalf of the District.
16. **Approve Clinical Affiliation Agreement: Kaiser Anaheim Kramer**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Kaiser Anaheim Kraemer in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approved the clinical affiliation agreement with Kaiser Anaheim Kraemer as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

17. **Approve Clinical Affiliation Agreement: Kaiser Orange County – Irvine**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Kaiser Orange County - Irvine in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approved the clinical affiliation agreement with Kaiser Orange County - Irvine as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

18. **Approve Clinical Affiliation Agreement: Kaiser Health Pavilion**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Kaiser Health Pavilion in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approved the clinical affiliation agreement with Kaiser Health Pavilion as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

19. **Approve Clinical Affiliation Agreement: PIH Health Hospital Whittier**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with PIH Health Hospital Whittier in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

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

20. **Approve Clinical Affiliation Agreement: PIH Health, Orthopedics, La Habra Medical Office**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with PIH Health, Orthopedics, La Habra Medical Office in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.
The Board of Trustees approved the clinical affiliation agreement with PIH Health, Orthopedics, La Habra Medical Office as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

21. **Approve Clinical Affiliation Agreement: South County Orthopedic Specialists**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with South County Orthopedic Specialists in providing clinical experience for students. The term begins June 4, 2018 and continues through May 31, 2021.

The Board of Trustees approved the clinical affiliation agreement with South County Orthopedic Specialists as presented above and authorized Administration to execute the appropriate documents on behalf of the District.

22. **Correction: Award to Bid #2060 AJ Annex Beam Replacement Project – Fast Track Construction Corporation**

On April 11, 2018, the Board of Trustees approved Consent Agenda item II.A.6.

An error in the Base Bid Contract Amount was discovered.

The Agenda was presented to Award Contract in the amount of $792,000.00.

The correct Contract Amount is $792,600.00.

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

23. **Correction: Lease Amount: Williams Scotsman Portable Units for Administration of Justice**

On October 11, 2017, the Board of Trustees approved Consent Agenda item II.A.3 for the Lease of Williams Scotsman Portable Units for Administration of Justice.

An error in the Lease Amount was discovered.

The Agenda was presented to show Lease Amount of $24,910.32.

Sales Tax in the amount of $2,274.00 was not included.

The correct Lease Amount (including Sales Tax) is $27,184.32.

The Board of Trustees approved the correction as described above and authorized the Administration to execute appropriate documents on behalf of the District.
24. **Approve Agreement: Fee Based Online Educational Courses – Education To Go**

On December 13, 2005, the Board of Trustees approved Rio Hondo College to enter into an agreement with Gatlin Educational Services to offer fee based online educational courses to students.

Gatlin Educational Services has now been acquired by Education To Go.

Education To Go, as Gatlin Educational Services did, provides course materials, online instruction and course hosting and evaluation for its fee base online courses.

Online classes with non-credit certificates include, but are not limited to, A to Z grant writing, Real Estate investing, Certified Book keeper, Physical Therapy Aid, Travel Agent training, Freight Booker/Agent Training and Certified Wedding Planner.

Term is from July 1, 2018 through June 30, 2021.

The Board of Trustees approved the Agreement with Education To Go and authorized the Administration to execute appropriate documents on behalf of the District.

25. **Continuing Education**

a. **Quayum Abdul** – To instruct students to become Solar Installers. This course will prepare participants to design and install solar panels. 
   - **Candle Making**: Students will obtain the skills of candle making, including how to get started, how to use molds, fragrance & color. 
   - **Soap Making**: Students will create soaps with the use of molds, coloring, including the use of herbs and fragrances. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

b. **Carrie Christensen Notary Public Seminars – Notary and Notary Renewing Courses** – This course will equip the student with all the skills to be an effective notary. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant. Consultant will receive $90 reimbursement for testing site.

c. **Amanda Click** – To instruct students to gain knowledge in the subject matter of math, reading, writing, public speaking for Kids College. Classes will help strengthen skills through reinforcement and repetition. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

d. **Dov Simens, Hollywood Film Institute Inc. – 2 Day Film School** – Learn how to make your first feature film on a budget; you will learn how to write, direct, shoot and edit. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.
e. Kathleen Hannah – To instruct Reiki courses for nursing students. Instruction on Usui Healing System, demonstration of hand placement, a level of attunement and channeling of Reiki energy and practicing in giving a Reiki healing treatment. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

f. Preferred Discounts LLC – To provide eBay Workshops – Learn how to set up an eBay Seller Account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

g. Preferred Discounts LLC – To instruct an Emergency Preparedness Class to assure you will have all the important documents available for an emergency, organize vital information, convert everything to electronic documents, prep tip and evacuation routes. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

h. Erica Mata/Apex Education Group – to instruct how to become a Live Scan Fingerprint Roller. Students will learn how to become an official Live Scan Fingerprint Provider for the state of California. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

i. Erica Mata/Apex Education Group – To instruct students how to become an Official Wedding Officiant. Students will learn how to perform wedding ceremonies and become a certified ordained officiant. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

j. MSNOC, Inc. dba Mad Science of North Orange County – To instruct a Science Camp for Children. Workshops will provide instruction on Robots, Space, Biology, NASA, Solar and more. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 50% to Rio Hondo College and 50% to the consultant.

k. Johnny C. Pak – To instruct students on Social Security, Medicare, Estate Planning and more workshops. This is an informative and easy to understand workshop where you explore the ways in which you can maximize your benefits, retirement, and estate planning. Dates of service: July 1, 2018 – June 30, 2019. Payment to be split 60% to Rio Hondo College and 40% to the consultant.

l. Carolyn Simon – To provide courses/certificates in Make Up Artistry. Learn how to apply make up to yourself and/or others with live demonstrations and hands-on experience. Discover the professional secrets to beautiful make up application. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

m. Dondi Teran – To instruct Wrestling Training Skills. This class is organized and designed to give local community members an
opportunity to improve upon their wrestling skills along with enhancing their tactical understanding of the sport of collegiate wrestling. The goal of improving overall health and well-being is also visited. Dates of service: July 1, 2018 – June 30, 2019. Payment to be split 60% to Rio Hondo College and 40% to the consultant.

n. Akemi Welsh; Polynesian Paradise Dancers – To provide Hula, Tahitian Drumming & Ukulele Classes. Students will learn exotic dances & music of the Hawaiian Islands. This low impact activity is great for children through adults. This is a great way to stay active by learning the meaning behind those graceful hand gestures and move to the music of the islands. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

o. Ronald Wayne Williams, Trust Auto Sales – To instruct students how to make $3K in the Auto Wholesale Business from Home – Make money buying and selling wholesale cars from home, or simply buy cars for your friends, family or yourself at wholesale prices. A DMV approved course. Dates of service: July 1, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

