I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

Dr. Laura Ramirez led the Pledge of Allegiance.

C. Roll Call

All Board members were reported present with the exception of Vicky Santana, who later arrived at 6:12 p.m. and Gary Mendez, who was absent but excused.

D. Approval of Minutes:

On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted unanimously by vote of the three members present (Garcia, Pacheco and Shapiro) to approve the minutes of June 13, 2018.

Student Trustee Advisory Vote was aye.
E. **Open Communication for Public Comment** – None

Board President Shapiro stated the following:

Before we begin public comments today, I’d like to formally welcome all of our employees. We appreciate you taking the time to share your perspectives with us.

Please allow me to update the community on the status of the incident that occurred on May 31.

First, in our commitment to campus safety, Rio Hondo College followed all policies, procedures and laws, under the guidance of attorneys, throughout this process.

The individual in question resigned effective July 3, 2018. This action formally ended our internal administrative process, but the external, independent probe by the Los Angeles County Sheriff’s Department’s Pico Rivera Station continues.

I would like to also acknowledge the concerns we have heard regarding this situation. Due to confidentiality laws that apply to personnel issues, there are details that we legally cannot share.

At the request of employees, we have and will continue to provide confidential counseling to individuals affected by the situation.

I would like to take this moment to thank our staff for stepping forward during what must have been a difficult experience to inform us of the situation.

As Board President, I can assure you that my fellow Board of Trustees and I have total confidence in the way President Teresa Dreyfuss and Executive Director of Human Resources, Loy Nashua, handled this incident. We stand behind them and support them 100 percent.

Also, as part of our dedication to inclusive and collaborative leadership, our Planning Fiscal Council is charged with recommending revisions to our current board policies and administrative procedures. This forum provides a space where any member of our campus community can share in the effort to make Rio Hondo College a stronger institution.

We invite any individual who would like to provide their input to submit their suggestions to Dr. Laura Ramirez or Michelle Bean, Co-Chairs of the Planning Fiscal Council.

At this point, the Board feels the College has dealt with this incident and ensuing issues appropriately.

Again, thank you all for coming tonight.

F. **Presentations**

- **Sabbatical Leave** *(Mark Littrell)*
- **Marketing & Communications Videos** *(Ruthie Retana)*

II. **CONSENT AGENDA**
On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted unanimously by vote of the three members present (Garcia, Pacheco, and Shapiro) to approve the following Consent Agenda.

Student Trustee Advisory Vote was aye.

Ms. Santana arrived at this point of the meeting

A. FINANCE & BUSINESS

1. Finance and Business Reports

   b. Payroll Warrant Report – Approved the payroll Warrant Report for the month of June 2018
   c. District Budget Transfer Report – Approved the District Budget Transfer Report.

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:

   None


   The Foundation for California Community Colleges has extended funding for Youth Skills Developing Training Services for the period beginning July 1, 2018 - June 30, 2019 in the amount of $22,500.00 to operate the program.

   The funding is contingent upon the California Department of Social Services (CDSS) Grant Award to the Foundation for California Community Colleges. The program assists current and emancipated foster youth, ages 16 - 21, in transitioning from the child welfare system into adulthood and self-sufficiency.

   The Board of Trustees approved the grant funding and authorized the Administration to execute appropriate documents on behalf of the District.


   The California Community College Chancellor’s Office (CCCCO) has extended funding for Commercial Sexual Exploitation of Children (CSEC) for the period beginning July 1, 2018 - June 30, 2019 in the amount of $4,250.00 to operate the program.
Rio Hondo Community College District has provided (CSEC) services since approximately 2012. The purpose of CSEC, a joint project of the Chancellor’s Office and the California Department of Social Services, is to provide quality education and training opportunities to foster parents and to assist them in preventing commercial exploitation of the foster children in their care.

The Board of Trustees approved the grant funding and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Approve Grant Agreement: Foster Kinship Care Education (FKCE) 2018-2019: The California Community College Chancellor’s Office (CCCCO)**

The California Community College Chancellor’s Office (CCCCO) has extended funding for Foster Kinship Care Education (FKCE) for the period beginning July 1, 2018 - June 30, 2019 in the amount of $182,857.00 to operate the program.

Rio Hondo Community College District has provided (FKCE) services since approximately 1999. The purpose of the FKCE, a joint project of the Chancellor’s Office and the California Department of Social Services, is to provide quality education and training opportunities to foster parents and to assist them in meeting the needs of the foster children in their care.

The Board of Trustees approved the grant funding and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Approve Off Campus Project Agreement – Federal Work-Study Program: El Monte Promise Foundation (A Project of Community Partners)**

The Financial Aid, Scholarships and Veteran Services Department would like to have an Off Campus Project Agreement with El Monte Promise Foundation to enable Rio Hondo students, who qualified for the Federal Work-Study Program, to provide tutoring to El Monte Promise Foundation 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 12, 2018 through June 30, 2019.

The Board of Trustees approved the Off Campus Project Agreement with El Monte Promise Foundation and authorized the Administration to execute contracts on behalf of the District.

7. **Approve Off Campus Project Agreement – Federal Work-Study Program: Valle Lindo School District**
The Financial Aid, Scholarships and Veteran Services Department would like to have an Off Campus Project Agreement with Valle Lindo School District to enable Rio Hondo students, who qualified for the Federal Work-Study Program, to provide tutoring to Valle Lindo 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 12, 2018 through June 30, 2019.

The Board of Trustees approved the Off Campus Project Agreement with Valle Lindo School District and authorized the Administration to execute contracts on behalf of the District.

8. **Approve Non-Disclosure Agreement and START Program Agreement: Tesla**

The Career and Technical Education would like to have a Non-Disclosure Agreement (NDA) and START Program Agreement (Agreement) with Tesla to provide classroom and hands-on instruction (Tesla START Program) leading to the potential placement of successful Rio Hondo College students as Tesla service technicians with Tesla service centers throughout the United States.

Tesla will provide (a) Tesla vehicles for training purposes, (b) Onsite Tesla START instructor to teach all Tesla-specific courses, (c) Tesla-specific course materials (e.g., slides, handouts, labs, exams, etc.), and (d) Tesla-specific tooling.

Term is from July 12, 2018 through July 11, 2019 with two (2) annual renewal options.

The Board of Trustees approved the NDA Agreement and START Program Agreement with Tesla and authorized the Administration to execute the appropriate documents on behalf of the District.

