

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, Wednesday, May 8, 2019, 5:00 p.m.
3600 Workman Mill Road, Whittier, California
AGENDA**

RIO HONDO COLLEGE MISSION STATEMENT

Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.

I. CALL TO ORDER

- A. Call to Order (6:00 p.m.)**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Approval of Minutes: April 10, 2019; April 24, 2019**
- E. Open Communication for Public Comment**

Persons wishing to address the Board of Trustees on any item on the agenda, or any other matter, are invited to do so at this time. Pursuant to the Brown Act, the Board cannot discuss or take action on items not listed on the agenda. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda.

Persons wishing to make comments are allowed three minutes per topic; thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting.

F. Commendations

- **Classified Retirement – William Harry Ashburn (Facilities)**
- **Faculty Retirements**
Gary Halvorsen (CTE)
Dr. Lynette Nyaggah (Communications & Languages)
- **Distinguished Faculty Award 2019 – John C. Frala (CTE)**
- **RHC Leadership Academy Co-hort #7- Kelly Lynch**
- **2019 Forensics & Debate Team National Champions- Grant Tovmasian**

BREAK

G. Presentation

- **Sabbatical Leave Presentation – Blanca De Los Santos (Communications & Languages)**
- **Vision for Success - Dr. Caroline Durdella**
- **Board Self-Evaluation – Dr. Caroline Durdella**

II. CONSENT AGENDA

A. FINANCE & BUSINESS

- 1. Finance and Business Reports**
 - a. Purchase Order Report**
 - b. Payroll Warrant Report**
 - c. CCFS-311Q Quarterly Report**
- 2. Authorization for Out of State Travel and Conferences**
- 3. Acceptance of Donation: Police Vehicle – Vernon Police Department**

4. **Approve Household Hazardous and Electronic Waste Collection Program Sittling Liability Agreement – County of Los Angeles and County Sanitation District No. 2 of Los Angeles County**
5. **Approve Classroom Training Agreement – Peace Officer Standards and Training (POST) Course: City of Burbank**
6. **Memorandum of Understanding (MOU): Dental Assistant Program – Tri-Cities Regional Occupational Program (TCROP) 2019-2022**
7. **Approve Memorandum of Understanding (MOU): California Virtual Campus – Online Education Initiative: Foothill De Anza Community College District**
8. **Approve Clinical Training Affiliation Agreement: Orthopedic Technologist Program – St. Joseph Heritage Healthcare**
9. **Approve Agreement – OSHA Basic Safety Training: Southern California Regional Transit Training Consortium (SCRTTC)**
10. **Payroll Warrant – Lydia M. Corrales**
11. **Resolution No. 050819 Authorizing The Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding**
12. **Approve Education Subscription Agreement – McGraw-Hill Higher Education**
13. **Articulation Agreement for Bachelor of Science in Nursing – University of Phoenix**
14. **Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office**
15. **Approve Revenue Agreement: Spent Brass Ammunition Casing Salvage – Ammo Brothers**
16. **Surplus Property**
17. **Change in Name: Facilities Use Agreement – Vertical UAV Solutions Inc. dba Drone University USA**
18. **Approve Use of San Bernardino County Superintendent of Schools Bid No. 17/18-0955 Furniture: Systems and Stand Alone – Culver-Newlin, Inc.**
19. **Approval of Agreement: Fire Related Training – Pacific Road USA, Inc.**
20. **Approval of Agreement Number 19112311: Law Enforcement Driving Simulator (LEDS) and/or Force Option Simulator (FOS) Course – Commission of Peace Officer Standards and Training (POST)**
21. **Approve Clinical Affiliation Agreement: Whittier Hills Healthcare Center**
22. **Bid #2060 AJ Annex Beam Replacement Project – Change Order #1 – Fast Track Construction**
23. **Additional Fees for "L" Tower Seismic Upgrade Project – Division of the State Architect (DSA) Inspections Services – Massadi Enterprises, Inc.**
24. **New Plumbing at the AJ Annex Administration Building Men's Showers – Alhambra, Backflow, Plumbing & Heating – Lue Plumbing Service**
25. **Purchase of Used DSA Approved Modular Building – Nursing Program HS 11 Classroom Building – SKC Company**
26. **Additional Architectural Fees for "L" Tower Seismic Upgrade Project – Westberg & White Architects**
27. **Bid #2047 – Pico Rivera Education Center Project – Deductive Change Order #1 – GDL Best Contractors, Inc.**
28. **Approve Off Campus Project Agreement – Federal Work-Study Program: East Whittier City School District**
29. **Approval of Agreement: Capital Program Planning – Facilities Planning & Program Services, Inc.**

30. Design Services for Music/Wray Theater Renovation/ Remodel-tBP Architects
31. Prepare the Final Project Proposal (FPP) for the Fine Arts Center Project as Required by the State Chancellor's Office – QDG Architects
32. Continuing Education
33. Consultants

B. PERSONNEL

1. Academic
2. Classified
3. Unrepresented
4. Declaration of Indefinite Salaries for Retroactive Pay for 2019-2020 for Managers, Faculty, Confidential, and Classified Employees

C. ACADEMIC AFFAIRS

1. Curriculum Items

III. ACTION ITEMS

A. PRESIDENT'S OFFICE

1. Revision of Board Policies (Final Adoption)
 - BP 4020 Program, Curriculum and Course Development
 - BP 4025 Philosophy and Criteria for Associate Degrees and General Education
 - BP 4030 Academic Freedom
 - BP 4100 Graduation Requirements for Degrees and Certificates
 - BP 4300 Field Trips and Excursions
 - BP 6323 Debt Management (New)
2. Revision of Board Policies (First Reading)
 - BP 4108 Nursing Programs
 - BP 4220 Standards of Scholarship
 - BP 4225 Course Repetition
 - BP 4240 Academic Renewal
 - BP 4250 Probation, Dismissal, and Readmission
 - BP 4260 Pre-Requisites and Co-Requisites
3. Resolution Declaring Classified School Employees Week

IV. INFORMATION ITEMS

1. Revision of Administrative Procedures
 - AP 4260 Prerequisites and Corequisites
 - AP 4102 Career and Technical Education Programs
 - AP 4220 Standards of Scholarship
 - AP 4225 Course Repetition
 - AP 4250 Probation
 - AP 4021 Program Discontinuances
 - AP 4025 Philosophy and Criteria for Associate Degree and General Education
 - AP 4227 Repeatable Courses
 - AP 4231 Grade Changes
 - AP 4232 Pass/No Pass
2. Building Program Update
3. Special Events Planning Schedule

- 4. Discussion on the Activities for Board Goals
- 5. Board Calendar of Events 2019

V. STAFF AND BOARD COMMENTS

- Board Development Reporting

VI. CLOSED SESSION

Pursuant to Section 54957:

- PUBLIC EMPLOYEE EMPLOYMENT
 - Full-Time, Tenure Track, Music/Voice Instructor
 - Full-Time, Temporary, Psychology Instructor (One Year Contract)
 - Interim Director, Financial Aid, Scholarships and Veteran's Services
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
- PUBLIC EMPLOYEE APPOINTMENT
 - Superintendent/President

Pursuant to Section 54957.6:

- CONFERENCE WITH LABOR NEGOTIATOR
 - Agency Negotiator: Teresa Dreyfuss
 - Employee Organization: CSEA

VII. ADJOURNMENT

- Next Special Board Meeting – Tuesday, May 7, 2019, 8:00AM
- Next Regular Board Meeting – Wednesday, June 12, 2019, 6:00PM

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability, who requires a reasonable accommodation to participate in a Board meeting of the Rio Hondo Community College District, may request assistance by contacting the President's Office of Rio Hondo College, 3600 Workman Mill Road, Whittier, California. This document is available in an alternate format. Telephone (562) 908-3403; fax (562) 908-3463; TDD (562) 908-3422.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

1. Finance and Business Reports

a. Purchase Order Report

Attached is the Purchase Order Report containing purchases for the preceding month. Funds have been budgeted for these purchases in the funds shown. Individual purchase orders are available in Contract Management and Vending Services prior to the meeting for Board review. Purchases have been processed in accordance with Administrative Procedure No. 6334.

b. Payroll Warrant Report

Attached is the Payroll Warrant Report for the month of April 2019.

c. Quarterly Report

Attached is the Quarterly Financial Status Report CCFS-311 Q period ending March 31, 2019.

