I. CALL TO ORDER

A. Call to Order (6:00 p.m.)

Mr. Mendez called the meeting to order at 6:00PM.

B. Pledge of Allegiance

Mr. Matthew Mangoba led the pledge of allegiance.

C. Roll Call

Ms. Santana arrived at 6:03PM. All members present.

D. Open Communication for Public Comment

No comments were made.

II. STUDY SESSION

• Bond Update
  ➢ Anna La Morena – Bond Counsel
  ➢ Kush Gheyara – Bond Financial Advisor
Mr. Mendez recessed the meeting for a 10-minute break at 7:57 p.m.

Mr. Mendez reconvened the meeting at 8:09 p.m.

III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Superintendent/President Search Process – Minimum Number of Finalist

It was moved by Ms. Santana, seconded by Ms. Laureano for the purposes of discussion.

46. On the original motion by Ms. Santana and by friendly amendment of Mr. Mendez, the Board voted unanimously by the five members present [García, Lomeli, Mendez, Santana, Valladares] and approved the minimum number of finalist for the Superintendent/President search process to a minimum number of four (4) candidates for the Board to consider and the Board of Trustees will consider options 1-5 under section XIII, in AP 2431 when the time arrives in April. The Student Trustee advisory vote was aye.

(Extracted from AP 2431 section XII.)

“The Board 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 interviews the finalists and selects and hires the new Superintendent/President.”

2. Superintendent/President Search Process - Options if Minimum Number of Finalist Not Met

It was moved by Ms. Santana, seconded by Ms. Lomeli for the purposes of discussion.

47. It was moved by Ms. Santana, seconded by Ms. García, and the Board voted unanimously by the five members present [García, Lomeli, Mendez, Santana, Valladares] to table this item. The Student Trustee advisory vote was aye.

(Extracted from AP 2431 section XIII.)

“Before the CEO selection process begins, the Board 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: 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."

3. **Superintendent/President Search Process - Role of the Consultant**

   It was moved by Mr. Valladares, seconded by Ms. Lomeli for the purposes of discussion.

   **48.**
   
   It was moved by Ms. García, seconded by Ms. Lomeli, and the Board voted unanimously by the five members present [García, Lomeli, Mendez, Santana, Valladares] to table this item. The Student Trustee advisory vote was aye.

   Ms. Santana asked for clarification on the late vote, since the Board needs to provide the Presidential Search Committee with a statement.

   Mr. Mendez clarified that the Board can reconsider the motion.

   **49.**
   
   It was moved by Ms. García, seconded by Ms. Santana and the Board voted unanimously by the five members present [García, Lomeli, Mendez, Santana, Valladares] to consider the one-page communication (Board’s statement) on behalf of the Board of Trustees provided by PPL Consulting in the Presidential Search process. This document will be shared with the Presidential Search Committee on March 1, 2019. The Student Trustee advisory vote was aye.

   **50.**
   
   It was moved by Ms. Santana, seconded by Ms. García, that the Board voted unanimously by the five members present [García, Lomeli, Mendez, Santana, Valladares] to adopt the one-page communication (Board’s statement) that was prepared by PPL Consulting in the Presidential Search process. This document will be shared with the Presidential Search Committee on March 1, 2019. The Student Trustee advisory vote was aye.

   Point of information by Consultant Dr. Sugimoto, who shared with the Board that both the one-page communication (Board’s statement) and the PPL’s role and responsibilities (three-page document) will be disseminated to the search committee. She will also facilitate a brief discussion on the interview dates at the March 1, 2019 meeting.

   Point of information from Sandra Rivera who wanted to confirm that on the statement that was just approved, that the Cultural Competency training is the implicit bias referred to on page number one of three.

   Dr. Sugimoto confirmed.

4. **Approval of Members to the Board Ad-Hoc Sub-Committee – Board Goals**

   After discussion at the special meeting on January 23, 2019 the Board requested developing the following Board Ad-Hoc Sub-Committee:
Board Goals

Purpose: Review & make recommendations to the Board

Duration: **July, 2019**

Appointed Members: **Ms. Vicky Santana** and **Ms. Rosaelva Lomeli**

51. It was moved by Ms. Santana, seconded by Ms. García, that the Board voted unanimously by the five members present [García, Lomeli, Mendez, Santana, Valladares] and appointed and approved the participants for the Board Ad-Hoc Sub-Committee with a selected duration of July 2019. The Student Trustee advisory vote was aye.

5. **Approval of Resolution in Support of SB 291**

52. It was moved by Ms. García, seconded by Ms. Santana, that the Board voted unanimously by the five members present [García, Lomeli, Mendez, Santana, Valladares] and approved the resolution in Support of SB 291 as listed below. The Student Trustee advisory vote was aye. The Board requested that the signed resolution and letter of support be sent to each member of the State Legislature.