9. **Approve Partner Acceptance Document: Red Hat Academy**

The Business Division is requesting approval of a Partner Acceptance Document with Red Hat in order to participate in the Red Hat Academy Program at no cost to the District.

The Red Hat Academy Program is a learning tool to be used by students enrolled in Rio Hondo college’s cybersecurity and Amazon cloud computing courses to fulfill the Linux learning objectives required by the programs and industry. This Partner Agreement will enable up to 200 students to access the Red Hat Linux operating system resources.

The term begins July 12, 2018 and continues through July 11, 2019.
The Board of Trustees approved the Partner Acceptance Document with Red Hat Academy as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

10. **Approve Organization Subscription Agreement – Accountability Management System: Taskstream Holdings LLC dba Watermark Insights LLC**

The Institutional Research and Planning Department is requesting approval of an Organization Subscription Agreement (Agreement) with Taskstream Holdings LLC dba Watermark Insights LLC (Watermark) to utilize the Accountability Management System (AMS).

AMS is an assessment software tool that District Faculty and Administration can use for doing the District Annual Program Plan and Program Review. Term is from July 1, 2018 through June 30, 2020 with a not to exceed amount of $33,583.00 to be paid from General Funds. See cost breakdown below:

- Year 1 - $20,583.00
- Year 2 - $13,000.00

Total Cost - $33,583.00

The Board of Trustees approved the Agreement with Watermark as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

11. **Approve 2017-2018 Campus Safety and Sexual Assault Allocation to Rio Hondo College from California Community College Chancellor’s Office**

The California State Legislature approved $2.5 million dollars of one-time funding in the 2017-18 State Budget to support compliance with state and federal requirements regarding preventing and addressing sexual harassment, including sexual violence.

Allocation of funds under this program must be utilized toward developing policies to address any complaints alleging sexual harassment, including sexual violence by a student, a school employee, or a third party, including, but not limited to procedures to conduct a reliable, impartial investigation; notification processes; timelines to resolve complaints; and protection of the due process rights of an alleged perpetrator. Colleges may expend these funds to meet the mandates of SB 967 or the Violence Against Women Reauthorization Act (VAWA).

The one-time funds of $23,536.00 will be distributed via the State Apportionment System in March 2018 with a final encumbrance date of June 30, 2020.

The Board of Trustees approved the allocation from the California Community College Chancellor’s Office and authorized the Administration to execute appropriate documents on behalf of the District.
12. **Approve Clinical Affiliation Agreement: AHMC Anaheim Regional Medical Center**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with AHMC Anaheim Regional Medical Center in providing clinical experience for students. The term begins August 11, 2018 and continues through August 10, 2020.

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

13. **Approve Clinical Affiliation Agreement: Canyon Ridge Hospital**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Canyon Ridge Hospital in providing clinical experience for students. The term begins August 1, 2018 and continues through July 31, 2021.

The Board of Trustees approves the clinical affiliation agreement with Canyon Ridge Hospital as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

14. **Approve Memorandum of Understanding (MOU) for Concurrent/Dual Enrollment Offering to High School Students: St. John Bosco High School**

Rio Hondo Community College (RHCC) will work collaboratively with St. John Bosco High School to promote the enrollment of students in graduation equivalency courses offered by RHCC according to the educational needs of the students and accept credit earned at RHCC toward meeting graduation requirements as set by the aforementioned school districts.

The term is from July 12, 2018 through June 30, 2020 with a three (3) annual renewal options.

The Board of Trustees approved the MOU for concurrent/dual enrollment courses with St. John Bosco High School as summarized above and authorized the Administration to execute appropriate documents on behalf of the District.

15. **Ratification for Child Care Management System Agreement (Care Cloud): MCT Technology, Inc.**

The Child Development Center (CDC) has ended its contract with Center Track, which was used for monitoring attendance records. In lieu, CDC engaged MCT Technology, Inc. which was able to provide more functionality, such as, Monthly Attendance Sheet, CDE Forms, Teacher/Admin Communication, Training and Support, User friendly Website, Digital Pin Sign In, Parent Communication Tool and Assessment
Tool with the use of Care Cloud and will be paid from General Funds at a not to exceed amount of $3,028.00. See cost breakdown below:

1. CareControl & mSign Implementation (One Time) - $1,840.00
2. CareControl, ChildFolio and mSign SaaS Fee - $1,188.00
   (August 2018 – June 2019)

Total Cost - $3,028.00

Term is from June 20, 2018 through June 19, 2019.

The Board of Trustees ratified the Agreement with MCT Technology, Inc. at a cost not to exceed $3,028.00 to be paid from General Funds and authorized the Administration to execute the appropriate documents on behalf of the District.


On February 8, 2017 the Board of Trustees approved agenda item II.A.6 for approval of Modification No. 1 to PO HSBP1016P00096 to exercise Option Period 1, which is a new Period of Performance from January 1, 2017 through December 31, 2017. Estimated contract value at completion of Period of Performance (PoP) is $712,683.75.

On February 21, 2018 the Board of Trustees approved agenda item II.A.13 for approval of Modification No. P00006 to extend the period of performance by six (6) months, which begins January 1, 2018 through June 30, 2018 and Modification No. P00007 to provide funding in the amount of $207,888.00 for the extended period of performance described in Modification No. P00006.

Modification No. P00008 is issued by Department of Homeland Security (DHS) - Customs & Border Protection to extend the period of performance by two (2) months, which begins July 1, 2018 through August 31, 2018 and to provide funding in the amount of $69,296.00 for the extended period of performance described in Modification No. P00008.

The total value of Contract No. HSBP1016P00096 as a result of Modification No. P00008 is now $989,867.75 ($920,571.75 + $69,296.00).

The Board of Trustees ratified Modification No. P00008 to Contract No. HSBP1016P00096 and authorized the Administration to execute the appropriate documents on behalf of the District.

17. **Approve Clinical Affiliation Agreement: El Encanto Healthcare & Rehab**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with El Encanto Healthcare & Rehab in providing clinical experience for students. The term begins July 12, 2018 and continues through July 11, 2021.
The Board of Trustees approved the clinical affiliation agreement with El Encanto Healthcare & Rehab as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

18. **Approve Clinical Affiliation Agreement: Dignity Health California Hospital Medical Center**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Dignity Health California Hospital Medical Center in providing clinical experience for students. The term begins July 12, 2018 and continues through July 11, 2021.

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

19. **Approve Clinical Affiliation Agreement: College Hospital (Cerritos)**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with College Hospital (Cerritos) in providing clinical experience for students. The term begins July 12, 2018 and continues through July 11, 2021.