**RECOMMENDATION: That the Board of Trustees approve the
Consent Agenda item as presented.**

Disposition by the Board:

**It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares,
and carried, that the Consent Agenda with the following revisions:**

**with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the
Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding,
II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California
Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater
Renovation/Remodel – tBP Architects be**

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	Amount
19-02071	JUAREZ CONSULTING INC.	CONSULTANT SERVICE JUAREZ (REQ#139351)	STUDENT EQUITY	01.1	10,000.00
19-02515	Innovative Pest Solutions	Fumigation-termites/Gym(req#143655)	DEFERRED MAINTENANCE PROGRAM	01.1	31,900.00
19-02729	BOOMER CONSTRUCTION SERVICES	Emerg.Repair Hot Water Leak(req#143691)	DEFERRED MAINTENANCE PROGRAM	41.0	93,846.00
19-02826	PROFESSIONAL TURF SPECIALTIES	baseball field/bulpen area renovation(req#143663)	DEFERRED MAINTENANCE PROGRAM	01.1	7,790.00
19-02829	KEY AIR CONDITIONING CONTRACTORS, INC	Investigate hot water piping, Sci.Bldg.(req#143648)	DEFERRED MAINTENANCE PROGRAM	41.0	1,504.00
19-02830	PROFESSIONAL TURF SPECIALTIES	softball field lasergrade(req#143664)	DEFERRED MAINTENANCE PROGRAM	01.1	2,200.00
19-02840	CED INDUSTRY	ELECTRICAL SUPPLIES (REQ#138896)	Strng Wrkfr II (SWP-Local II)	01.1	515.57
19-02841	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137422)	BEHAVIORAL & SOCIAL SCIENCE	01.0	444.55
19-02842	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#144816)	CTE Career Pathways Specialist	01.1	1,441.48
19-02843	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#144817)	CTE Career Pathways Specialist	01.1	1,602.52
19-02844	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#139948)	PUBLIC SAFETY	01.0	456.62
19-02845	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137423)	BEHAVIORAL & SOCIAL SCIENCE	01.0	459.97
19-02847	AARON PEREZ RIO HONDO COLLEGE	TRAVEL REIMB: HVAC ED CONF (REQ#144501)	CTE Career Pathways Specialist	01.1	646.24
19-02848	IDENTIFIX INC	ANNUAL ONLINE ED SITE LICENSE FEE (REQ#144700)	VATEA - TITLE II C	01.1	1,308.00
19-02849	ROCKLER WOODWORKING & HARDWAREacct# 16574694	PROGRAM TOOLS & SUPPLIES (REQ#135790)	ARTS: PERFORMING & VISUAL	01.0	796.05
19-02855	MARK YOKOYAMA/RIO HONDO COLLEGE	TRAVEL REIMB: CA POLICE CHIEFS CONF (REQ#139945)	VATEA - TITLE II C	01.1	1,426.80
19-02857	AUTOMOTIVE ELECTRONICS SERVICES (AES)	PROGRAM EQUIP (REQ#138894)	VATEA - TITLE II C	01.1	4,968.02
19-02861	IBE DIGITAL	NEW MAINT.PLAN, EOP&S/CARE COPIER (req#139283)	EXT. OPPORTUNITIES PROG & SVS	01.1	700.00
19-02864	R.F. MACDONALD CO.	Replace Control Board, Pool heater #2(req#143672)	FACILITIES SVS	01.0	3,300.00
19-02867	K-LOG, INC	HSN LAB FURNITURE (REQ#138225)	ADN CAPACITY BLDG INITIATIVE	01.1	1,869.12
19-02868	HECTOR JIMENEZ DBA TACOS EL TORITO	FOOD SERVICE: STUDENT EVENT (REQ#142630)	CATALYST FUND	01.1	650.00

*** See the last page for criteria limiting the report detail.

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ESCAPE ONLINE

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019

PO Number	Vendor Name	Description	Location	Fund	
19-02869	LIFEWORCS U.S. INC.	EAP COVERAGE (REQ#142359)	HUMAN RESOURCES	01.0	2,312.35
19-02871	QUALITY LOGO PRODUCTS, INC	CUSTOM PROMO MATERIAL (REQ#143706)	CCC SMHP	01.1	308.43
19-02873	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137677)	LIBRARY/LEARNING RESOURCE CTR	01.0	635.74
19-02874	CART MART, INC.	REPAIR/MAINTANENCE PARTS (REQ#143678)	FACILITIES SVS	01.0	297.75
19-02875	GUITAR CENTER	MUSIC EQUIP (REQ#135793)	ARTS: PERFORMING & VISUAL	01.0	1,204.48
19-02876	RANDALL WOLTZ PIANO SERVICE	CLASSROOM PIANO TUNING SERVICE (REQ#75956)	ARTS: PERFORMING & VISUAL	01.0	720.00
19-02877	THE SCHOOL PLANNER COMPANY	PROMOTIONAL MATERIAL (REQ# 139330)	STUDENT EQUITY	01.1	513.96
19-02878	URISA	CalGIS 2019 CONF BOOTH (REQ# 141525)	Strng Wkfrnc II (SWP-Local II)	01.1	500.00
19-02879	DUMMIES UNLIMITED	AGILITY TRAINING EQUIPMENT (REQ#139946)	PUBLIC SAFETY	01.0	1,308.53
19-02880	GLOBAL INDUSTRIAL	Canopies, blue (REQ#143833)	FACILITIES SVS	01.0	7,307.76
19-02881	POCKET NURSE	INSTRUCTIONAL EQUIP (REQ#138276)	ADN CAPACITY BLDG INITIATIVE	41.0 01.1	7,307.75 45,978.74
19-02884	STEVEN BURNS PHOTOGRAPHY	PHOTOGRAPHY SERVICES (REQ#141490)	MARKETING & COMMUNICATIONS	01.0	539.84
19-02885	ANGEL A GARCIA RIO HONDO COLLEGE	REIMB: EVENT SUPPLIES (REQ#126856)	CATALYST FUND	01.1	266.90
19-02888	ANGELA M. SOTELO	REIMB: SENIOR PREVIEW DAY SUPPLIES (REQ#140389)	EDUCATIONAL PARTNERSHIPS	01.0	282.91
19-02890	RUBEN AGUS	TRAVEL REIMB: 2019 CISOA CONF (REQ#141523)	VATEA - TITLE II C	01.1	669.00
19-02892	GST	Hp Printer/Toners(REQ#135517)	VATEA - TITLE II C	01.1	7,477.37
19-02894	LION EXPRESS	TRANSPORTATION: PLMSPRNGS WNDMLL FRM (REQ#144503)	Strng Wkfrnc II (SWP-Local II)	01.1	919.10
19-02895	MELBA CASTRO RIO HONDO COLLEGE	REIMB: PROGRAM SUPPLIES (REQ#141816)	CATALYST FUND	01.1	250.00
19-02898	R.F. MACDONALD CO.	PK Heater repair(req#143689)	FACILITIES SVS	01.0	2,550.00
19-02899	GEEZERS	FOOD SRVC: ARTICULATION MEETING (REQ#143025)	CTE Career Pathways Specialist	01.1	298.22
19-02900	PACIFIC COACHWAYS CHARTER SERVICES, INC.	BUS FOR CSU, DOMINGUEZ HILLS TOUR (REQ#142850)	SSS/TRIO PROGRAM	01.1	600.00
19-02901	RIO HONDO CONSORTIUM GRANT 687-045203	CHILD DEV TRNG CONSORTIUM FALL 2018 (REQ#136576)	CHILD DEVELOPMENT CONSORTIUM	01.1	5,137.32
19-02902	KEVIN LUONG RIO HONDO COLLEGE-ITS	TRAVEL REIMB: 2019 CISOA CONF (REQ#141252)	STAFF DEVELOPMENT	01.0	483.30