WHEREAS, 2.2 million students—including the vast majority of first-generation college students and students of color—will access higher education through one of California’s 115 community colleges; and

WHEREAS, 51% of students who ultimately graduate from a California State University campus and 29% of students who ultimately graduate from a University of California campus begin their journey at a community college; and

WHEREAS, the community college system is the state’s largest workforce education provider and serves immigrants learning to improve English skills, mid-career professionals looking to move up the career ladder, and entrepreneurs starting small businesses; and

WHEREAS, community colleges represent the best chance for achieving social and economic mobility for students in nearly every community; and

WHEREAS, despite a commitment to college access that is enshrined in the Master Plan for Higher Education, state higher education funding policy reinforces deeply concerning inequities for community college students; and

WHEREAS, community colleges, while serving students facing the greatest barriers to success, receive the lowest per-student funding level of any of the state’s education segments; and

WHEREAS, the state’s financial aid policies disadvantage “non-traditional” college students—who are disproportionately enrolled at the community colleges—providing little aid to help students meet their basic needs like food, housing, transportation, or child care; and
WHEREAS, access to need-based financial aid to cover non-tuition costs is so limited for community college students that it is often more expensive for the lowest income students to attend California community colleges than the University of California; and

WHEREAS, more equitable investment in community college students is a key strategy for California’s long term prosperity; and

WHEREAS, all community college students with financial need should be eligible to receive financial aid—regardless of their age, time out of high school, or high school academic performance; and
WHEREAS, a student’s financial aid should be linked to the total cost of attendance—not just tuition and fees, but also housing, food, transportation, child care, and supplies; and

WHEREAS, a student should have access to financial aid regardless of the student’s educational goals, whether the student seeks to complete a degree, certificate, or short term career-technical education program; and

WHEREAS, SB 291 creates the California Community College Student Financial Aid Program that would provide a new grant linked to the total cost of college attendance; and

WHEREAS, SB 291 would eliminate loan debt and reduce excessive work obligations, giving students the support they need to complete their programs; and

WHEREAS, SB 291 is necessary to ensure a meaningful commitment to college affordability by providing significant additional financial support to eligible students with the greatest financial need.

NOW, THEREFORE, the Board of Trustees of the Rio Hondo Community College District hereby resolves as follows:

That the Rio Hondo Community College District supports the expeditious passage of SB 291, which would establish the California Community College Student Financial Aid Program to provide need-based grant awards to eligible community college students

That the Board of Trustees direct the Superintendent/President to send this resolution to each member of the State Legislature.

ADOPTED this 27th day of February, 2019.

IV. ADJOURNMENT

53. It was moved by Ms. Santana, seconded by Mr. Valladares, that the Board voted unanimously by the five members present [Garcia, Lomeli, Mendez, Santana, Valladares] to adjourn the meeting at 9:13p.m. The Student Trustee advisory vote was aye.

Date of Next Regular Board Meeting – Wednesday, March 13, 2019, 6:00 p.m.
COMMUNICATION FROM THE BOARD OF TRUSTEES
To the Search Committee
Rio Hondo Community College District
Superintendent/President Search 2019

EFFECTIVE SEARCH COMMITTEE and
ROLE AND RESPONSIBILITIES

Effective Search Committee Members

➢ Are committed to the success of the College and District
➢ Know the College and the communities the College serves
➢ Agree to abide by all Committee processes
➢ Agree to devote sufficient non-meeting time to the Committee’s processes
➢ Support the outcome of the Committee’s work to the College/District’s community
➢ Agree to maintain confidentiality and sign a confidentiality statement
➢ Adhere to the confidentiality of the process to ensure the success of the Committee’s work and the candidate selected to be the next Superintendent/President
➢ Attend ALL Search Committee meetings

Role and Responsibilities of the Search Committee

➢ Must be willing to give Search Committee responsibilities the highest priority
➢ Be familiar with position profile/website announcement
➢ Participate in both the application review and interview phases of the search process
➢ Develop first level interview questions
➢ Review and evaluate each candidate objectively and fairly, using criteria identified by the position profile
➢ Determine the candidates to be interviewed by the Search Committee
➢ Interview the candidates selected to be interviewed
➢ Recommend four to six finalists to the Board of Trustees
➢ Work cooperatively and with integrity to effectively and efficiently advance the selection process
➢ Try to reach consensus on all committee decisions. If the search committee is unable to reach consensus of an issue, the majority view of the committee shall prevail
➢ Attendance at all committee meetings is required to assure equity in the process

*Reference: AP No. 2431
SAMPLE

List of Services Provided and Consultants’/District Roles

For each of the work processes, PPL would typically define its role as well as the District’s role in providing services as listed below. Of course, this is open for discussion, should the District care to define it differently.