The Board of Trustees approved the clinical affiliation agreement with College Hospital (Cerritos) as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

20. **Approve Clinical Affiliation Agreement: Greater El Monte Community Hospital**

The Health Science Nursing Department is requesting approval of a clinical affiliation agreement with Greater El Monte Community Hospital in providing clinical experience for students. The term begins July 12, 2018 and continues through July 11, 2021.

The Board of Trustees approved the clinical affiliation agreement with Greater El Monte Community Hospital as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

21. **Approval of Clinical Internship/Mentorship Agreement – University of Phoenix**

The Health Science and Nursing Division is requesting approval of a clinical internship/mentorship agreement with University of Phoenix to enable a Master of Nursing Program student [Somporn (Pam) Sunantaprawhit] from the University of Phoenix to start a mentorship with Rio Hondo College.

The term begins July 12, 2018 and continues through June 30, 2020.
The Board of Trustees approved the clinical internship/mentorship agreement with University of Phoenix as presented above and authorized the Administration to execute the appropriate documents on behalf of the District.

22. **Approve Acceptance of Funding: BCM Foundation - CAMP Rio**

The BCM Foundation (a private foundation) has awarded Rio Hondo College $32,500.00 for a funding period of June 2018 - July 2018.

These funds are intended to expand Rio Hondo’s one-week CAMP Rio program into a project-based summer learning program. CAMP Rio is designed to serve 45 Boys and Girls Club of Whittier members ages 11-13 by providing faculty-led academic programs, including Coding, Design/Printmaking, and Electronic music using project-based learning techniques and curriculum. The three learning tracks selected are a blend of age-appropriate direct instruction, hands-on work, resource sharing, and peer collaboration and feedback. In addition to the technical tracks, students enjoy a rich experience outside the classroom that includes activities such as soccer, volleyball, basketball, and fun in Rio’s pool. Project presentations by student teams will be made at the end of the week.

The Board of Trustees approved acceptance of BCM Foundation funding as described above and authorize the Administration to execute appropriate documents on behalf of the District.

23. **Memorandum of Understanding (MOU): Dental Assistant Program - Tri-Cities Regional Occupational Program (TCROP) 2018-2019**

The Continuing Education Department would like to have an MOU with Tri-Cities Regional Occupational Program (TCROP) to co-sponsor a Dental Assistant Program.

Under the MOU TCROP will:

- Provide classroom facilities located at Pioneer High School, 10800 Ben Avon Street, Unit E, Whittier, California, 90606, for a Dental Assistant course which will be offered to Rio Hondo Community College (RHCC) students as well as to TCROP adult students. Dates of the two classes are August 20, 2018 to January 9, 2019, plus 3 Saturdays TBA and January 15, 2019 to May 24, 2019 plus 3 Saturdays TBA for the 2018/2019 school year.
- Provide the Dental Assistant course of 420 hours, as authorized by the State of California Dental Board.
- Provide an instructor(s) for the Dental Assistant course who holds the appropriate teaching credential issued from the California Commission on Teacher Credentialing and is also certified and licensed by the State of California as an RDA.
- Provide the necessary dental equipment in proper working order for students to complete the program.
- Provide a certificate of course completion for those students who successfully complete the Dental Assistant course.
- Provide free parking to students during class times. Students are responsible for any citations received from parking off campus.
• Provide the following, provided the student successfully completes the requirements:
  o State of California Radiation Safety Certificate
  o State of California Infection Control Certificate
  o American Heart Association CPR Certificate

Under the MOU Rio Hondo College (RHC) will:

• Collect tuition from its students and will pay TCROP $1,200.00 (pending funding by the Rio Hondo Region Adult Education Consortium), less the partnership fee of $100 for each enrollee.
• Retain all records related to the Dental Assistant course in their original form indefinitely.

Term is from August 1, 2018 through June 30, 2019.

The Board of Trustees approved the MOU with Tri-Cities Regional Occupational Program as summarized above and authorized the Administration to execute the appropriate documents on behalf of the District.

24. **Ratification of Grant No. BA-18-141257: Los Angeles Scholars Investment Fund (LASIF) Young Men of Color (YMOC) Initiative - California Community Foundation**

The California Community Foundation has awarded Rio Hondo College $90,000.00 ($45,000.00 per year) under the LASIF YMOC Initiative for 2 years (2018/2019 and 2019/2020).

These funds are intended to provide financial support for an estimated 66 young men of color through the Rio Hondo College Promise which guarantees one-year priority registration and free tuition to graduates of the Whittier Union, El Monte Union, and El Rancho Unified School Districts while working to expand and align student supports at Rio Hondo to increase degree completion and transfer rates.

The Board of Trustees ratified the Grant funding as described above and authorized the Administration to execute appropriate documents on behalf of the District.

25. **Approve Acceptance of California Community College Mental Health Services - Grant Agreement No. 18-077-014**

The California Community College Chancellor’s Office has awarded Rio Hondo College $250,000.00 for a funding period of July 2018 - June 2020.

These funds are intended to expand Rio Hondo’s Mental Health Services to reach and respond to the increased number of students on campus requesting and seeking mental health services. This funding will allow the College to create a community network of referral services as well as increase the number of mental health center staff addressing student mental health issues.
The Board of Trustees approved acceptance of the Mental Health Services funding as described above and authorized the Administration to execute appropriate documents on behalf of the District.

26. **Approve Acceptance of California Chancellor's Office Associate Degree Nursing (ADN) Funding 2018-2019**

The California Community College Chancellor's Office has awarded Rio Hondo College $202,963.00 for a funding period of July 2018 - June 2019. These funds are intended to address student attrition and retention, and to increase the growth and capacity of California Community College Associate Degree Nursing (ADN) programs.

In FY 2018-2019 the Chancellor’s office is combining the Enrollment Growth and Retention into one funding stream.

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

27. **Ratification of Grant No. BA-18-144057: Support for Rio Hondo College Promise Program College Completion Services - California Community Foundation**

The California Community Foundation has awarded Rio Hondo College a one-year project grant in the amount of $30,000.00 to support the Rio Hondo College Promise Program’s college completion services.

The aim of the program is to strengthen the academic and student supports provided to college promise program participants receiving financial support through the enhancement of K-12 partnerships, advising/tutoring, financial counselling, remediation innovation, etc. The Rio Hondo College Promise Program serves 386 students, 350 of which are BOG eligible in the surrounding areas of the City of Industry, with plans to expand in the following years.