26. **Consultants**

a. Education4Work – To participate as a guest speaker at the Strong Workforce Career Pathways Specialist and Community College Adult Education Administrator Retreat to connect credit and noncredit courses/pathways. Presentation to focus on Career Exploration Strategies focused on Adult Education population. Dates of service: June 5-7, 2018. Cost not to exceed $1,200.00 from SB 070 Career Pathways Grant.

b. David B. Hart – To provide services as Arbitrator/Mediator for a personnel matter. Dates of service: To June 30, 2018. Cost not to exceed $3,000.00 from General Fund.

c. Dr. Keith E. Hall – To provide an interactive session “Thriving with your Strengths: that will challenge participants to reflect on their strengths and strategic ways to leverage through strengths to foster engagement, mobilize teams and initiate change. Date of service: August 10, 2018. Cost not to exceed $875.00 from Staff Development.

d. RJ Coaching and Consulting – To participate as a guest speaker at the Strong Workforce Career Pathways Specialist and Community College Adult Education Administrator Retreat to connect credit and noncredit courses/pathways. Presentation to focus on Career Exploration Strategies focused on Adult Education population. Dates of service: June 5-7, 2018. Cost not to exceed $1,200.00 from SB 070 Career Pathways Grant.

e. Summer Roberts – To create three (3) PDF interactive maps for the noncredit program. Map one will include current community partners. Map two will include current and potential community partners including but not limited to schools, libraries, senior and community centers. Map
three will be an interactive map for students to view via a barcode displayed on PDF maps. Dates of service: May 14 – June 30, 2018. Cost not to exceed $500.00 from Adult Education Block Grant.

B. PERSONNEL

1. Academic

a. Employment

Special Assignments, Fall 2017

Each of the following instructors will be paid a stipend, not to exceed $100, paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in the development of the B-STEM Elementary Algebra (Math 53) Team.

BOTELLO, Robert  
GARCIA, Nancy  
IRWIN, Erin  
MONTIEL, Gerson  
MUTSUNO, Ryan  
PITASSI, Matt  
WANG, George  

Math & Science
Math & Science
Math & Science
Math & Science
Math & Science
Math & Science
Math & Science

Each of the following instructors will be paid a stipend, not to exceed $300 paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in the development of the B-STEM Intermediate Algebra (Math 73).

BOTELLO, Robert  
HSAIO, Jupei  
MAYER, Krysia  
MONTIEL, Gerson  
MUTSUNO, Ryan  
PITASSI, Matt  
WANG, George  

Math & Science
Math & Science
Math & Science
Math & Science
Math & Science
Math & Science
Math & Science

Special Assignments, Spring 2018

The following instructors will be paid a $200 stipend, paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in an English Faculty Training Orientation and preparing activities to facilitate during English Workshops for the Summer Bridge Program.

BOVE, Gina  
HSIAO, John  
KEAWE, Gloria  
Koger, Michael  
LEONOR, Henry  
OKAMOTO, Tyler  
Orr, Alyesse  
PARSEGHIAN, Levon  

Communications & Languages
Communications & Languages
Communications & Languages
Communications & Languages
Communications & Languages
Communications & Languages
Communications & Languages
Communications & Languages

The following instructors will be paid a stipend, not to exceed $250, paid out of
the Basic Skills Student Outcomes Transformation Grant, for participating in a Math Faculty Training Orientation and preparing activities to facilitate during Math Workshops for the Summer Bridge Program.

GILLOTTE, Chris  Math & Science
HE, Fendi  Math & Science
HERNANDEZ-SAUL, Cynthia  Math & Science
LITTRELL, Mark  Math & Science
RAMIREZ, Claudia  Math & Science
RYAN, John  Math & Science

The following instructors will be paid a stipend, not to exceed $250, paid out of the Title V Grant, for participating in a Math Faculty Training Orientation and preparing activities to facilitate during Math Workshops for the Summer Bridge Program.

GARCIA, Nancy  Math & Science
HSAIO, Jupei  Math & Science
MONTIEL, Gerson  Math & Science
PITASSI, Matt  Math & Science

The following instructor will be paid a stipend, in the amount of $1000, paid out of Staff Development, for maintaining the FLEX Reporter Software for Rio Hondo College for 2017-2018.

KOUTROULIS, Matt

The following faculty will be paid a stipend, in the amount of $600, paid out of the Basic Skills Student Success Transformation Grant, to provide four professional development workshops to support the criteria of the new ENG 35 expectation rubric.

VAZQUEZ, Dana  Communications and Languages

Each of the following instructors will be paid a stipend, not to exceed $700, paid out of the Basic Skills Student Outcomes Transformation Grant, for participating in the weekly Professional Learning Community for the instructors implementing the new course, Math 62: Pre-Statistics, in the Fall of 2017.

GRAHAM, Lynne  Math & Science
GRIFFITH, Leah  Math & Science
HSIAO, Jupei  Math & Science
IRWIN, Erin  Math & Science
JOHNSON, Johnny  Math & Science
MI, Joyce  Math & Science
MILLER, Greg  Math & Science
MONTIEL, Gerson  Math & Science
SIERRA, Mayra  Math & Science

Each of the following instructors will be paid a stipend, not to exceed $200, paid out of the Basic Skills Student Outcomes Transformation Grant, for shadowing an instructor who is teaching the course by attending at least four class meetings, including two activities.
The following instructors will be paid a stipend, in the amount of $2000, paid out of Basic Skills, for the planning, implementation and facilitation of a 26-hour New Full Time Faculty Success Seminar.

O'BRIEN, Katie, EOPS
WETSMAN, Adam Behavioral & Social Sciences

The following instructors will be paid a stipend, up to $2000, paid out of the Basic Skills Pilot Partnership Grant, to participate in Faculty Inquiry Groups (FIGs) to improve Math and English curricular and instructional alignment between and among area K-12 Districts, Rio Hondo College and Cal State LA. FIGs will develop a plan and timeline for regional activities the will engage regional math/English in Professional Development, identify pilot projects to launch with partners, and disseminate best practices.

CURINGTON, William Communications & Languages
KOGER, Michael Communications & Languages
MATTHIS, James Communications & Languages
PITASSI, Matthew Math & Science

The following instructors will be paid a stipend, not to exceed $500, paid out of the Basic Skills Transformation Grant, to work on the Math 33 (Mathematical Foundations) team to edit/revise the course curriculum, create common assessments, and creating and administering a common final exam.