Stages of the Search (Responsible party in parentheses)

1. Professional, technical and administrative support and guidance. Adhere to established timelines. Initial organization and develop search process customization
   1. Develop a timeline/schedule for the search process for approval by the Board (District/College & PPL)
   2. Conduct workshop with the Board to share expectations and launch search (District/College & PPL)
   3. Identify search committee members and Chair in accordance with Board Policy and AP #2431, and support services for committee logistics (District/College & PPL)
   4. Identify search committee Chair, in accordance with Board Policy and AP #2431 (District/College)
   5. Establish communication processes with District/College point person (District/College Human Resources, District/College Strategic Communications and Marketing, etc. & PPL)
   6. Orient search committee—communication from the Board of Trustees, committee members’ expectations, role, responsibilities; confidentiality, implicit bias and EEO practices (District/College & PPL)

2. Support the development and creation of marketing strategies, development and advertisement of position announcement
   1. Initiate identification of District strengths and challenges, Minimum Qualifications (MQs), Desired Qualifications (DQs), and Ideal Characteristics (Board & PPL)
   2. As specified by the Board Policy and AP #2431, finalize and approve position profile (Board)
   3. Develop website content and production of the search website (District/College HR, IT or Designee(s) & PPL)
   4. Identify advertising media plan within District/College budget (District/College Human Resources & PPL)
   5. Production of a minimal number of hardcopy search announcement for distribution (District/College &/or Printer)
3. Actively recruit qualified candidates beyond scope of standard district practices. Conduct confidential recruitment outreach, identify suitable specific candidates and conduct confidential personal recruitment

1. E-mail to CCC distribution lists—CEO, CIO, CSSO, CBO, CHRO, etc. (District/College & PPL assistance if desired)
2. Identify target candidates and facilitate their consideration of the position (PPL)
3. Contacts through leaders of professional associations, conferences, etc. (PPL)
4. Contacts with database of prospective applicants and utilizing Constant Contact as a means to outreach to potential candidates (PPL)
5. Contacts with selected successful executives not currently job searching (PPL)
6. Contacts with coordinators of university higher education leadership programs (PPL)
7. Respond to confidential inquiries regarding the position, District, community, etc. (PPL)
8. Identify potential applicants and recommends them to PPL Consultants to contact (Board, District/College & Committee)

4. Facilitate the committee process in compliance with the Brown Act, applicable law, and hiring policy and procedures. Coordinate candidate forums, Brown Act postings, agendas, minutes, announcements, and logistics. Provide evaluation tools for screening/interviews, final recommendation. Coordinate Candidate Forums (Posting, Agenda, Minutes, Announcements, Logistics)

1. Receipt and processing of application materials (District/College Human Resources)
2. Develop paper screening & interview materials (Committee & PPL)
3. Determine MQs of applicants prior to Committee review (District/College HR & PPL assistance if desired)
4. Determine adequacy of applicant pool—number, qualifications, diversity (District/College Leadership & PPL assistance if desired)
5. Identify applicants for first level interview from paper screening scoring/ranking results (Committee & PPL assistance)
6. Identify interview site (District/College Human Resources & PPL assistance if desired)
7. Invite interviewees and communicate logistics (District/College Human Resources)
8. Respond to confidential inquiries regarding interview process (PPL)
9. Conduct interview day activities (Committee, District/College Human Resources & PPL)
10. Identify candidates to invite for final interviews, forums (Committee, PPL assistance)
11. Determine adequacy of final pool (Committee, District/College Human Resources & PPL assistance if desired)
12. Invite finalists for interviews and forums and communicate logistics (District/College Human Resources)
13. Plan forum structure and related logistics (District/College Human Resources & PPL)
14. Conduct final interviews and forums (District/College Board & PPL)
15. Plan for site visits, if desired (District/College Board, District/College Human Resources & PPL)
5. **Conduct media checks at the first level (if requested) and thorough background checks of final candidates. Provide summaries and detailed discussion of findings**

   1. **Confirm reference check call protocol** (District/College Board & PPL)
   2. Secure clearances from candidates to do background checks (District/College Human Resources & PPL assistance if needed)
   3. Conduct electronic social/other media checks/reviews on first level interview candidates, if requested (PPL)
   4. Conduct in-depth background checks on finalists – usually in excess of 15 contacts, including appropriate individuals not from the candidate’s reference list (PPL)
   5. Prepare and present reference check summaries for Board of Trustees (PPL)
   6. Secure consumer credit check reports (if desired; District/College expense)
   7. DOJ background check (District/College Human Resources)

6. **Assist with final selection and contract negotiations as directed by the Board of Trustees. Provide tools for final interviews, selection, and contract**

   1. Provide potential final Board level interview questions and develop final interview questions (District/College Board & PPL)
   2. Discuss first level interviews, forums, background check results with the Board (PPL)
   3. Review competitive salary data and CEO contract provisions (District/College Board & PPL assistance if desired)