The Board of Trustees ratified the Grant funding as described above and authorized the Administration to execute appropriate documents on behalf of the District.

28. **2018–19 Wage Increase – Management & Confidentials**

The 2018-2019 salary increase (on the schedule) to the current members of Management/Confidentials is 2.71% (COLA) retroactive from July 1, 2018.

The Board of Trustees approved the salary 2018-2019 increase to the current members of the Rio Hondo College Management & Confidentials as outlined above and authorized the Administration to execute the appropriate documents on behalf of the District.

29. **2018–19 Wage Increase – Management & Confidentials**

The 2018-2019 salary increase (on the schedule) to the current members of Management/Confidentials is 2.71% (COLA) retroactive from July 1, 2018.
The Board of Trustees approved the salary 2018-2019 increase to the current members of the Rio Hondo College Management & Confidential as outlined above and authorized the Administration to execute the appropriate documents on behalf of the District.

30. **2018/2019 Budget Augmentation – Classified Positions**

During fiscal year 2017/2018, the District negotiated with CSEA regarding centralized scheduling.

An additional 47.5% Scheduling Technician is needed agreed by both parties to be augmented from District Unrestricted General Fund.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>FTE</th>
<th>Range</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling Technician</td>
<td>47.5%</td>
<td>27</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

The Board of Trustees approve the 2018/2019 budget augmentation of classified position listed above from District Unrestricted General Fund.

31. **Additional Scope and Additional Fees for Design Services for Beam Replacement Firing Range Project – IDS Group**

On March 08, 2017, the Board of Trustees approved IDS Group for additional scope and fees to Design the Beam replacement at the Pistol Range project to address additional items other than what they were previously approved for, the additional fee also includes for Bidding support, Construction Administration and Closeout services in the amount not to exceed $9,700.00 for a revised contract amount of $21,700.00.

On July 12, 2017, the Board of Trustees approved IDS for additional services to provide project cost estimate for the project. IDS Group provided a proposal to provide a detailed estimate for the project in the amount of $2,300.00 for a revised contract amount of $24,000.00.

On December 13, 2017 The Board of Trustees approved IDS for additional services required to address a DSA requirement to replace existing roofs adjacent to the glue lam beams. IDS group provided a proposal to provide the services in preparing the necessary documents to achieve DSA approval for the design of replacing the existing roofs in the amount not to exceed of $5,500, for a revised contract amount of $29,500.

Additional services are now being required to address a DSA requirement to create a new DSA application number for the replace existing roofs adjacent to the glue lam beams. DSA did not allow the scope of work to be an addendum to the current DSA approved documents. IDS group provided a proposal in the amount not to exceed of $5,680 to provide the services in preparing the necessary documents to achieve DSA approval for the design of replacing the existing roofs.
IDS Group proposed fee has been reviewed by the Program Management and College Administration and found to be appropriate for the additional scope required.

The Board of Trustees authorized an increase to the contract value of IDS Group, for additional design services in the amount not to exceed $5,680.00 for a revised total contract amount of $35,180.00 from Scheduled Maintenance Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

32. **Amendment to Bookstore Operating Agreement: Follett Higher Education Group, Inc.**

The Bookstore Operating Agreement (Agreement) between Rio Hondo College (District) and Follett Higher Education Group, Inc. was issued on July 1, 2008 and amended by a First Amendment dated July 1, 2010, a Second Amendment dated July 1, 2015, and a Third Amendment dated September 1, 2016.

The Fourth Amendment to the Agreement is issued for the following:

1. Extend term effective July 1, 2018 through June 30, 2023 with automatic 5-year renewal term.
2. Follett to provide an aggregate amount of $500,000.00 over a ten (10) year period effective July 1, 2018.
3. Follett to donate $7,500.00 annually to Rio Hondo Foundation.

The Board of Trustees ratified the Fourth Amendment to the Bookstore Operating Agreement and authorized the Administration to execute appropriate documents on behalf of the District.

33. **Ratify Amendment to Phase II Memorandum of Understanding (MOU) between Los Angeles County Workforce Development Board and Mandated Partners of Los Angeles County’s America’s Job Center of California (AJCC) System**

The MOU between the Los Angeles County Workforce Development Board and Mandated Partners of Los Angeles County’s America’s Job Center of California (AJCC) System was signed on July 1, 2016 and amended by Phase II MOU dated September 1, 2017.

The Amendment is issued to amend Phase II MOU, effective June 15, 2018, for the following:

A. To incorporate regular, affiliate and specialized AJCC’s into the Infrastructure Funding Agreement (IFA);
B. To make additional, removals and other changes in the listing of AJCC System Partners;
C. Update outdated provisions and attachments; and
The Board of Trustees ratified the Amendment to the Phase II MOU and authorized the Administration to execute appropriate documents on behalf of the District.

34. **One Year Extension of Campus Security and Tram Driver Services – U.S. Security Services**

On July 8, 2015, the Board of Trustees approved the agenda for the award of Bid No. 2040 – Campus Security and Tram Driver Services to U.S. Security Associates with a not to exceed amount of $463,710.52 per year to be paid from General/Parking Funds (Item II.A.34).

On June 14, 2017, the Board of Trustees approved the agenda for Amendment No. 1 to adjust the fee schedule to comply with the Los Angeles County Code Chapter 8.100.040 Minimum Wage Increase; and cost not to exceed $573,000.00 per year to be paid from General/Parking Funds (Item II.A.14).

On June 13, 2018 the Board of Trustees approved the agenda for Amendment No. 2 which was issued to cover required services up to the end of the 2017-2018 fiscal year; and cost not to exceed $620,000.00 per year to be paid from General/Parking Funds. See breakdown below:

Original Annual Contract Amount: $463,710.52  
Amendment No. 1: $109,289.48  
Amendment No. 2: $47,000.00

Total Annual Contract Amount: $620,000.00

The Board of Trustees approved the One Year Extension of the Campus Security and Tram Driver Services Agreement with U.S. Security Associates with cost not to exceed $620,000.00 per year and to be paid from General/Parking Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

35. **“L” Tower Seismic Upgrade Project – Relocation of Art Department Statue – Dunkel Bros. Machinery Moving, Inc.**

The L Tower is currently being upgraded for a seismic upgrade. Prior to excavating to install steel bracing for the foundation of the building the relocation of an art design statue that was placed in the upper quad planter. Due to the size and weight of the statue, special handling and relocation will need to take place. In discussion with the Art Dept. Dean, it was discussed to relocate the statue to the outside quad area between the Wray Theatre and Campus Inn buildings.