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PO Number	Vendor Name	Description	Location	Fund	Amount
19-02903	HEATHER COOK RIO HONDO COLLEGE - I.T.S.	TRAVEL REIMB: 2019 CISOA CONF (REQ#141249)	STAFF DEVELOPMENT	01.0	467.30
19-02904	GARY VAN VOORHIS RIO HONDO COLLEGE	TRAVEL REIMB: 2019 CISOA CONF (REQ#141248)	STAFF DEVELOPMENT	01.0	517.30
19-02905	MING CHEN	TRAVEL REIMB: 2019 CISOA CONF (REQ#141251)	STAFF DEVELOPMENT	01.0	485.30
19-02907	OFFICE DEPOT BUSINESS SERVICES DIVISION	ERGO CORRECTION (REQ#142357)	WORKERS' COMP-ERGONOMICS	01.0	383.24
19-02910	Serenergy Corp	Replace Hot Water couplings, Sci.Bldg. (REQ#143826)	FACILITIES SVS	41.0	7,300.00
19-02911	ANNETTE M JOHNSON DBA AM JOHNSON CONSULTING	CNSLTNT SRVCS: ARTS PROPOSAL DVLPMNT (REQ#130053)	SBDC 2003	01.1	6,000.00
19-02912	VWR INTERNATIONAL, LLC BUILDING ONE, STE 200	LAB/INSTRUCTIONAL MATERIALS (REQ#139708)	PHYSICAL SCIENCE	01.0	472.27
19-02914	MOTOR VEHICLE NETWORK	DMV ADVERTISING: WEST COVINA (REQ#144707)	GENERAL PURPOSE 246K 06-07	01.1	8,160.00
19-02915	HOME DEPOT ACCOUNT# 6035-3225-0385-7421	Miter Saw, Dewalt (REQ#143816)	FACILITIES SVS	01.0	382.16
19-02916	MOTOR VEHICLE NETWORK	DMV ADVERTISING: WHITTIER (REQ#144709)	GENERAL PURPOSE 246K 06-07	01.0	7,140.00
19-02917	THOMSON REUTERS/BARCLAYS	SUBSCRIPTION FOR TITLE 5-CODE OF REG (REQ#144710)	CAREER & TECHNICAL EDUCATION	01.0	390.92
19-02918	SURVEY MONKEY.COM LLC C/O BANK OF AMERICA LOCKBOX	PLATINUM PLAN SUBSCRIPTION RENEWAL (REQ#139843)	INSTITUTIONAL RESEARCH & PLAN	01.0	1,200.00
19-02919	Haulaway Storage Containers	Relocate containers (req#143806)	FACILITIES SVS	01.0	450.00
19-02921	BEST BUY FOR EDUCATION ACCT# 2753916	COMPUTER EQUIPMENT (REQ#144818)	ARTS: PERFORMING & VISUAL	01.1	1,212.11
19-02922	COASTLINE COMMUNITY COLLEGE CCC - AUXILIARY OPERATIONS	FUNDING: SWF NETLABS PROJECT (REQ#113026)	CTE Career Pathways Specialist	01.1	51,993.00
19-02923	ESCO INSTITUTE	HVAC Conf.registration (REQ#14302 3)	CTE Career Pathways Specialist	01.1	3,782.00
19-02924	OUTFRONT MEDIA INC.	ADVERTISING CAMPAIGN (REQ#113029)	VATEA - TITLE II C	01.1	20,123.00
19-02925	COMMUNITY COLLEGE LIBRARY CONSORTIUM	ELECTRONIC INFO RESOURCES (REQ#113030)	CTE Career Pathways Specialist	01.1	11,425.00
19-02926	GST	PRINTER EQUIP (REQ#139716)	ENVIRONMENTAL TECH PROGRAM	01.0	3,284.43
19-02927	Buck Institute for Education	CNSLTNT AGRMNT: PBL101 & SSV WRKSHIP (REQ#142102)	BASIC SKILLS 390K 06-07	01.1	14,750.00
19-02928	GST	OFFICE EQUIP: PRINTER (REQ#139842)	SUNGARD IMPLEMENTATION BACKFIL	01.0	592.15

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19-02929	DEPT. OF INDUSTRIAL RELATIONS/Payment Processing Center	CONVEYANCE INVOICE (REQ# 143815)	FACILITIES SVS	01.0	450.00
19-02930	COUNTY OF LOS ANGELES REGISTRAR RECORDER/CNTY CLERK	GUBERNATORIAL GENERAL ELEC (REQ#133097)	PRESIDENT'S OFFICE	01.0	262,577.29
19-02933	CONSOLIDATED ELECTRICAL DISTRIBUTORS	LED Replacement Lamps(REQ#143822)	DEFERRED MAINTENANCE PROGRAM	41.0	4,173.59
19-02934	CHARGEPOINT, INC.	EV CHARGING STATIONS (REQ#144706)	DEFERRED MAINTENANCE PROGRAM	41.0	7,751.25
19-02935	BAKER ELECTRIC, INC	LED lighting upgarde, labor(req#143823)	DEFERRED MAINTENANCE PROGRAM	41.0	23,967.28
19-02936	TNT ROOTER	DRAIN SERVICE; MENS RM ADMIN BLDG (REQ#143812)	FACILITIES SVS	01.0	258.00
19-02937	ACCESS HARDWARE SUPPLY	LOCKMITH SUPPLIES: KEYBLANKS (REQ#143698)	FACILITIES SVS	01.0	1,086.24
19-02938	MTZ Sheetmetal, Inc.	Install Rain Gutter, Gym(req#143809)	FACILITIES SVS	01.0	2,300.00
19-02939	RIO HONDO COLLEGE BOOKSTORE	STUDENT SUPPLIES (REQ#140926)	BFAP - CATAGORICAL	01.1	22,232.37
19-02940	SIW, Soroptomist International of Whittier	Scholarship luncheon(req#139293)	EXT. OPPORTUNITIES PROG & SVS	01.1	250.00
19-02941	WESTERN GRAPHICS PLUS	GRADUATION SUPPLIES (REQ#144708)	GENERAL PURPOSE 246K 06-07	01.1	2,254.64
19-02942	CLIMATEC, LLC	SERVICE CALL: EXT LIGHTING ISSUES (REQ#143813)	FACILITIES SVS	01.0	437.50
19-02944	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137679)	LIBRARY/LEARNING RESOURCE CTR	01.0	754.63
19-02945	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ# 138277)	HEALTH SCIENCE & NURSING	01.0	501.52
19-02946	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#117825)	COMMUNICATIONS & LANGUAGES	01.0	416.88
19-02947	CROCKER SIGNS & SCREEN PRINTING	CUSTOM ALUM SIGNS (REQ#143810)	PARKING	01.1	830.67
19-02948	TITAN WATER TECHNOLOGY, INC	Cooling Tower Cleanout (req#143831)	DEFERRED MAINTENANCE PROGRAM	41.0	7,979.00
19-02949	SITEIMPROVE, INC.	SAAS AGREEMENT - EDUCATION COMPLETE (REQ#141489)	MARKETING & COMMUNICATIONS	01.0	6,350.00
19-02950	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#139722)	PHYSICAL SCIENCE	01.0	732.88
19-02952	Haulaway Storage Containers	Relocate containers(req#139951)	PUBLIC SAFETY	01.0	450.00
19-02953	BRUCE A. NOBLE	TRAVEL REIMB: HVACR ED CONF (REQ#143026)	DSN-Energy	01.1	593.36