ARCHAMBAULT, Alan Math & Science
BRONKAR, Ryan Math & Science
HOLBROOK, Veronica Math & Science
LOW, Joyce Math & Science
MONTIEL, Gerson Math & Science

The following instructors will be paid a stipend, not to exceed $300, paid out of the Basic Skills Transformation Grant, to work on the Math 53 (B-STEM Elementary Algebra) team to edit/revise the course curriculum, create common assessments, and creating and administering a common final exam.

HOLBROOK, Veronica Math & Science
IRWIN, Erin Math & Science
MONTIEL, Gerson Math & Science
RYAN, Kevin Math & Science
RYAN, Mutsuno Math & Science

The following instructors will be paid a stipend, not to exceed $250, paid out of the Basic Skills Transformation Grant to work on the Math 73 (B-STEM
Intermediate Algebra) team to edit/revise the common final that was given last semester (Fall 2017). Each of the following members are agreeing to administer the common final and meet in Fall 2018 to discuss the results.

BOTELLO, Robert  Math & Science
DARYOUSH, Faye   Math & Science
ENGLISH, Cameron  Math & Science
MAYER, Krysia     Math & Science
RYAN, Mutsuno     Math & Science
WANG, George      Math & Science

The following employee will be paid a stipend, not to exceed $2500, paid out of Guided Pathways, for additional responsibilities in regards to Guided Pathways.

KUMMERMAN, Howard

Special Assignment, Summer 2018 – Fall 2018

The following faculty will be paid a stipend, not to exceed $500, paid out of Guided Pathways, to work during the summer by preparing goals and objectives to align with Guided Pathways.

Gonzalez, Lydia

The following faculty will be paid a stipend, in the amount of $800, paid out of the Basic Skills Student Success Transformation Grant, to research develop and implement reading course materials.

BOVE, Gina  Communications & Languages
SCHMID, Andrea Communications & Languages

Part-Time, Summer 2018

Behavioral and Social Sciences

AGUILAR, April  Brousseau, Beth

Business

HARTUNIAN, Elma

Communications and Languages

KRONE, Stephanie  Nesheiwat, Abraham

Hourly as Needed, Summer 2018

Adult Education

Valladares, Diana

CalWORKs
RAMIREZ, Michelle

Career and Technical Education
ANDERSEN, Jill  TOMORY, Steve
DORNEAN, Marius
GOLD, Andrew
ROMO, Claudia (SSSP/Strong Workforce)

Counseling and Student Equity
ALVARADO, Guadalupe  LARA, Jose
ALVARADO, Delmis  MAKI, Lauren
CHAVEZ, Vanessa  MARTINEZ, Angelica
DE LA MORA, Martha  RAMIREZ, Elizabeth
DE LEON, Maribel  SOTELO, Angela
DIAZ-PICHARDO, Dorali  THOMAS, Julius
FLORES, Julio  TIEU, David
FLORES-OLSON, Troy  VALLADARES, Diana
GARCIA, Laura  VILLANUEVA, Viviana
GUZMAN, Sergio  VU, Irene
HENDERSON, Edward  WAUGH, Christine
HUINQUEZ, Jorge

Disabled Students Programs and Services
ARROYO, Jose  LAMPERT, Katharine
GAW, Rose  KAUFMAN, Bonnilee

EOPS
CAMACHO, Tammy  O’BRIEN, Katie
CLARK, Dennyse  REYES, Dianna
GARCIA, Yvette  RODRIGUEZ, Jose

Guardian Scholars
SAENZ, Marisela

Financial Aid and Veterans Services
CASTANEDA, Arely

Health Science and Nursing

DSN Grant
HERZFELD, Shari  LOPEZ-ALVARADO, Kathy

Strong Workforce Grant
BIESEMeyer, Gail

Learning Assistance Center (LAC)

MATA, Moises
Library
BABOU, Robin
LEE, Young

Math and Science
CAAMANO, Jorge
RICARTE, Romeo

Student Health and Psychological Services
SANCHEZ, Denna

Student Success and Retention
DE LEON, Maribel
GARCIA, Laura
GUZMAN, Sergio
LUCERO, Andreina
LYNCH, Sheila
O'BRIEN, Katie
KOGER, Michael
OKAMOTO, Tyler
TIEU, David

2. Classified
a. Employment

Regular Classified
CHIRRICK, Darrell Brad, Custodian, 100%, 12 months, Facilities Services, effective April 4, 2018
MERCADO, Maria, Custodian, 100%, 12 months, Facilities Services, effective April 2, 2018
VALDES, Eliana, Clerk Typist III, 93.75%, 12 months, Government and Community Relations and Marketing and Communications, effective May 8, 2018

Transfer

The following employee is being hired in the designated capacity with dedicated funding through June 30, 2018. If continued funding should not be available, 60-day notice shall be served:

HSIAO, Joyce, from Educational Advisor, CalSOAP, to Student Services Assistant, 12 months, CalWORKs, effective June 12, 2018

Substitutes
DENNIS, Shawneece, Children’s Center Aide, Child Development Center, effective April 10, 2018
HERNANDEZ, Alberto, General Maintenance, Facilities Services, effective April 4, 2018

HERNANDEZ, Alberto, Utility Worker, Facilities Services, effective April 6, 2018

MUNOZ, Samantha, Mail Room Clerk I, Contract Management and Vending Services, effective April 30, 2018

VALDES, Eliana, Clerk Typist III, Government and Community Relations/Marketing and Communications, effective April 16, 2018

b. Resignation

PEREZ, Irene, Mail Room Clerk I, Contract Management and Vending Services, effective April 30, 2018

3. Management and Confidential

a. Resignation

OYERVIDES-CISNEROS, Cesar E., Project Manager, Personal and Academic Support Services Program, effective May 25, 2018.

4. Unrepresented, (AP 7130)

a. Board of Trustees

It is resolved that Trustee, Norma E. Garcia had an excused absence on April 11, 2018

b. Employment, 2017–2018

Counseling and Student Equity

Student Success Coach II
BARRIOS, Christina

CalSOAP

Student Success Coach I
GARCIA, Mahira NERI, Briana
GOMEZ, Michell NUNEZ, Lizette
MEJIA, Andrea RAMOS, Odalys
MORALES, Jocelyne VIERA, Conrad

Student Success Coach II
DIAZ, Rita PENA, Diana
GOMEZ, Denise RIOS, Tatiana
LUJAN, Joey RODRIGUEZ, Olivia

Public Safety (Fire)

CALLE, Carlos NARAYAN, Vishal
Student Success and Retention (Basic Skills)

Tutor II
ESTRADA, Stephanie

Students
SEGURA, Betsy, Arts and Cultural Programs

Volunteers
FLORES, Ruby, Counseling and Student Equity/Outreach
KORK, Ava, Arts and Cultural Programs
ORTIZ, Karen, Student Success and Retention

5. Declaration of Indefinite Salaries for Retroactive Pay for 2018-2019 for Managers, Faculty, Confidential, and Classified Employees

Although Education Code Section 45032, 45162, and 87806 provides that salaries can be set at any time during the year, Education Code does not permit retroactive pay. The California Constitution (Article 11, Section 10) prohibits officers or employees from receiving additional compensation for services already rendered. However, courts have generally allowed retroactive pay increase within the constitution, if salaries were legally “indefinite”. In order to do so, since salaries for 2018-19 for Faculty Administrators, Confidentials and Classified employees may not be set before the school year begins, the Board must take action declaring salaries as “indefinite” for 2018-19.