Program Management received a proposal by Dunkel Bros. to relocate the statue in the amount not to exceed $3,725.00

The proposal has been reviewed by the Program Management staff and the College administration and has deemed the proposal from Dunkel Bros. in the amount not to exceed of $3,725.00 to be acceptable for conducting relocation and moving Services.
The Board of Trustees approved the proposal for $3,725.00 from Dunkel Bros. Machinery Moving, Inc. for relocating the Art Statue for the L Tower Seismic Upgrade Project from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

36. **Authorization to Purchase GO RIO TAP Cards from Transit Agencies for 2018-2019 Fiscal Year**

Staff has met and finalized negotiations with the transit authorities from El Monte Transit, Foothill Transit, Metro, Montebello Bus Lines, and Norwalk Transit System. Bus ridership varies with each transit partner and cost is based upon previous and projected ridership calculations.

- El Monte Transit will assess funds not to exceed $2,000 for the year
- Foothill Transit will assess funds not to exceed $25,000 for the year
- Metro will assess funds not to exceed $75,000 for the year
- Montebello Bus Lines will assess funds not to exceed $45,000 for the year
- Norwalk Transit Systems will assess funds not to exceed $80,000 for the year

Staff recommends the purchase of TAP sticker and card access for the entire 2018-19 year not to exceed $227,000 from the General Fund.

The Board of Trustees authorized staff to purchase TAP card access for Rio Hondo College full-time students for the 2018-2019 year not to exceed $227,000 from the General Fund and authorized the Administration to sign appropriate documents on behalf of the District.

37. **Continuing Education**

a. Robert Cullen – To present “Helping Families Cope Successfully with Healthcare Financial Crisis”. Saving Mom & Dad is a unique book written to guide families through the perils of caring for elderly people during their last years. Saving Mom & Dad teaches consumers how to obtain government assistance to pay for long-term care without having to go broke fast. Dates of service: July 12, 2018 – June 30, 2019. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

38. **Consultants**


b. James O. Pike III – To present and facilitate a module during the 2018 CTE Career Exploration Summer Academy. Dates of service: July 16-20, 2018. Cost not to exceed $1,500.00 from Deputy Sector Navigator Grant.

c. Vital Health Strategies LLC – To (1) develop and teach a non-credit course in a health career pathway; (2) to participate in implementation of health career pathways Strong Workforce projects in K-14; (3) to conduct an assessment of the healthcare industry’s workforce and incumbent worker training needs; (4) to support the regional Strong Workforce health care projects in the LA Region. Dates of service: July 12, 2018 – December 31, 2018. Cost not to exceed $70,000.00 from Strong Workforce Regional Health Grant.
d. Juarez Consulting, Inc. – To serve as an expert advisor for staff and task force providing services to undocumented students and provide training and resources as requested. Dates of service: July 12, 2018 – September 30, 2018. Cost not to exceed $5,000.00 from Student Equity Grant.

B. PERSONNEL
   1. Academic

   a. Special Assignments, Summer 2018

      The following faculty will receive a stipend, no to exceed $1,400, paid out of the BCM Foundation Grant, to facilitate workshops for “Camp Rio”, a partnership between Rio Hondo College and the Boys and Girls Club of Whittier. This event will take place Monday July 16, 2018 – Thursday July 19, 2018.

      BRENES, Orlando  Kinesiology, Dance, & Athletics
      ESKO, Teddi      Kinesiology, Dance, & Athletics
      HARLOW, Brenda   Business
      HERERRA, Rene    Kinesiology, Dance, & Athletics
      SMITH, Stephen   Kinesiology, Dance, & Athletics
      WHEELER, George  Art & Cultural Programs
      MOLINA, Jose Luis Art & Cultural Programs
      STEVENS-GANDARA, Erin      Art & Cultural Programs

      The following instructor will be paid a stipend, not to exceed $1,400, paid out of Student Equity, for participating in the Statistics Support Lab. The stipend includes the delivery of one-on-one and small group tutoring sessions.

      RYAN, Mutsuno     Math, Sciences & Engineering

      The following instructors will be paid a stipend, not to exceed $1,680, paid out of Student Equity, for participating in the Statistics Support Lab. The stipend includes the delivery of one-on-one and small group tutoring sessions.

      MCWILLIAMS, Geoffrey Math, Sciences & Engineering

      The following instructors will be paid a stipend, not to exceed $2,520, paid out of Student Equity, for participating in the Statistics Support Lab. The stipend includes the delivery of one-on-one and small group tutoring sessions.

      RYAN, John        Math, Sciences & Engineering

      The following instructor will be paid a stipend, not to exceed $3,360 paid out of Student Equity, for participating in the Statistics Support Lab. The stipend includes the delivery of one-on-one and small group tutoring sessions.

      MILLER, Greg      Math, Sciences & Engineering

      The following faculty will be paid a stipend of $250 for each workshop designed, up to 4 workshops, for drop-n Directed Learning Activities to be offered in the Reading Lab. These stipends will be paid out of the Basic Skills Student Success Transformation Grant. Work to take place Summer 2018 thru Fall 2018.
The following faculty will be paid a stipend, in the amount of $1000, paid out of the Basic Skills Student Success and Transformation Grant, to develop professional development activities for English 101SP, 101S, and 101 courses. Deliverables include: Alignment rubric linking ENG 101S and 101SP to the ENG 101 outcomes/objectives; Expectation and Guidelines for faculty teaching ENG 101/101S/101SP; Begin collecting instructional activities/strategies/materials for ENG 101S/SP; and Create outline of Canvas Faculty Shell.

KOGER, Michael
ISAAC, Lily
CURINGTON, Bill

The following faculty coordinator will be paid a stipend, in the amount of $1000, paid out of the Basic Skills Student Success and Transformation Grant, for coordinating Summer AB705 meetings. Coordinator will call and prepare agendas for meetings and ensure that all members contribute to the process. Deliverables for the group include: description of support services and common language to put on math syllabi to require low performing students to use services, Research and decide on type of co-requisite model to implement and Research to include supplemental instruction and tutoring models.

HSIAO, Jupei

The following faculty will receive a $500 stipend, paid out of the Basic Skills Student Success and Transformation Grant, for participating in Summer AB705 meetings. Deliverable include: description of support services and common language to put on math syllabi to require low performing students to use services, Research and decide on type of co-requisite model to implement and Research to include supplemental instruction and tutoring models.