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19-02954	BRUCE A. NOBLE	TRAVEL REIMB: ALL HANDS MEETING (REQ#143027)	DSN-Energy	01.1	955.07
19-02955	EDWARD WU RIO HONDO COLLEGE	TRAVEL REIMB: 2019 CISOA CONF (REQ#141253)	STAFF DEVELOPMENT	01.0	414.15
19-02956	JT PRINT IT!	CUSTOM PROMO MATERIALS (REQ#143710)	CCC SMHP	01.1	302.30
19-02959	Convergent Technologies	Security camera software upgrade(REQ#143834)	FACILITIES SVS	01.0	5,428.57
19-02960	MYBINDING.COM	Tape Binder repair (REQ#142016)	CONTRACT MGT & VENDOR SERVICES	01.0	934.02
19-02961	DEL TERRA CONSTRUCTION GROUP	PCM: BID# 2060 AJ ANNEX BEAM RPLCMNT (REQ#112589)	DEFERRED MAINTENANCE PROGRAM	41.0	57,602.92
19-02962	DEL TERRA CONSTRUCTION GROUP	PCM: KDA WALL REPAIR (REQ#112588)	BOND PROJECTS - MEASURE A	42.0	3,597.09
19-02963	DEL TERRA CONSTRUCTION GROUP	PCM: PROP 39 HVAC MODERNIZATION (REQ#112590)	DEFERRED MAINTENANCE PROGRAM	41.0	125,317.96
19-02964	JOHN FRALA	REIMB: Subscription(REQ#131318)	NSF 2	01.1	256.00
19-02966	STEPHEN KIBUI	TRAVEL REIMB: ACBO CONF (REQ#133100)	ACCOUNTING	01.0	903.85
19-02967	KEY AIR CONDITIONING CONTRACTORS, INC	Repair, hot water leak Sci.Bldg. (REQ#143694)	FACILITIES SVS	01.0	4,324.15
19-02968	DEL TERRA CONSTRUCTION GROUP	PCM: AJ ANNEX PROJECTS (REQ#112585)	BOND PROJECTS - MEASURE A	42.0	10,281.61
19-02969	VMA COMMUNICATIONS	MONTHLY MARKETING BILLABLES MAR 2019 (REQ#141492)	MARKETING & COMMUNICATIONS	01.0	4,000.00
19-02970	VMA COMMUNICATIONS	MONTHLY MARKETING BILLABLES MAR 2019 (REQ#141495)	MARKETING & COMMUNICATIONS	01.0	1,618.75
19-02971	VMA COMMUNICATIONS	MONTHLY MARKETING BILLABLES MAR 2019 (REQ#141494)	MARKETING & COMMUNICATIONS	01.0	1,675.00
19-02972	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#135815)	DISABLED STUDENTS PROG & SVS	01.1	252.07
19-02973	KEY AIR CONDITIONING CONTRACTORS, INC	PAYMENT 3-BID #2062 PROP 39 HVAC (REQ#133098)	Prop. 39	01.1	150,349.00
19-02975	MY FIESTA SUPPLIES	EVENT DECORATION (REQ#142631)	CATALYST FUND	41.0	102,095.01
19-02977	MICHAEL CHANG	CNSLTNT AGREEMENT: VIDEO PRODUCTION (REQ#113033)	VATEA - TITLE II C	01.1	825.01
19-02978	BUDDY'S ALL STARS	CUSTOM SPORTS UNIFORMS (REQ#142401)	KINESIOLOGY, DANCE & ATHLETICS	01.0	18,900.00
					2,089.84

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Includes Purchase Orders dated 07/01/2019 - 06/30/2019 ***

PO Number	Vendor Name	Description	Location	Fund	Amount
19-02980	RIO HONDO COLLEGE BOOKSTORE	STUDENT SUPPLIES: VETERANS PROG (REQ#143261)	BFAP - CATAGORICAL	01.1	272.66
19-02981	DELPHIN COMPUTER SUPPLIES	HP PRINTER TONER (REQ#137257)	ADMISSIONS & RECORDS REGISTRAR	01.0	891.34
19-02982	FELIX G SARAO RIO HONDO COLLEGE	TRAVEL REIMB: 2019 FCCC CONF (REQ#132946)	CONTRACT MGT & VENDOR SERVICES	01.0	253.28
19-02985	AMAZON.COM	FLASH DRIVES (REQ#139950)	PUBLIC SAFETY	01.0	486.92
19-02986	KINETIC LIGHTING, INC.	THEATER LIGHTING EQUIP (REQ#135773)	DEFERRED MAINTENANCE PROGRAM	41.0	10,635.80
19-02987	KINETIC LIGHTING, INC.	THEATER LIGHTING EQUIP (REQ#135773)	DEFERRED MAINTENANCE PROGRAM	41.0	12,153.68
19-02988	MC MASTER-CARR	WRAY THEATER: DUST SYS PRTS (REQ#135731)	DEFERRED MAINTENANCE PROGRAM	41.0	2,024.59
19-02990	COSCO FIRE PROTECTION, INC	SERVICE CALL: RPLC ARTS FLOW SWITCH (REQ#143851)	FACILITIES SVS	01.0	885.00
19-02991	HOME DEPOT ACCOUNT# 6035-3225-0385-7421	THEATER DUST SYS: EQUIP/TOOLS (REQ#135714)	DEFERRED MAINTENANCE PROGRAM	41.0	13,309.32
19-02992	UNIVERSITY AUXILIARY SERVICES, INC.	REIMB: BASIC SKILLS PARTNERSHIP GRANT (REQ#141148)	BASIC SKILLS PILOT PARTNERSHIP	01.1	29,792.19
19-02993	MY FIESTA SUPPLIES	EVENT DECORATION (REQ#139362)	STUDENT EQUITY	01.1	539.65
19-02994	TAM CONTRERAS RIO HONDO COLLEGE	FOOD REIMB: SENIOR PREVIEW DAY (REQ#141814)	STUDENT SUCCESS & SUPPORT	01.1	1,013.92
19-02995	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137686)	LIBRARY/LEARNING RESOURCE CTR	01.0	518.34
19-02997	BARBARA SALAZAR	FOOD REIMB: ELEVATING RIGOR WRKSHIP (REQ#142106)	BASIC SKILLS 390K 06-07	01.1	376.51
19-02998	RIO HONDO COLLEGE BOOKSTORE	OPEN PO: EOP&S STUDENT CAP & GOWN (REQ#128001)	EXT. OPPORTUNITIES PROG & SVS	01.1	9,000.00
19-02999	CROSSROADS CAFE	FOOD SERVICE: CARE STUDENTS EVNT (REQ#139296)	EXT. OPPORTUNITIES PROG & SVS	01.1	495.49
19-03000	STEVE TOMORY	TRAVEL REIMB: BA DEGREE PILOT MTG (REQ#127810)	GENERAL PURPOSE 246K 06-07	01.1	655.00
19-03001	JOHN FRALA	TRAVEL REIMB: ACADEMIC SENATE (REQ#144705)	VATEA - TITLE II C	01.1	577.96
19-03002	ROSE GAW	TRAVEL REIMB: APIDC CONF (REQ#135844)	STUDENT EQUITY	01.1	300.11
19-03003	SHIN LIU	TRAVEL REIMB: 2019 CUE CONF (REQ#113032)	VATEA - TITLE II C	01.1	1,099.04
19-03005	ANGEL A GARCIA RIO HONDO COLLEGE	REIMB: EVENT SUPPLIES (REQ#126855)	CATALYST FUND	01.1	333.76
19-03006	ANGEL A GARCIA RIO HONDO COLLEGE	REIMB: EVENT SUPPLIES (REQ#112594)	CATALYST FUND	01.1	591.58