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:

KIN 226: Advanced Training Principles for Sport and Tactical Athletes
(Kinesiology, Dance & Athletics)
Degree Applicable; 3.0 Units
Justification: Advanced Training Principles for Sport and Tactical Athletes is needed for the completion of the Strength and Performance Coach Certificate Program, which is meeting the employment needs of area organizations. This course is necessary for those exploring careers in kinesiology, coaching, strength and conditioning coach, sports medicine, and recommended for transfer students to CSU-Fullerton for the Kinesiology Degree.

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

ART 124: Color Theory
Hour Change: From: 36 Lecture/54 Lab/90 Total Hours
To: 36 Lecture/72 Lab/108 Total Hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit Change: From</th>
<th>Hour Change: From</th>
<th>Hour Change: To</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 142</td>
<td>Introduction to Ceramic Handbuilding</td>
<td></td>
<td>36 Lecture/54 Lab/90 Total Hours</td>
<td>36 Lecture/72 Lab/108 Total Hours</td>
</tr>
<tr>
<td>CHIN 101</td>
<td>Chinese I</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>CHIN 102</td>
<td>Chinese II</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>FR 101</td>
<td>French I</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>FR 102</td>
<td>French II</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>FR 201</td>
<td>French III</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>FR 202</td>
<td>French IV</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>JAPN 101</td>
<td>Japanese I</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>JAPN 102</td>
<td>Japanese II</td>
<td>4.0 To 4.5</td>
<td>72 Total Lecture Hours</td>
<td>72 Lecture/27 Lab/99 Total Hours</td>
</tr>
<tr>
<td>MUS 145</td>
<td>Piano I</td>
<td>1.5 To 1.0</td>
<td>18 Lecture/27 Lab/45 Total Hours</td>
<td>18 Total Lecture Hours</td>
</tr>
<tr>
<td>MUS 146</td>
<td>Piano II</td>
<td>1.5 To 1.0</td>
<td>18 Lecture/27 Lab/45 Total Hours</td>
<td>18 Total Lecture Hours</td>
</tr>
</tbody>
</table>
MUS 147: Piano III  
Unit Change: From: 1.5 To: 1.0  
Hour Change: From: 18 Lecture/27 Lab/45 Total Hours  
To: 18 Total Lecture Hours

MUS 148: Piano IV  
Unit Change: From: 1.5 To: 1.0  
Hour Change: From: 18 Lecture/27 Lab/45 Total Hours  
To: 18 Total Lecture Hours

SPAN 101: Spanish I  
Unit Change: From: 4.0 To: 4.5  
Hour Change: From: 72 Total Lecture Hours  
To: 72 Lecture/27 Lab/99 Total Hours

SPAN 101S: Spanish for Spanish Speakers I  
Unit Change: From: 4.0 To: 4.5  
Hour Change: From: 72 Total Lecture Hours  
To: 72 Lecture/27 Lab/99 Total Hours

SPAN 102: Spanish II  
Unit Change: From: 4.0 To: 4.5  
Hour Change: From: 72 Total Lecture Hours  
To: 72 Lecture/27 Lab/99 Total Hours

SPAN 102S: Spanish for Spanish Speakers II  
Unit Change: From: 4.0 To: 4.5  
Hour Change: From: 72 Total Lecture Hours  
To: 72 Lecture/27 Lab/99 Total Hours

SPAN 201: Spanish III  
Unit Change: From: 4.0 To: 4.5  
Hour Change: From: 72 Total Lecture Hours  
To: 72 Lecture/27 Lab/99 Total Hours

SPAN 201H: Spanish III Honors  
Unit Change: From: 4.0 To: 4.5  
Hour Change: From: 72 Total Lecture Hours  
To: 72 Lecture/27 Lab/99 Total Hours

SPAN 202: Spanish IV  
Unit Change: From: 4.0 To: 4.5  
Hour Change: From: 72 Total Lecture Hours  
To: 72 Lecture/27 Lab/99 Total Hours

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c. **New Program**

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

Certificate of Achievement – Accounting for Government and Nonprofit Organizations  
(16 – 16.5 Units)

Certificate of Achievement – Elementary Teacher Education  
(12 Units)
Certificate of Achievement – Graphic Design  
(18 Units)

Certificate of Achievement – Graphic Design: Packaging Design  
(12 Units)

Certificate of Achievement – Yoga Teacher Training Certification  
(12 Units)

A.A. Degree – Graphic Art Design  
(27 Units)

A.A.-T Degree – Music for Transfer  
(21 Units)

A.S.-T Degree – Geology for Transfer

d. **Program Change**  
The following degrees have been recommended for inclusion in our offerings and catalog with the following changes:

A.A. Degree – Music  
**Unit Change: From:** 35 – 37 Units  
**To:** 30 Units

A.S. Degree – Photography  
**Unit Change: From:** 29 Units  
**To:** 30 Units

**ITEM REMOVED FROM CONSENT AGENDA**

**A. FINANCE AND BUSINESS**

5. **Approve Off Campus Project Agreement – Federal work-Study Program: East Whittier City School District**

On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro) to approve the Off Campus Project Agreement with East Whittier School District and authorize the Administration to execute contracts on behalf of the District.

The Financial Aid, Scholarships and Veteran Services Department would like to have an Off Campus Project Agreement with East Whittier School District to enable Rio Hondo students, who qualified for the Federal Work-Study Program, to provide tutoring to East Whittier School District students in Math, Reading, English and Science subjects.

Rio Hondo students will be paid $11.00 - $11.50 per hour from the Work Study Program Grant; as authorized by the U.S. Commission of Education pursuant of Title 1, Part C, of the Economic Opportunity Act of 1964, public Law 88-452, 78 Stat. 573.

Term is from July 1, 2018 through June 30, 2019.
III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Revision of Board Policies 2320, 3225, 3410, 3430, 3720, 3820, 4245
   (First Reading) See attached.