BRONKAR, Ryan
FUNG, Hank
GRIFFITH, Leah
HOLBROOK, Veronica
IRWIN, Erin
McWILLIAMS, Geoffrey
MILLER, Greg
MONTIEL, Gerson
PITASSI, Matt
SPIELER-PERSAD, Gisela
WANG, George

The following Math Faculty Coordinator will receive a $1,000 stipend, paid out of the Basic Skills Student Success and Transformation Grant, for developing and delivering Summer Pre-Stats orientation. Training will include two training sessions on MyMathLab, common activities and assessment. Prepare and procure materials for Pre-Stats course for Fall 2018.

GRIFFITH, Leah
The following faculty will receive a $150 stipend, paid out of the Basic Skills Student Success and Transformation Grant, for participating in Summer Pre-Stats orientation. Training will include two training sessions on MyMathLab, common activities and assessment.

CHAU, Evelyn  
Math, Sciences & Engineering

GILLOTTE, Christopher  
Math, Sciences & Engineering

GRAHAM, Lynne  
Math, Sciences & Engineering

GROGAN, Joyce Mi  
Math, Sciences & Engineering

GUO, Dan  
Math, Sciences & Engineering

HSIAO, Jupei  
Math, Sciences & Engineering

IRWIN, Erin  
Math, Sciences & Engineering

JUNG, Duhwa  
Math, Sciences & Engineering

MILLER, Greg  
Math, Sciences & Engineering

SIERRA, Mayra  
Math, Sciences & Engineering

TRAN, Lynn  
Math, Sciences & Engineering

WONO, Katrina  
Math, Sciences & Engineering

The following faculty will receive a stipend, not to exceed $300, paid out of the Basic Skills Student Outcomes and Transformation Grant, for attending the “On Course Active Learning Strategies” training on August 9 and 10, 2018.

ANDRADE, Miachelle  
Behavioral and Social Science

BASE, Melissa  
Communications & Languages

CHOI, Ying  
Math & Sciences

DAZA, Igor  
Counseling

DEJEAN, Alex  
Behavioral & Social Science

GAW, Rose  
DSPS

GUTIERREZ, Jose  
Math & Sciences

GRAHAM, Rodney  
Career & Technical Education

HOWARD, Andy  
Behavioral & Social Science

JIN-LEE, Charlene  
Continuing Education

LUNA, Patricia  
Health Science & Nursing

PFEIFFER, Jill  
Behavioral & Social Science

PIMENTEL, Alberto  
Behavioral & Social Science

ROMERO-MORALES, Maria  
Behavioral & Social Science

RHODES, Angela  
Communications & Languages

SEYMOUR, Lawrence  
Business

TAPIA, Jessica  
Communications & Languages

The following faculty will be paid a stipend, not to exceed $450, paid out of the Basic Skills Student Outcomes Transformation Grant, for attending the four-day “On Course I” Training in Northern California. Training to take place Summer 2018.

CURINGTON, William  
Communications & Languages

ARAZI, Dana  
Communications & Languages

The following faculty will be paid a stipend in the amount of $300.00, paid out of Staff Development, for Updating a “Best Practices Module” to enhance the Online Teaching Training Certificate

JAVANMARD, Mike  
Behavioral & Social Science

PFEIFFER, Jill  
Behavioral & Social Science
The following faculty will be paid a $500 stipend, to be paid out of Academic Affairs, for participating in Learning Outcomes planning during the Summer.

CARTAGENA, Alyson  
Kinesiology, Dance, & Athletics

The following faculty will be paid a stipend in the amount of $2000 to work on lighting design for summer play “The Hollywood Summer Christmas Show” running from July 28 – August 10, 2018.

SCHLEICHER, Matthew  
Arts & Cultural Programs

Part-Time, Summer 2018

Behavioral and Social Sciences

QUINN, Nicole  
Business

ANDERSEN, Scott  
HERNANDEZ, Manuel  
Math, Sciences and Engineering

ARIA, Adriana

Hourly as Needed, Summer 2018

Staff Development/Human Resources

OBRIEN, Katie  
Counseling and Student Equity

Student Equity Coordinator

MORA, Juana

Hourly as Needed, 2018-2019

Counseling and Student Equity

ALFARO, Maria  
Disabled Students Programs and Services (DSPS)

LARA, Jose  
Personal and Academic Support Services (PASS)

OLMOS, Robert  
SOTELO, Angela  
PART-TIME, Fall 2018  
Behavioral and Social Sciences
July 11 2018
CHABOYA, Francesca LOPEZ, Yadira
FRAGA, Mike STEWART, Tiesha
GUNDERSON, Lukas VELASQUEZ, Kelly

Career and Technical Education
KIM, Samantha

Communications and Languages
DEJEAN, Alex NESHEIWAT, Abraham
KLAGER, Katherine SCHMID, Andrea

Math, Sciences and Engineering
SCOTT, Christopher
b. Resignation
GARCIA, Laura, Full-Time Counselor, Counseling and Student Equity. Her last day of employment will be August 16, 2018.

2. Management and Confidential
a. Resignation
KUMMERMAN, Howard, Executive Dean, Institutional Research and Planning. His last day of employment was July 2, 2018.

3. Classified
a. Employment, 2018
Regular Classified
SAGASTUME, Valerie, Instructional Assistant – Math and Science Center, 45%, 10 months, Math, Sciences and Engineering, effective July 16, 2018

Transfer
The following employee is being hired in the designated capacity with dedicated funding through June 30, 2019. If continued funding should not be available, 60-day notice shall be served:

PAPAVERO, Andrea, from Clerk Typist III, 47.5%, 11 months, Career and Technical Education, to Clerk Typist III, 100%, 11 months, Career and Technical Education, effective June 18, 2018

Substitutes, 2018 – 2019
CARMONA, Michael, Grounds Maintenance Worker, Facilities Services, effective July 1, 2018
CASAS, Lawrence, Utility Worker, Facilities Services, effective July 1, 2018
FIGUEROA, Alvaro, Grounds Maintenance Worker, Facilities Services, effective July 1, 2018
FONSECA, Eileen (ML), Clerk Typist III, Human Resources, effective July 2, 2018
FUENTES, Sergio, Grounds Maintenance Worker, Facilities Services, effective July 1, 2018
LUGO, Lucina, Sr. Food Services Worker, Child Development Center, effective July 5, 2018

b. Retirement

MALAVE, Pat, Senior Financial Aid Assistant, Financial Aide. Her last day of employment was June 15, 2018, with her first day of retirement being June 16, 2018.