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03007	SAFEGUARD BUSINESS SYSTEMS	ENVELOPES, Payroll Green(req#133106)	CONTRACT MGT & VENDOR SERVICES	01.0	1,845.62
19-03008	IBE DIGITAL	Delivery&Installation New Copier(req#139298)	EXT. OPPORTUNITIES PROG & SVS	01.1	325.00
19-03009	ALL STAR FIRE EQUIPMENT INC.	FIRE ACADEMY EQUIPMENT REPAIRS(REQ#139952)	PUBLIC SAFETY	01.0	1,289.90
19-03011	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#117827)	COMMUNICATIONS & LANGUAGES	01.0	354.89
19-03013	R.F. MACDONALD CO.	Service, Atlas Boiler (req#143840)	FACILITIES SVS	01.0	916.00
19-03014	TNT ROOTER	Cleanout Heavy Wipes in SS Bldg(REQ#143814)	FACILITIES SVS	01.0	499.00
19-03015	HOME DEPOT ACCOUNT# 6035-3225-0385-7421	Impact wrench(req#143841)	FACILITIES SVS	01.0	491.66
19-03016	CUSTOM CRAFT FLOOR COVERING	Replace Carpet, Room A200A(REQ#143850)	DEFERRED MAINTENANCE PROGRAM	41.0	796.50
19-03017	STATE OF CALIFORNIA EMPLOYMENTDEVELOP DEPT	SUI QRTRLY CONTRIBUTION (REQ#113494)	GENERAL ALL CAMPUS	01.0	6,632.27
				01.1	1,097.74
				33.0	65.73
19-03018	LIEBERT CASSIDY WHITMORE	PROFESSIONAL LEGAL SERVICES (REQ#143463)	PRESIDENT'S OFFICE	01.0	2,271.45
19-03019	STATE BOARD OF EQUALIZATION	CONSUMER USE TAX (REQ#120554)	GENERAL ALL CAMPUS	01.0	466.00
				01.1	4,314.00
19-03020	BANK OF THE WEST BUSINESS CARD	FIRE ACADEMY INTERNET SERVICE (REQ#139949)	PUBLIC SAFETY	01.0	434.94
19-03021	COLLEGE SOURCE INC.	TRANSFER EVAL SYS: CAMPUS ACCESS (REQ#141589)	CTR FOR CAREER & RE-ENTRY SVS	01.0	1,591.00
				01.1	9,557.00
19-03022	RIO HONDO COLLEGE GRANTS	STUDENT SUCCESS COMPLETION GRANT (REQ#140927)	SS COMPLETION GRANT	01.1	10,000.00
19-03023	IBM CORPORATION	SOFTWARE LIC RENEWAL FOR SPSS (REQ#141861)	STUDENT EQUITY	01.1	456.80
19-03025	CROWN PROMOTIONS GROUP PASADENA PROMOS	GRADUATION MATERIAL (REQ#142856)	SSS/TRIO PROGRAM	01.1	1,503.25
19-03026	GST	OFFICE EQUIPMENT:HP LASERJET PRINTER (REQ#117824)	COMMUNICATIONS & LANGUAGES	01.0	1,271.01
19-03027	AARDVARK CLAY	KILN MAINTENACE SUPPLIES (REQ#135709)	P/Y BLOCK GRANT ACADEMIC SVS	01.1	2,992.72
19-03028	IDS GROUP	SEISMIC EVAL: MUSIC & WRAY THEATER (REQ#133102)	BOND PROJECTS - MEASURE A	42.0	30,000.00

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03029	PACIFIC WESTERN BANK	ESCROW PAYMENT 21R BID #2049 L TOWER (REQ#133104)	LIBRARY/LEARNING RESOURCE CTR	41.0	38,194.67
19-03030	MICHAEL GARABEDIAN RIO HONDO COLLEGE	TRAVEL REIMB: CCL ANNUAL CONF (REQ#142105)	ACADEMIC AFFAIRS	01.0	421.81
19-03031	ROGER FLORES RIO HONDO COLLEGE	TRAVEL REIMB: ESRI DVLP CONF (REQ#138726)	Strng Wrkfrc II (SWP-Local II)	01.1	804.53
19-03032	MIKE SLAVICH	TRAVEL REIMB: BDP CONF (REQ#138724)	GENERAL PURPOSE 246K 06-07	01.1	485.46
19-03033	GISELA SPIELER-PERSAD	TRAVEL REIMB: STUDENT LDRSHR RETREAT (REQ#137907)	MESA	01.1	615.38
19-03034	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#138226)	ADN CAPACITY BLDG INITATIVE	01.1	274.00
19-03035	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#63696)	GOVERNMENTAL & COMMUNITY RELAT	01.0	480.30
19-03036	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#134052)	INFORMATION TECHNOLOGY SERVICE	01.0	418.24
19-03037	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#139846)	INSTITUTIONAL RESEARCH & PLAN	01.0	397.74
19-03041	BRENDA BEZA RIO HONDO COLLEGE	REIMB: WORKSHOP SUPPLIES (REQ#142853)	SSS/TRIO PROGRAM	01.1	333.73
19-03042	CAMBRIDGE UNIVERSITY PRESS	INSTRUCTIONAL MATERIAL (REQ#136095)	TRDP TEACHER READING DEV PROG	01.1	4,420.20
19-03043	ALYSON CARTAGENA	REIMB: DANCE PROGRAM SUPPLIES (REQ#142403)	KINESIOLOGY, DANCE & ATHLETICS	01.0	801.34
19-03044	CAROLYN SIMON	CONSULT AGRMNT; SPLIT REVENUE (REQ#138585)	CONTINUING EDUCATION	01.0	2,100.00
19-03047	COSCO FIRE PROTECTION, INC	Excavate underground pipe(REQ#143852)	FACILITIES SVS	01.0	3,040.00
19-03048	CSI FULLMER	Supply/install modular furniture, T158(req#144715)	Strong Workforce SWP-Regional	01.1	4,241.42
19-03049	McCALLUM GROUP, INC.	LEGISLATIVE CONSULTANT SERVICES (REQ#143467)	PRESIDENT'S OFFICE	01.0	1,200.00
19-03051	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#142860)	SSS/TRIO PROGRAM	01.1	2,010.05
19-03052	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#138590)	CONTINUING EDUCATION	01.0	1,098.71
19-03054	R.F. MACDONALD CO.	Replace PK Heater gas regulator(req#143835)	FACILITIES SVS	01.0	3,575.00
19-03055	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#131904)	STUDENT SUCCESS & SUPPORT	01.1	885.98