   On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro) to approve the following Board Policies for first reading:

   BP 2320 Board Meetings: Special and Emergency Meetings
   BP 3225 Institutional Effectiveness (NEW)
   BP 3410 Nondiscrimination
   BP 3430 Prohibition of Harassment
   BP 3720 Computer and Network Use (NEW)
   BP 3820 Gifts
   BP 4245 Academic Rank Policy

Student Trustee advisory vote was aye.

IV. INFORMATION ITEMS

1. 2018 Board of Trustees Calendar of Events (See attached)
2. Revision of Administrative Procedures 2105, 2431, 4225, and 4245 (See Attached)
3. 2018 Diversity Report

V. STAFF AND BOARD COMMENTS

   • Board Development Reporting
   • Action Items for Future Board Meetings

VI. CLOSED SESSION

   Ms. Shapiro recessed the meeting to closed session at 8:10 p.m. and announced that the following items would be discussed in closed session:

   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
     o Full Time Librarian (2)

On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro) to approve Claudia Rivas as a full time librarian effective August 17, 2018.
On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro) to approve Brian Young as a full-time Librarian effective August 17, 2018.

- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

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

VII. ADJOURNMENT

On motion of Mr. Mendez, seconded by Ms. Garcia, the Board voted unanimously by vote of the five members present (Garcia, Mendez, Pacheco, Santana, and Shapiro) to adjourn the meeting at 9:04 p.m. and announced the date of the next meeting:

- Next Regular Meeting – Wednesday, June 13, 2018, 6:00 p.m.
## QUESTIONNAIRE

**School District Name:** RIO HONDO COMMUNITY COLLEGE DISTRICT

**Superintendent Name:** Teresa Dreyfuss  
3690 Workman Mill Rd, Whittier, CA 90601  
(562) 406-2149

**Contact Person (if different from Superintendent):** TDreyfuss@rhhonod.edu  
(562) 406-2149

**Board of Trustees Regular Meeting**

### Numbers Of Offices To Be Elected:

<table>
<thead>
<tr>
<th>OFFICES TO APPEAR ON BALLOT</th>
<th>INCUMBENT’S NAME</th>
<th>DISTRICT OR TRUSTEE AREA NO.</th>
<th>DATE</th>
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</thead>
<tbody>
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### Please Indicate How Governing Board Members Are Nominated Or Elected:

- By District
- At Large
- Nominated by District and Elected at Large
- Other

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<tr>
<th>OFFICES TO APPEAR ON BALLOT</th>
<th>INCUMBENT’S NAME</th>
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<tr>
<td>Trustee Area</td>
<td>Norma Edith Garcia</td>
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<td>Other</td>
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<td>Trustee Area</td>
<td>Mary Ann Pacheco</td>
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<td>Other</td>
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<td>Governing Board Member</td>
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<td></td>
</tr>
<tr>
<td>Trustee Area</td>
<td>Madeline Shapiro</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

### CANDIDATE STATEMENT INFORMATION

This is to inform you that the governing board of the above named district by resolution, dated May 9, 2018, adopted the following policy regarding filing of Candidate Statements for district elections.

- Payment of the estimated cost must be made by the candidate at time of filing.
- School District will bill candidate after the election.

Please indicate number of school measures (if any) you anticipate placing on the ballot:

Last day for governing boards to adopt and file a resolution calling a special measure election is E-88.

**Signature of Authorized Representative**

**Superintendent/President**

RETURN FORM VIA EMAIL TO: rcc@rcc.lacounty.gov  
OR FAX IT TO: (562) 406-2149

FORM CAN ALSO BE Mailed TO: LOS ANGELES COUNTY REGISTRAR-RECORDER/ COUNTY CLERK  
Attn: Election Coordination Unit, ROOM 2013A  
12400 Imperial Highway  
Norwalk, California 90650
I. Special meetings may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board. Notice of such meetings shall be posted at least twenty four (24) hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

II. Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting except as provided for in the Brown Act to discuss a dire emergency.

III. The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media and others as required by law.

IV. Source/Reference

Government Code Section 54945, 54956.5, 54957;
Education Code Section 72129; Former Board Policy 1005.
Administrative Procedure 2320
I. The Board of Trustees is committed to supporting college goals that measure the effectiveness of the District's operational and educational environment. The Board regularly assesses the District's institutional effectiveness outcomes.

II. References:

Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9
This Board Policy is legally required.

I. The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, 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 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 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, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, 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.

V. The Equal Employment Opportunity Officer (Director of Human Resources), and District’s Title IX Officer/Section 504/ADA Coordinator, (Dean of Student Affairs). The District officers are responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Equal Employment Opportunity Officer (Director of Human Resources), and District’s Title IX Officer/Section 504/ADA Coordinator, (Dean of Student Affairs).
VII. References:

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.;
Title 5, Sections 53000, et seq., 59300 et seq.;
**Title 2 Sections 10500 et seq.;**
Penal Code Section 422.55;
Government Code 12926.1, 12940, et seq.;
See Administration Procedure 3410.
PROHIBITION OF HARASSMENT

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, military status, and/or veteran status, or because 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, 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 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/President 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, 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 and shall be posted on the District’s website.

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.

IX. Source/References:

Education Code, sections 212.5; 44100; 66252; 66251.5
Government Code Sections 12940 and 12950.1
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code annotated Section 2000e
I. Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. (CCLC)

II. Reference:
Education Code Section 70902;
Government Code Section 3543.1(b)
Penal Code Section 502,
Cal. Const., Art. 1 Section 1;
17 U.S.C. Section 101 et seq.;
I. It is the policy of the Rio Hondo Community College District Board of Trustees to encourage and solicit the donation of equipment, instructional materials of all kinds, and any other items which will enhance the learning process for Rio Hondo College students.

II. Individual Administrators will work with the college Foundation to contact prospective donors and indicate items that will be useful supplements to the various instructional programs for the college.

III. The Board shall consider all gifts, donations and bequests made to the District. The Board will approve the acceptance of all gifts and donations made to the college, and the college reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

IV. The District shall assume no responsibility for appraising the value of gifts made to the District.

V. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

VI. In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability, or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

VII. Source/Reference:

Education Code Section 72422-72205
I. Criteria Governing Academic Rank
   a. The recommendation of the faculty member for Academic Rank should be based upon comprehensive study of the individual's achievements during the years preceding the recommendation. Academic rank applications are submitted by the faculty members after they have met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration.

   — CRITERIA GOVERNING ACADEMIC RANK
   b. To be eligible for academic rank, a faculty member must be a full-time (over 67%) member of the Rio Hondo College staff and submit an application form.
   c. The Academic Rank Committee shall consist of five members nominated for two-year terms by the Academic Senate President and confirmed by a majority vote of the Senate at a regularly scheduled meeting.