MARINO, Rose, Children’s Center Aide, Child Development Center. Her last day of employment will be August 10, 2018, with her first day of retirement being August 11, 2018.

c. Resignation

JARAMILLO, Corinna, Senior Financial Aid Assistant, Financial Aide. Her last day of employment was July 3, 2018.

SALAZAR, Phillis, Clerk Typist III, Human Resources. Her last day of employment was July 2, 2018.

d. Revision of Job Description

Computer Equipment Repair Technician

See attached job description

4. Unrepresented, (AP 7130), 2017-18 and 2018-19

a. Employment, 2017 – 2018

CalSOAP

Student Success Coach II
AGUILLON, Esmeralda MORA, LAUREN
ANAYA JURADO, Laura NERI, Alejandra
CASTELLANOS, Juan NUNEZ, Lizette
CHAVEZ, Anthony OCHOA, Stephanie
ESTRADA, Jocelyn ORTIZ, Ruth
FAVELAS-COREA, Hector PEREZ BUGARIN, Maria
HOANG, Jason Rodriguez, Arlene
JUAREZ ISIDRO, Aridai RUIZ, Baudilla
LOERA, Lizette SARMIENTO, Nicole
MADRIGAL, Beatriz VALERA, Julian
MEJIA, Andrea

b. Employment, 2018–2019

Counseling and Student Equity

Student Success Coaches II
HERNANDEZ, Joe Louis

Public Safety

Recruit Training Officers
BOBADILLA, Eric
BRAWLEY, Steve
CALLE, Carlos
CORREA, Cesar
EADS, Cherie
ESTRADA, Ulises
FISH, Michael
FLECK, Christian
GUTIERREZ, Steven
HILDALGO, Matthew
LIZANO, Richard
MARQUEZ, Joshua
MARTINEZ, Jaime
NARAYAN, Vishal
ROBLES, Andrew
RUBIO, Ernesto
SOLORIO, Joaquin
VAZQUEZ, Roberto

Student Success Coach II
ANAYA-JURADO, Laura
CHAVOYA, Francisco
DELGADO, Briana
LOPEZ FREEBORN, Cristina

Students, 2017 – 2018
KANTOR, Danica, Math, Sciences and Engineering
NGUYEN, Trang, Finance and Business/Accounting
RIVERA, Vanessa, Library
RODRIGUEZ, Ruth, EOPS/CARE

Volunteers, 2018 – 2019
AGUINIGA-CAMPOS, Javier, Kinesiology, Dance and Athletics
FUENTES, Elizabeth, Kinesiology, Dance and Athletics
GOMEZ, Amanda, Kinesiology, Dance and Athletics
GUTIERREZ, Armando, Kinesiology, Dance and Athletics
HERNANDEZ, Yahaira, Kinesiology, Dance and Athletics
HOLGUIN, Angelica, Kinesiology, Dance and Athletics
MORAN, Salvador, Kinesiology, Dance and Athletics
RAMIREZ, Adalberto, Kinesiology, Dance and Athletics
SALANG, Anthon, Kinesiology, Dance and Athletics
VELASCO, Andrea, Kinesiology, Dance and Athletics
WIKKELING-MAROTTA, Sydney, Kinesiology, Dance and Athletics

III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Revision of Board Policies 3050, 3250, 3570 (Final Adoption) See attached.

61. On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted unanimously by vote of the four members present [Garcia, Pacheco, Santana, and Shapiro] to approve the following Board Policies for final adoption:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 3050</td>
<td>Institutional Code of Ethics</td>
</tr>
<tr>
<td>BP 3250</td>
<td>Institutional Planning</td>
</tr>
</tbody>
</table>
BP 3570  Smoking on Campus

Student Trustee advisory vote was aye

B. FINANCE AND BUSINESS

1. **Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee**

   Postponed until the August Board Meeting

IV. INFORMATION ITEMS

1. 2018 Board of Trustees Calendar of Events (See attached)

V. STAFF AND BOARD COMMENTS

- Board Development Reporting

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to closed session at 7:07 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**
  - **Full-Time Adult Education Block Grant Transitional Counselor**

62. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana, and Shapiro) to approve Sandy Diaz as Full-Time Adult Education Block Grant Transitional Counselor

   - **Full-Time Nursing Simulation Instructor**

63. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana, and Shapiro) to employ Dr. Tanja Baum as a Full-Time Nursing Simulation Instructor.

   - **Interim Dean, Counseling**

64. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana, and Shapiro) to employ Lisa Chavez as Interim Dean, Counseling.

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

*Pursuant to Section 54957.6:*
- **CONFERENCE WITH LABOR NEGOTIATOR**
VII. ADJOURNMENT

65. On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana, and Shapiro) to adjourn the meeting at 8:43 p.m. and announced the date of the next meeting:

- Next Regular Meeting – Wednesday, August 8, 2018, 6:00 p.m.
RIO HONDO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMPUTER EQUIPMENT REPAIR TECHNICIAN

BASIC FUNCTION

Under the supervision of the Director of Information Technology, installs micro-computer hardware and software; repairs computers and printers; installs and runs diagnostics on network, switches, hubs and related communication equipment; provides technical support to campus micro-computer and telephone users; controls and monitors vendors off-campus repair activities; and telephone switch support.

REPRESENTATIVE DUTIES

a. Installs, assembles, operates and coordinates the maintenance and repair of less complex data communications hardware including network hubs, personal computers, switches and diagnostic test equipment.  

b. Installs, operates, maintains telephone communications equipment.

c. Troubleshoots hardware and software, makes adjustments or repairs when required to maintain equipment in proper operating condition; may make major repairs and overhauls in shop when required.

d. Sets up and maintains preventive maintenance schedule for campus micro-computers, printers and related equipment.

e. Recommends, controls and monitors off-campus vendor repair activity for computers, printers and related equipment when off-campus repairs are required.

f. Maintains parts and hardware location inventory; maintains micro-computer and printer spare parts inventory, and makes recommendations on the type and number of parts to be purchased to maintain a minimum inventory.

g. Assists in the maintenance of PC and Mac computers; the network and server environment.

h. Coordinates work activity with other department personnel during the installation and implementation of new computer, printer and peripheral equipment. This includes making cables and connectors, the installation of servers and related communications equipment.