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03058	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137687)	LIBRARY/LEARNING RESOURCE CTR	01.0	639.64
19-03059	Servpro of Downey	Water Manipulation(req#143832)	FACILITIES SVS	01.0	1,594.06
19-03060	FOUR POINTS BY SHERATION	LODGING: NO CAL UNIVERSITY TOUR (REQ#135032)	STUDENT EQUITY	01.1	4,123.17
19-03061	LEAF Capital Funding LLC	New copier lease,EOP&S(req#139297)	EXT. OPPORTUNITIES PROG & SVS	01.1	664.44
19-03062	EMBASSY SUITES SACRAMENTO RIVERFRONT PROMENADE	LODGING: NOR CAL UNIVERSITY TOUR (REQ#139363)	STUDENT EQUITY	01.1	4,090.80
19-03063	YALE/CHASE MATERIALS HANDLING INC	Repair Sci Bldg. Generator(req#143599)	FACILITIES SVS	01.0	3,246.98
19-03065	R.F. MACDONALD CO.	Replace outlet sensing bulb (req#143811)	FACILITIES SVS	01.0	1,075.00
19-03066	R.F. MACDONALD CO.	Labor, Control failure(req#143845)	FACILITIES SVS	01.0	876.00
19-03067	POSITIVE PROMOTIONS, INC.	PROMOTIONAL MATERIALS (REQ# 138229)	HEALTH SCIENCE & NURSING	01.0	3,335.00
19-03068	BOOMER CONSTRUCTION SERVICES	Remove 4"transite pipe(req#143829)	DEFERRED MAINTENANCE PROGRAM	41.0	6,033.94
19-03069	GST	OFFICE EQUIP: PRINTER (REQ#137255)	ADMISSIONS & RECORDS REGISTRAR	01.0	732.49
19-03070	DUMBELL MAN	PROGRAM EQUIP (REQ#142405)	KINESIOLOGY, DANCE & ATHLETICS	01.0	4,488.38
19-03071	DIVE CINCINNATI, INC DBA SPRINGBOARDS AND MORE	PROGRAM EQUIP (REQ#142404)	KINESIOLOGY, DANCE & ATHLETICS	01.0	5,530.85
19-03073	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137259)	ADMISSIONS & RECORDS REGISTRAR	01.0	559.21
19-03074	DEL TERRA CONSTRUCTION GROUP	PCM: BID# 2049 "L" TOWER SEISMIC UPGD (REQ#112597)	BOND PROJECTS - MEASURE A	42.0	198,033.00
19-03075	RIO HONDO COLLEGE BOOKSTORE FHEG STORE #890 MA 374	INSTRUCTIONAL MATERIALS (REQ#142116)	BASIC SKILLS 390K 06-07	01.1	305.07
19-03078	GISELA SPIELER-PERSAD	REIMB: MESA TRIP STUDENT EXP (REQ#137904)	MESA	01.1	725.77
19-03079	MARIA LEA MARTINEZ	TRAVEL REIMB: CCCAOE CONF (REQ#143160)	TPDP TECH PREP DEMONSTRATION	01.1	750.76
19-03080	GISELA SPIELER-PERSAD	REIMB: MESA PROGRAM SUPPLIES (REQ#137900)	MESA	01.1	415.17
19-03081	CITY OF MONTEBELLO FINANCE DEPARTMENT	GO RIO PROGRAM: SUMMER 2018 (REQ#136904)	GO RIO TRANSPORTION PROGRAM	01.0	869.00
19-03082	CITY OF MONTEBELLO FINANCE DEPARTMENT	GO RIO PROGRAM: FALL 2018 (REQ#136905)	GO RIO TRANSPORTION PROGRAM	01.0	10,744.00

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03085	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#55721)	CTR FOR CAREER & RE-ENTRY SVS	01.0	555.41
19-03086	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#139723)	PHYSICAL SCIENCE	01.0	3,721.12
19-03087	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#141497)	MARKETING & COMMUNICATIONS	01.0	313.49
19-03088	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137684)	LIBRARY/LEARNING RESOURCE CTR	01.0	518.34
19-03090	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#141928)	STUDENT LIFE & LEADERSHIP	01.0	359.61
19-03092	AMERICAN PRINTING PROMOTIONS	PROMOTIONAL MATERIALS (REQ#137425)	ACADEMIC AFFAIRS	01.0	1,683.62
19-03095	CAMPUS FOOD SERVICES INC.	FOOD SRVC: GIS ADVISORY MTG (REQ#141530)	Strmg Wkfrnc II (SWP-Local II)	01.1	410.63
19-03096	MIKE SLAVICH	TRAVEL REIMB: CCCAOE CONF (REQ#144713)	VATEA - TITLE II C	01.1	987.66
19-03097	SHARI HERZFELD	TRAVEL REIMB: CCCAOE CONF (REQ#144819)	CTE NURSING & ALLIED HEALTH	01.1	1,080.42
19-03098	LOS ANGELES COUNTY - PUBLIC WORKS	ANNUAL INDUSTRIAL WASTE INSPECT FEE (REQ#143843)	FACILITIES SVS	01.0	993.00
19-03102	CAMPUS FOOD SERVICES INC.	FOOD SRVC: CAREER DEV SPECIALIST EVNT (REQ#55714)	TRDP TEACHER READING DEV PROG	01.1	1,499.99
19-03105	DELPHIN COMPUTER SUPPLIES	HP PRINTER TONER (REQ#137258)	ADMISSIONS & RECORDS REGISTRAR	01.0	984.50
19-03106	IBE DIGITAL	New Konica copier, Career Ctr. (req#55720)	STUDENT EQUITY	01.1	6,098.11
19-03107	MOTOR VEHICLE NETWORK	DMV ADVERTISING: EL MONTE (REQ#141496)	RHC COLLEGE PROMISE	01.0	7,140.00
19-03108	RAN GRAPHICS	MAILING SERVICES SUMMER 2019 (REQ#138589)	CONTINUING EDUCATION	01.0	1,298.70
19-03110	VERONICA RODRIGUEZ	ED REIMB: WINTER 2019 (REQ#128571)	HUMAN RESOURCES	01.0	1,000.00
19-03111	ELIANA VALDES RIO HONDO COLLEGE	ED REIMB: SPRING 2019 (REQ#128576)	HUMAN RESOURCES	01.0	1,031.25
19-03112	Career Training Solutions	MOU, VET ASST COURSE (REQ#138586)	CONTINUING EDUCATION	01.0	4,500.00
19-03114	SMARTSHEET INC	ANNUAL SOFTWARE LICENSE (REQ#139844)	INSTITUTIONAL RESEARCH & PLAN	01.0	2,359.00
19-03115	CROWN PROMOTIONS GROUP PASADENA PROMOS	PROMOTIONAL MATERIALS (REQ# 140390)	COUNSELING CENTER	01.1	303.75
19-03118	LOY NASHUA	REIMB: HOSTING SERVICES (REQ#128577)	MANDATED COSTS/FOUNDATION	01.0	3,911.25