II. Minimum Criteria for Academic Rank
   a. The title of a faculty member shall be INSTRUCTOR, unless his/her preparation and previous experience entitle him/her to higher rank under these regulations this policy and Administrative Procedure 4245.
   b. The requirement for the rank of ASSISTANT PROFESSOR shall be the equivalent of at least a minimum of three years of full-time teaching at Rio Hondo College and one of the following:
      i. An earned Master's or Doctorate degree
      ii. An earned Bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a Master's Degree.
      iii. Significant prominence in the field of expertise as determined by each division.
      iv. Two years non-academic work experience as determined by each division.
   c. The requirements for rank of ASSOCIATE PROFESSOR shall be the equivalent of at least completion of five years of full-time college teaching, including the equivalent of three years at Rio Hondo College, and one of the following:

   — An application is to be sent to the Academic Rank Committee by November 15 of the academic year in which the faculty member wishes to be considered for academic rank. The Academic Rank Committee shall forward the application to Human Resources for verification that the applicant has met the minimum requirements and is qualified for the academic rank for which he/she has applied. The Academic Rank committee will submit the verified degrees, units, and employment history to the President of the Academic Senate to be put on the Academic Senate agenda for a simple majority vote at the first or second meeting of
the spring semester. Then, with the affirmation vote and signatures of the President of the Academic Senate and Chairperson of the Academic Rank Committee, the application will be sent to the Superintendent/President of the College. With the signature of the Superintendent/President, the application will be submitted to the Board of Trustees for its consideration and action. If the applicant has an objection concerning the consideration of the application, he/she can ask the President of the Senate to include the application on the agenda for the next regularly scheduled meeting to present his/her case. The merit of the case shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.

MINIMUM CRITERIA FOR ACADEMIC RANK

- The title of a faculty member shall be INSTRUCTOR, unless his/her preparation and previous experience entitle him/her to higher rank under these regulations:

- The requirement for the rank of ASSISTANT PROFESSOR shall be a minimum of three years of full-time teaching at Rio Hondo College and one of the following:
  
  o Earned Doctorate Degree
  
  o Earned Master's Degree
  
  o Earned Bachelor's Degree and a Community College Instructor credential in a vocational area in lieu of a Master's Degree and/or "significant prominence."

C. The requirements for rank of ASSOCIATE PROFESSOR shall be the completion of five years of full-time college teaching, including three years at Rio Hondo College, and one of the following:

II. Earned Doctorate Degree

I. Forty post-baccalaureate upper division or higher numbered semester

II. Units including an earned Master's Degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement.
 iii. An eEarned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, and/or "significant prominence," plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement.

 iv. Significant prominence in the field of expertise as determined by each division.

 v. Three years non-academic work experience as determined by each division.

 d. The requirements for the rank of PROFESSOR shall be the equivalent of at least ten years of full-time college teaching, including the equivalent of seven years at Rio Hondo College and one of the following:

 i. An earned Doctorate degree

 ii. Fifty post-baccalaureate upper division or higher numbered semester units including an earned Master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement.

 IV. 

 -D. The requirements of the rank of PROFESSOR shall be ten years of full-time college teaching, including seven years at Rio Hondo College and one of the following:

 A. Earned Doctorate degree.

 B. An Fifty post-baccalaureate upper division or higher numbered semester units including an earned Master's Degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement.

 iii. eEarned Bachelor's Degree with and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, and/or "significant prominence" plus twenty post-baccalaureate upper division or higher numbered semester units.

 iv. Significant prominence in the field of expertise as determined by each division.
v. Five years non-academic work experience as determined by each division.

III. Teaching Experience
   a. Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.
   b. All terms of teaching (including summer and intersession) will be counted for part-time faculty for the purposes of establishing rank.
   c. No more than one year of service will be counted for each academic year for the purposes of establishing rank (e.g., a faculty member teaching 150% load over two successive academic years will receive credit for two years of service at Rio Hondo College, not three years).

IV. Significant Prominence
   a. Evidence of "significant prominence" in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank.
   b. The following criteria shall be used for significant prominence
      i. Professional Achievement
         1. Academic and scholarly contributions to the faculty member's profession and field;
         2. Creation, exhibition, performance, or publication in the arts or literature;
         3. Presentations before meetings of scholarly and professional societies;
         4. Receipt of fellowships or other subsidies for pursuit of research or study in the faculty member's field;
         5. Participation in the activities of scholarly or professional societies
         5. beyond mere membership;
      ii. Contributions to the College
         a. Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings;
         b. Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services.
1. Producing and directing events in the performing arts and/or coaching or covering athletic events for the college.
3.
4. Engaging in community service and activity which may draw favorable attention to the faculty member and to the college.
3.
6.5. Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member’s profession and field to community groups
6. Chairing or directing committee work related to the CTE area not required in contract duties.
OTHER CONSIDERATIONS

A. Evidence of "significant prominence" in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank. If the faculty member wishes to be considered under this section, he/she must submit all pertinent data to support his/her application by the November 15 deadline. Recommendation for rank under this section shall be an 80% vote of both the Academic Rank Committee and the Academic Senate.

B. Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.

ACADEMIC RANK COMMITTEE

1. The Committee shall consist of five members of the Academic Senate.
2. The Committee members shall be nominated for a term of two years by the President of the Academic Senate and approved by a simple majority vote of the Academic Senate at a regular scheduled meeting.

3. The committee shall select Committee Chairperson annually.
4. The committee shall meet to consider the applications for Academic Rank after the verification from the Office of Human Resources. All applications shall be turned over to the President of the Academic Senate no later than the second meeting of the Academic Senate of the Spring semester, to be voted on by the Academic Senate at the next regularly scheduled meeting.

CRITERIA USED FOR "SIGNIFICANT PROMINENCE"

1. PROFESSIONAL ACHIEVEMENT
   1. Academic and scholarly contributions to the faculty member's profession and field.
   2. Creation, exhibition, performance, or publication in the arts or literature.
   3. Presentations before meetings of scholarly and professional societies.
   4. Receipt of fellowships or other subsidies for pursuit of research or study in the faculty member's field.
5. Participation in the activities of scholarly or professional societies beyond mere membership.

2. CONTRIBUTIONS TO THE COLLEGE
   1. Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings.
   2. Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services.