i. Installs cables in a safety conscious manner when required.
j. Prepares requisitions for cables, connectors and other computer related equipment as required. ❏

k. Troubleshoots telephone switch problems, modifying phone system’s database, initiate adds and changes to telephone system, installs telephone instruments, and interfaces with telephone system vendor to evaluate and fix problem. ❏

l. Maintains contact with vendors and distributors to keep abreast of equipment upgrades, new computers and related equipment. ❏

m. Assists other departments in determining their technology needs. ❏

n. Trains and assists the instructional assistants when assigned to College computer labs. ❏

o. Attends training classes, seminars and workshops on new computer technology as required. ❏

p. Performs other related duties as assigned. ❏

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**
- Computer networking system.
- Voice/data technology and telephone equipment communications.
- Installation of cables.
- The operations in the Microsoft Windows/Office environment and other PC software as well as Apple’s OS2 thru OS9 operating systems.
- Advanced diagnostics and utilities software.
- Computer related communication equipment such as printer interfaces, Hubs.
- Operation of PC compatible and Mac computer configuration principles and a wide variety of desk top personal printers.
- Repair tools, materials and electronic testing equipment used in the diagnosis, overhaul, repair and maintenance of computer and related equipment.

**ABILITY TO:**
- Troubleshoot and take corrective action when PC’s, Mac computer or printer malfunction.
- Make micro-computer and telecommunications cables.
- Maintain repair schedules with minimum supervision.
- Maintain records, follow oral and written directives, work independently as well as cooperatively with others.
EDUCATION AND EXPERIENCE

- Any combination equivalent to graduation from high school and completion of a computer science or electronics certificate program or certification from a computer science or electronics technical school and two years of experience in the maintenance, repair of computers, printers and terminals.

Range: 39

Effective: 2/2006, 7/11/2018

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.
INSTITUTIONAL CODE OF ETHICS

I. The employees of Rio Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, employees have an interest and commitment to ethical behavior. Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust.

II. To support Rio Hondo’s* commitment to ethical behavior*, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one cannot “legislate morality” in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

III. There are many sources of ethical* inspiration and guidance. All employees of Rio Hondo College are subject to official College policies and procedures; applicable regulatory agency requirements; local, state, and federal laws; and professional standards (when applicable). This includes policies such as the Rio Hondo College Policy on Sexual Harassment (BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).

IV. In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Rio Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).

V. As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. These are guidelines and aspirations to be used for educational and not disciplinary purposes, with our own conscience as the first and most salient means of evaluation:
  • The College values open communication, honesty, and truthfulness, and aspires to an “open door” philosophy.
  • The College values open inquiry and honors academic freedom.
  • The College strives to protect human dignity and individual freedom.
  • The College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
  • The College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.
I. The Rio Hondo College Board of Trustees believes that the College should be engaged in on-going planning to achieve its mission.

II. Through the planning process, the College frames questions, seeks answers, analyzes itself, and revises its goals, objectives, programs, and services. The planning process assists in identifying institutional directions, as well as priorities and strategies; it also influences the acquisition and allocation of resources.

III. The Superintendent/President shall ensure that the District maintains and implements a broad-based, comprehensive, systematic, and integrated system of planning that is supported by institutional effectiveness research. The process must serve the full-range of College constituencies, both internal and external, for both now and the future.

IV. The Superintendent/President shall inform the Board about the status of the college planning process and the various plans.

V. The planning system shall include plans required by law, including, but not limited to:

- Long Range Educational Master Plan
- Facilities & Resource Plan
- Technology Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- EOP&S/C.A.R.E. Plan
- Cooperative Work Experience Plan

The Superintendent/President shall submit to the Board those plans for which Board approval is required by Title 5.

VI. The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

VII. Source / References:
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270, et seq.

See Administrative Procedure 3250.
I. To enforce smoking and tobacco control regulations and procedures, the Superintendent/President is authorized to:

- Set enforcement standards for all District sites and campuses;
- Impose a fine for a first, second, and third offense and for each subsequent offense. The amount of fines is to be determined by the Board and cannot exceed one hundred dollars ($100);
- Direct that the District post signs stating its tobacco use policy on campus, as follows:
  - the locations at which smoking or tobacco use is prohibited on campus
  - the locations at which smoking or tobacco use is permitted on campus
- Inform employees and students of the tobacco use policy and enforcement measures

II. References
Government Code Section 7597.1
Administrative Procedure 3570.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9</td>
<td>Regular Board Meeting</td>
<td>* Board receives and completes self-evaluation instrument</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* 5-Year Construction Plan</td>
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<tr>
<td>May 24</td>
<td>Commencement (6:00 pm)</td>
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<tr>
<td>May 28</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
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<tr>
<td>JUNE</td>
<td>June 4</td>
<td>New Student Trustee Orientation</td>
</tr>
<tr>
<td>June 13</td>
<td>Regular Board Meeting</td>
<td>* Student Equity/3SP and Basic Skills Update</td>
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<tr>
<td></td>
<td></td>
<td>* Tentative Budget</td>
</tr>
<tr>
<td>JULY</td>
<td>July 4</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td>July 11</td>
<td>Regular Board Meeting</td>
<td>* Marketing &amp; Communication Videos</td>
</tr>
<tr>
<td>AUGUST</td>
<td>August 8</td>
<td>Regular Board Meeting</td>
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<td></td>
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<tr>
<td></td>
<td>August 10-13 CCLC Student Trustee Workshop</td>
<td>Hilton, San Francisco Bayfront</td>
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<tr>
<td></td>
<td>August 17</td>
<td>FLEX Day</td>
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<tr>
<td></td>
<td>August 22 (tentative)</td>
<td>Special Board Meeting</td>
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<tr>
<td>SEPTEMBER</td>
<td>September 3</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td></td>
<td>September 12</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>October 11</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td></td>
<td>October 24-27</td>
<td>ACCT Leadership Congress</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>November 12</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td></td>
<td>November 14</td>
<td>Regular Board Meeting</td>
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</tbody>
</table>
## RIO HONDO COLLEGE – BOARD OF TRUSTEES
### 2018 Calendar of Events – Updated 7/11/18

<table>
<thead>
<tr>
<th>November 15-17</th>
<th>CCLC Annual Convention</th>
<th>Rancho Mirage, CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22-23</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
<td></td>
</tr>
</tbody>
</table>

### DECEMBER

<table>
<thead>
<tr>
<th>December 12</th>
<th>Regular Board MeetingAnnual Organization/Election of Officers</th>
<th>Bond and Financial Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 25 – Jan 1</td>
<td>Winter Break – College Closed</td>
<td></td>
</tr>
</tbody>
</table>