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03119	NEXT GEN WEB SOLUTIONS	SCHLRSH MNGR ANNUAL MAINT. FEE (REQ#141865)	SUNGARD IMPLEMENTATION BACKFIL	01.0	7,500.00
19-03121	FIRST CAPITOL CONSULTING, INC	CONSULTANT: 2019 ACA BASIC PLUS (REQ#142363)	STAFF DIVERSITY	01.1	4,084.00
19-03125	HOME DEPOT ACCT # 6035-3225-0385-7421	WEE GROW PROGRAM SUPPLIES (REQ#143161)	TPDP TECH PREP DEMONSTRATION	01.1	282.76
19-03126	Serenergy Corp	SRVC CALL: LEAKS IN S132 (REQ#143817)	FACILITIES SVS	01.0	905.00
19-03129	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL EQUIP. (REQ#139719)	P/Y BLOCK GRANT ACADEMIC SVS	01.1	6,837.34
19-03131	KEY AIR CONDITIONING CONTRACTORS, INC	Service AC3-5, AC1-1(req#143828)	DEFERRED MAINTENANCE PROGRAM	01.0	1,994.55
19-03132	CLEAN SCENE SERVICES	SHARPS WASTE DISPOSAL	HEALTH SCIENCE & NURSING	01.0	450.00
19-03133	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ# 138235)	HEALTH SCIENCE & NURSING	01.0	1,796.88
19-03134	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#131396)	CAREER & TECHNICAL EDUCATION	01.0	757.94
19-03135	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#117840)	COMMUNICATIONS & LANGUAGES	01.0	953.20
19-03136	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#117435)	STU HEALTH & PSYCHOLOGICAL SVS	01.1	621.50
19-03137	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ# 131395)	APPRENTICESHIP PROGRAM	01.0	853.40
19-03138	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#137696)	LIBRARY/LEARNING RESOURCE CTR	01.0	296.13
19-03139	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#134025)	INFORMATION TECHNOLOGY SERVICE	01.0	577.01
19-03143	CROWN PROMOTIONS GROUP PASADENA PROMOS	PROMOTIONAL MATERIALS (REQ# 126689)	COUNSELING CENTER	01.1	713.90
19-03144	AMAZON.COM	OFFICE EQUIP (REQ#135791)	ARTS: PERFORMING & VISUAL	01.0	1,217.13
19-03145	HOME DEPOT ACCT # 6035-3225-0385-7421	AV INSTALL SUPPLIES (REQ#133112)	INFORMATION TECHNOLOGY SERVICE	01.0	267.49
19-03147	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#131393)	CAREER & TECHNICAL EDUCATION	01.0	1,405.55
19-03148	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE FURNITURE (REQ# 137429)	BEHAVIORAL & SOCIAL SCIENCE	41.0	3,257.54
19-03149	GISELA SPIELER-PERSAD	TRAVEL REIMB: GRANT WRITING WRKSH (REQ#137909)	MESA	01.1	728.88

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Inclusion: Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03150	BRUCE A. NOBLE	TRAVEL REIMB: CCCAOE CONF (REQ#144614)	DSN-Energy	01.1	1,997.81
19-03151	ALEX GARDOS	TRAVEL REIMB: AIGA CONF (REQ#135779)	VATEA - TITLE II C	01.1	1,077.98
19-03152	AARON PEREZ RIO HONDO COLLEGE	TRAVEL REIMB: CCCAOE CONF (REQ#144504)	Strng Wrkfr II (SWP-Local II)	01.1	771.39
19-03153	CLAUDIA ROMO	TRAVEL REIMB: BA DEGREE PILOT MTG (REQ#144716)	GENERAL PURPOSE 246K 06-07	01.1	498.39
19-03159	ZULMA CALDERON RIO HONDO COMMUNITY COLLEGE	TRAVEL REIMB: CVC-OEI WRKSHP (REQ# 109579)	CA Virtual College-Online	01.1	775.27
19-03160	DIEGO SILVA RIO HONDO COLLEGE	REIMB: CALWORKS GRAD SASHES (REQ#118563)	TANF	01.1	3,850.38
19-03161	ANGEL A GARCIA RIO HONDO COLLEGE	REIMB: EVENT SUPPLIES (REQ#126678)	CATALYST FUND	01.1	1,179.88
19-03162	MICHAEL GARABEDIAN RIO HONDO COLLEGE	REIMB: LIBRARY STEP STOOLS (REQ#137685)	LIBRARY/LEARNING RESOURCE CTR	01.0	699.77
19-03163	FARRAH NAKATANI	FOOD REIMB: ADVISORY MTG (REQ#144717)	VATEA - TITLE II C	01.1	550.00
19-03165	LAUREN MAKI	REIMB: CERT TRAINING (REQ#141266)	STAFF DEVELOPMENT	01.0	750.00
19-03170	PATRICIA SLAVICH RIO HONDO COLLEGE	REIMB: PROGRAM SUPPLIES (REQ#144617)	CTE Career Pathways Specialist	01.1	418.04
19-03171	CAMPUS FOOD SERVICES INC.	FOOD SRVC: OUTSTANDING STUDENT BFAS (REQ#143416)	ACADEMIC AFFAIRS	01.0	1,300.00
19-03174	CAMPUS FOOD SERVICES INC.	FOOD SERVICE: CIT ADVISORY MTG (REQ#113047)	CTE Career Pathways Specialist	01.1	315.14
19-03175	CAMPUS FOOD SERVICES INC.	FOOD SERVICE: RIGOR WRKSHP (REQ#142119)	BASIC SKILLS 390K 06-07	01.1	252.95
19-03176	MY FIESTA SUPPLIES	EVENT DECORATION (REQ#135086)	TRANSFER CENTER	01.0	463.00
19-03177	GST	OFFICE EQUIP:HP LASERJET PRINTER (REQ#140395)	COUNSELING CENTER	01.0	3,417.82
19-03178	TELL STEEL	INSTRUCTIONAL SUPPLIES (REQ#143043)	CAREER & TECHNICAL EDUCATION	01.0	543.65
19-03179	RAN GRAPHICS	PROMO MATERIALS: BROCHURES (REQ#113034)	Strng Wrkfr II (SWP-Local II)	01.1	906.95
19-03180	JT PRINT IT!	APPAREL - RHC AMBASSADORS (REQ#141915)	STUDENT LIFE & LEADERSHIP	01.0	735.00
19-03182	INTER-CONTINENTAL TAX AND INSURANCE SVCS.	TUTOR FINGERPRINTING SRVC (REQ#140928)	FINANCIAL AID TECH	01.1	646.00
19-03183	A1 PARTY	COMMENCEMENT 2019-EVENT SRVCS DEPOSIT (REQ#141916)	STUDENT LIFE & LEADERSHIP	01.0	4,800.00
19-03184	UNIVERSITY AUXILIARY SERVICES,INC.	REIMB: BASIC SKILLS PARTNERSHIP GRANT (REQ#141150)	BASIC SKILLS PILOT PARTNERSHIP	01.1	12,804.22