   4. Producing and directing events in the performing arts and/or coaching or covering athletic events for the college.
   5. Engaging in community service and activity which may draw favorable attention to the faculty member and to the college.
   6. Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member’s profession and field to community groups.
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<tr>
<th>JANUARY - 2018</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
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<td>March 14</td>
<td>April 11</td>
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<td>January 10</td>
<td>February 16-19</td>
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<td>January 24</td>
<td>January 28-29</td>
<td>HOLIDAY - COLLEGE CLOSED</td>
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<tr>
<td>Board Retreat</td>
<td>FLEX DAY</td>
<td>Regular Board Meeting</td>
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<td>HOLIDAY - COLLEGE CLOSED</td>
<td>CCLC Effective Trusteeship and Board Chair Workshop</td>
<td>CCLC Annual Legislative Conference</td>
<td>HOLIDAY - COLLEGE CLOSED</td>
<td>CCLC Annual Trustees Conference</td>
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<td>Regular Board Meeting</td>
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**November 12, 2017**

**Item 6.1.2: Evaluation of Board Goals**

The Board reviewed the evaluation of Board Goals and passed the following resolutions:

- Resolution A: Approval of the Evaluation of Board Goals Report.
- Resolution B: Acknowledgment of the Board's commitment to continuous improvement.

**Item 6.1.3: Review of Board Procedures**

The Board reviewed the procedures for the upcoming fiscal year and approved the following updates:

- Procedure 1: Update to the Budget Approval Process.
- Procedure 2: Revised process for handling conflicts of interest.

**Item 6.1.4: Review of Policy Development and Implementation**

The Board reviewed the status of policy development and implementation and noted the following:

- Policy 3: Development of a new student conduct policy.
- Policy 4: Implementation of a new technology policy.

**Item 6.1.5: Review of Budget for Fiscal Year 2018-2019**

The Board reviewed the budget for fiscal year 2018-2019 and approved the following:

- Budget 5: Approval of the budget for fiscal year 2018-2019.

**Item 6.1.6: Review of Capital Improvement Plan**

The Board reviewed the Capital Improvement Plan for the upcoming fiscal year and approved the following:


**Item 6.1.7: Review of Personnel Policies and Procedures**

The Board reviewed the personnel policies and procedures and noted the following:

- Policy 7: Update to the employee handbook.
- Policy 8: Revised process for handling employee performance reviews.

**Item 6.1.8: Review of Curriculum Development and Evaluation**

The Board reviewed the status of curriculum development and evaluation and noted the following:

- Curriculum 9: Development of new courses for the upcoming academic year.
- Curriculum 10: Evaluation of existing courses.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>May 9</td>
<td>Regular Board Meeting</td>
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<td>May 24</td>
<td>Commencement (6:00 pm)</td>
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<td>June 4</td>
<td>New Student Trustee Orientation</td>
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<td>June 13</td>
<td>Regular Board Meeting</td>
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<td>July 4</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
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<td>HOLIDAY – COLLEGE CLOSED</td>
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<td>August 22</td>
<td>HOLIDAY – COLLEGE CLOSED, Tentative Budget</td>
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<td>August 8</td>
<td>CCCL Student Trustee Workshop</td>
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<td>August 10-13</td>
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<td>September 3</td>
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<td>October 11</td>
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<td>October 24-27</td>
<td>ACCT Leadership Congress</td>
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<td>November 12</td>
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<td>November 14</td>
<td>Regular Board Meeting</td>
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**Rio Hondo College – Board of Trustees**

**2018 Calendar of Events – Updated 5/9/18**

**Rio Hondo Community College District**

**Board of Trustees Regular Meeting**
## 2018 Calendar of Events – Updated 5/9/18

<table>
<thead>
<tr>
<th>November 15-17</th>
<th>CCLC Annual Convention</th>
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<tr>
<td>November 22-23</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
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<tr>
<th>DECEMBER</th>
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<th>Bond and Financial Audit</th>
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<tr>
<td>December 12</td>
<td>Regular Board Meeting</td>
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<tr>
<td></td>
<td>Annual Organization/Election of Officers</td>
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<tr>
<td>Dec. 25 – Jan 1</td>
<td>Winter Break – College Closed</td>
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10/17
ELECTION OF STUDENT MEMBERS

I. The Student member Trustee shall be elected by a plurality vote of those voting in a regular election of the student body. A student may run for no more than one position per election. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

II. Districts are mandated to have procedures to recall student trustees and to declare and fill vacancies. The following are suggested as good practice, although other procedures may be used.

III. The Student Member Trustee may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 20 percent of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.

IV. The office shall become vacant if the Student member Trustee becomes ineligible for the office, resigns, is recalled, or dies. Upon notice to the Superintendent/President that a vacancy has occurred, the Superintendent/President shall arrange for a special election that provides for:

   • Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;

   • An application period for students to submit an application to become a candidate for the open position that will be open for at least 5 days on which classes are regularly held;

   • Following such application period, a period of time no less than 10 days upon which classes are regularly held for campaigning, and;

   • Voting for the special election to be concluded within 30 school days following the date upon which the position became vacant.

V. No special election will be called if the vacancy occurs within 60 days of a regularly scheduled election for student member.

VI. Reference:
    Education Code Section 72023.5
I. The Board of Trustees is responsible for the hiring of the Superintendent/President. The Board will establish the calendar and approve the structure of the presidential hiring process. The Board of Trustees will communicate to all those that participate in the selection process to conduct themselves in the highest ethical standards throughout the entire selection process.

II. The Board of Trustees will establish a selection process for the consultant that ensures the consultant selected reflects the Board’s expectations and values.

III. The Board of Trustees will craft and express a clear statement on the role of the consultant and ensure that this role is clearly communicated to all stakeholders so that this role is clearly understood by all.

IV. The Board of Trustees will clearly communicate the Board’s expectations and values with respect to the hiring process to the members of the search committee before the hiring process begins. All members of the search committee will be provided training prior to the selection process on how to best reach consensus.

V. The Board of Trustees or designee oversees the development of the Presidential Search Brochure and approves its content.

VI. The Board of Trustees or designee approves all advertising for the presidential position.

VII. The Board of Trustees determines the number of representatives from each constituent group. The search consultant will serve as a non-voting chair of the committee.

VIII. The current composition of the search committee, which is merely a description of what has been used in the past and can be changed by the Board in the future, is as follows:

Faculty
Classified
Management/Confidential
ASB President/Representative
Community Representatives

The following are not committee members, but serve specific functions in the selection process:

- The Human Resources Officer or designee shall review the composition of the applicant pool to determine if legal requirements relating to Title V, the District’s Equal Opportunity Plan, and non-discrimination have been met.
• An EEO Monitor who is appointed by the Equal Employment/Staff Diversity Officer

IX. Persons serving on the search committee participate in both the application review and search committee interview phases of the search process. Search committee responsibilities include evaluation of candidate applications, development of interview questions, determination of candidates to be interviewed by the search committee and recommendation of finalists to the Board of Trustees.

X. The search committee will try to reach consensus on all committee decisions. If the search committee is unable to reach consensus after discussion of an issue, then the majority view of the committee shall prevail.

XI. Committee members must be willing to give search committee responsibilities their highest priority. To assure equity in the process, attendance at all committee meetings is required.

XII. The Board of Trustees requires four to six unranked finalists. Before the selection process begins, the Board will specify the minimum number of candidates to be advanced by the committee. The Board of Trustees interviews the finalists and selects and hires the new Superintendent/President.

XIII. Before the selection process begins, the Board of Trustees will clearly articulate to the members of the committee what options are available to the Board if the number of finalist candidates submitted does not fulfill the required minimum number of candidates as determined above. These options can include:

Option 1: Ask the committee to forward additional finalists from the pool of candidates already interviewed
Option 2: Directly interview additional candidates from the candidate pool
Option 3: Cease the process and begin a new search
Option 4: Accept the candidate(s) that are forwarded as finalists and proceed
Option 5: Ask the committee to interview additional candidates from the applicant pool who could potentially become finalists

(Reordered)
Option 1: Directly interview additional candidates from the candidate pool
Option 2: Accept the candidate(s) that are forwarded as finalists and proceed
Option 3: Ask the committee to interview additional candidates from the applicant pool who could potentially become finalists
Option 4: Ask the committee to forward additional finalists from the pool of candidates already interviewed
Option 5: Cease the process and begin a new search

XIV. The Board will provide an opportunity for the search committee chair to submit a list of candidates along with narratives to the Board which could include the search committee members’ reasons for forwarding or not forwarding candidates and perceived strengths and weaknesses of each of the candidates.

XV. The Board of Trustees requires that a presidential forum be held for the finalists in conjunction with the Board of Trustees interviews. The Board of Trustees determines when the presidential forum is scheduled. The Board determines the structure and date(s) of the forum(s).

XVI. The Board of Trustees determines the efficacy of a site visit(s) and, if necessary, determines the participants for the visiting team. The Board of Trustees also determines the structure and schedule for the site visit(s).

XVII. The Board of Trustees will evaluate the effectiveness of the CEO Selection Process and will provide an opportunity to the committee members to submit an evaluation of the selection process.
COURSE REPETITION

Board Reviewed: 3/10/10; 6/12/13

I. Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, W) in a credit course, re-enrolls in that course and receives an evaluative symbol.

II. Students may be permitted to enroll more than one time in the same credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable and allows a greater number of repetitions in compliance with current limits established in Title 5.

III. Course repetition may occur under certain circumstances:

A. The course is designated as a “repeatable course” consistent with the requirements of Title 5 §55041. Procedures for “Repeatable Courses” are covered in Administrative Procedure 4227.

B. To alleviate substandard work

Students may repeat courses in which substandard grades (“D”, “F”, “NP”) were awarded. A course in which a student grade of a “D” or “F” or “NP” has been recorded may be repeated twice.

Students must complete a “Petition for Course Repetition with Previous Substandard Grade” form available in Admissions and Records in order to remove the effects of the “D” or “F” or “NP” grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade shall be disregarded in the computation of grade point averages.

Students may use course work from any accredited college to replace Rio Hondo College coursework in which a “D” or “F” or “NP” was recorded provided the courses are articulated as being equivalent. (§55042)

Courses designated as “Honors” may be repeated with the non-honors version of the course. (Senate)

C. To enroll in a class from which a student has previously withdrawn

Students may repeat courses that result in withdrawal with a “W” symbol being assigned. Students may have a maximum of two withdrawals from a course prior to receiving a grade, excluding military withdrawals. The “W” shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal. (§55024)

D. Due to extenuating circumstances

A student may repeat a course when he/she demonstrates that the previous grade was due to extenuating circumstances. Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student.
COURSE REPETITION

Student's wishing to repeat a course due to extenuating circumstances must complete a "Course Repetition with Previous "P/C" Grade or Better" form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records.

A course repeated pursuant to Section D may only be repeated once, but the previous grade may be disregarded in computing the student's GPA. (§55045)

E. Significant lapse of time

Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates. In addition, the District must also have established a recency prerequisite for the course, or an institution of higher education to which the student seeks to transfer must have established a recency requirement that applies to the course. The previous grade may be disregarded in computing the student's GPA. (§55043)

F. Variable unit, open-entry/open-exit courses

Students may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course. (§55044)

G. Occupational work experience

Students may petition to enroll more than once, even if the student received a satisfactory grade, in an occupational work experience course. The student may not exceed 16 credit hours of cooperative work experience (CWE) or 6 hours of general work experience (GWE) in a given field during the enrollment period. Previous grades shall be included in computing the student's GPA. (§55253)

H. Legally mandated training

Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. The student must certify or document that the course repetition is legally mandated. Previous grades shall be included in computing the student's GPA. (§55040)

I. Special course for students with disabilities

Students may enroll multiple times in classes designated as "special classes" if it is determined that such repetition is required for that person as a
disability-related accommodation. The prior grade may be disregarded in computing the student’s GPA. (§55040; 56029)

J. Significant change in industry or licensure standards

Students may petition the District to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment of licensure. Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. Previous grades shall be included in computing the student’s GPA. (§55040)

IV. Enrollments in active participatory courses in physical education, visual arts or performing arts that are related in content are limited to 4 times. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments or petitions for repetition due to extenuating circumstances.

V. When course repetition occurs pursuant to this section, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

VI. References: Title 5 sections 55000, 55024, 55040-55046, 55253, 56029, 58161
I. The Academic Rank Committee shall select a chair annually.

II. Applications for advancement in academic rank, along with all pertinent supporting data, shall be sent to the Academic Rank Committee by November 15 of the academic year faculty members wish to be considered for advancement. The Academic Rank Committee shall forward the applications to Human Resources for verification that applicants have met the minimum requirements and are qualified for the academic rank for which they applied. The Academic Rank Committee will submit the verified degrees, units, and employment history to the President of the Academic Senate to be put on the Academic Senate agenda for a vote.

III. A simple majority vote is required for approval of academic rank for faculty applying for advancement.

IV. With the affirmation vote and signatures of the President of the Academic Senate and Chairperson of the Academic Rank Committee, the applications will be sent to the Superintendent/President. With the consent of the Superintendent/President, the applications will be submitted to the Board of Trustees for its consideration and action. Any applicants who have objections concerning the consideration of an application, can ask the President of the Senate to be put on the agenda for the next regular scheduled meeting to present their cases. The merit of the cases shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.