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03185	UNIVERSITY AUXILIARY SERVICES, INC.	REIMB: BASIC SKILLS PARTNERSHIP GRANT (REQ#141149)	BASIC SKILLS PILOT PARTNERSHIP	01.1	5,259.03
19-03186	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS (REQ#137694)	LIBRARY/LEARNING RESOURCE CTR	01.0	5,600.00
19-03187	JUDY BRADT DBA A SPECIAL EVENT	EVENT DECOR: OUTSTNDING STDNT EVENT (REQ#143417)	ACADEMIC AFFAIRS	01.0	761.03
19-03188	CROSSROADS CAFE	FOOD SERVICE: CARE STUDENTS WRKSH (REQ#128002)	EXT. OPPORTUNITIES PROG & SVS	01.1	419.66
19-03189	PIX4D INC	GIS PROGRAM SOFTWARE (REQ#141526)	VATEA - TITLE II C	01.1	1,675.00
19-03190	DARROW SOARES DBA CAREER & TECHNICAL ED SERVICES	CONSULTANT AGREEMENT: ENRGY CNSTRCTN (REQ#144613)	CTE Career Pathways Specialist	01.1	7,337.50
19-03191	THE KEN BLANCHARD COMPANIES	INSTRUCTIONAL SUPPLIES (REQ#139958)	PUBLIC SAFETY	01.0	671.45
19-03193	JONATHAN HWANG	CNSLTNT AGREEMENT: VIDEO PRODUCTION (REQ#113036)	VATEA - TITLE II C	01.1	9,860.00
19-03194	RAN GRAPHICS	PRNTNG & MAILING CE SCHD SUMMER 2019 (REQ#136094)	TRDP TEACHER READING DEV PROG	01.1	14,080.35
19-03197	GAUMARD SCIENTIFIC CO., INC.	NURSING INSTRUCTIONAL EQUIP (REQ#138278)	RN Capitation	01.1	68,601.76
19-03198	GST	OFFICE EQUIP: PRINTER (REQ#141268)	STAFF DEVELOPMENT	01.0	717.42
19-03201	GALE/CENGAGE LEARNING	INSTRUCTIONAL MATERIAL (REQ#137691)	LIBRARY/LEARNING RESOURCE CTR	01.0	5,599.04
19-03202	GST	COMPUTER EQUIPMENT (REQ#117826)	BASIC SKILLS 390K 06-07	01.1	5,084.04
19-03203	GST	COMPUTER EQUIPMENT (REQ#93996)	SUNGARD IMPLEMENTATION BACKFIL	01.0	5,084.04
19-03204	GST	OFFICE EQUIP: PRINTER (REQ#113037)	Strng Wrkfr II (SWP-Local II)	01.1	3,382.37
19-03205	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#117841)	COMMUNICATIONS & LANGUAGES	01.0	460.70
19-03206	MARGARET FERNANDEZ RIO HONDO COLLEGE-CTE	TRAVEL REIMB: CCCAOE CONF (REQ#136757)	CTE Career Pathways Specialist	01.1	1,487.43
19-03207	JONATHAN CHAN	STDNT LF & LDRSHIP AMBSSDR GRNT (REQ#141918)	STUDENT LIFE & LEADERSHIP	01.0	500.00
19-03208	JORDAN JALOMA RIO HONDO COLLEGE	STDNT LF & LDRSHIP AMBSSDR GRNT (REQ#141925)	STUDENT LIFE & LEADERSHIP	01.0	300.00
19-03209	ADELIN PADILLA RIO HONDO COLLEGE	STDNT LF & LDRSHIP AMBSSDR GRNT (REQ#141919)	STUDENT LIFE & LEADERSHIP	01.0	500.00

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019

PO Number	Vendor Name	Description	Location	Fund	
19-03231	PINNER CONSTRUCTION COMPANY	PAYMENT 21R-BID #2049 L TOWER SEISMIC (REQ#133115)	LIBRARY/LEARNING RESOURCE CTR	41.0	343,752.04
19-03232	PINNER CONSTRUCTION COMPANY	PAYMENT 22-BID #2049 L TOWER SEISMIC (REQ#133113)	LIBRARY/LEARNING RESOURCE CTR	41.0	248,434.85
19-03233	PARK WAREHOUSE LLC	SKATEBOARD DETERRENT (REQ#143839)	FACILITIES SVS	01.0	398.56
19-03234	VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES (REQ#139714)	P/Y BLOCK GRANT ACADEMIC SVS	01.1	9,330.00
19-03235	M & M GLASS CO.	Install display case window film, CTE(REQ#143030)	FACILITIES SVS	01.1	1,115.74
19-03236	PASCO SCIENTIFIC	INSTRUCTIONAL SUPPLIES (REQ# 139715)	P/Y BLOCK GRANT ACADEMIC SVS	01.1	13,228.70
19-03237	Unison Supply, Inc.	GROUPS EQUIP (REQ#143858)	FACILITIES SVS	01.0	400.21
19-03238	All Star Glass	REPLACE REAR WINDOW: TRUCK #54 (REQ#143844)	FACILITIES SVS	01.0	550.65
19-03239	TRUGREEN CHEM LAWN	VEGETATION CONTROL: LOTA (REQ#143854)	FACILITIES SVS	01.0	320.00
19-03240	SNAP-ON INDUSTRIAL A DIVISION OF IDSC HOLDINGS	INSTRUCTIONAL EQUIPMENT (REQ#143041)	VATEA - TITLE II C	01.1	3,627.79
19-03241	SNAP-ON INDUSTRIAL A DIVISION OF IDSC HOLDINGS	AUTO TECH SHOP HAND TOOLS (REQ#143042)	VATEA - TITLE II C	01.1	1,720.80
19-03242	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#113046)	BUSINESS DEVELOPMENT	01.0	1,360.15
19-03243	STAPLES INC. AND SUBSIDIARIES STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES (REQ#139732)	PHYSICAL SCIENCE	01.0	1,085.56
19-03244	WESTERN GRAPHICS PLUS	CUSTOM DIPLOMA CERT HOLDER (REQ#144612)	GENERAL PURPOSE 246K 06-07	01.1	1,714.88
19-03245	GST	COMPUTER EQUIPMENT (REQ#141151)	BASIC SKILLS PILOT PARTNERSHIP	01.1	20,617.29
19-03246	APPLE COMPUTER, INC.	COMPUTER EQUIP (REQ#141154)	BASIC SKILLS PILOT PARTNERSHIP	01.1	9,445.23
19-03247	GST	COMPUTER EQUIP (REQ#117832)	BASIC SKILLS PILOT PARTNERSHIP	01.1	16,520.54
19-03249	ALAN DAY	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134966)	HUMAN RESOURCES	01.0	1,771.92
19-03250	ANACANY TORRES	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134993)	HUMAN RESOURCES	01.0	374.85
19-03251	ANAEIESE EULER	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134969)	HUMAN RESOURCES	01.0	553.95

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03253	BETH BROUSSEAU	PART-TIME FACULTY MEDICAL INSURANCE (REQ#142360)	HUMAN RESOURCES	01.0	495.24
19-03254	BILLY WONG	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134995)	HUMAN RESOURCES	01.0	399.72
19-03255	CARMEN RODRIGUEZ	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134987)	HUMAN RESOURCES	01.0	661.56
19-03256	CAROL MCDOWELL	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134981)	HUMAN RESOURCES	01.0	1,033.64
19-03257	CAROL ROBERTSON	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134986)	HUMAN RESOURCES	01.0	928.23
19-03258	CASEY JONES	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134974)	HUMAN RESOURCES	01.0	1,085.42
19-03259	DANIELLE DERVISHIAN	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134967)	HUMAN RESOURCES	01.0	653.50
19-03260	DAVID ESTRADA	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134968)	HUMAN RESOURCES	01.0	1,116.54
19-03261	DAVID KELLY	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134975)	HUMAN RESOURCES	01.0	263.28
19-03262	DOMINIC HEBERT	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134972)	HUMAN RESOURCES	01.0	3,475.40
19-03263	DAVID MOLINA	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134982)	HUMAN RESOURCES	01.0	452.58
19-03264	ELIZABETH SERRAO	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134990)	HUMAN RESOURCES	01.0	472.62
19-03266	GABRIEL BEELER	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134964)	HUMAN RESOURCES	01.0	467.19
19-03267	GRACE SHIBATA	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134991)	HUMAN RESOURCES	01.0	658.03
19-03268	GREG KLECKER	PART-TIME FACULTY MEDICAL INSURANCE (REQ#142362)	HUMAN RESOURCES	01.0	780.39
19-03269	HENRY LEONOR	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134977)	HUMAN RESOURCES	01.0	702.68
19-03270	JAMES GALINDO	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134970)	HUMAN RESOURCES	01.0	353.59

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Number	Vendor Name	Description	Location	Fund	
19-03271	JOYCE LIM	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134978)	HUMAN RESOURCES	01.0	353.71
19-03272	JUSTIN REED	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134985)	HUMAN RESOURCES	01.0	1,030.11
19-03273	BOOMER CONSTRUCTION SERVICES	Concrete Sidewalk Repair, Campus Inn(req#143848)	DEFERRED MAINTENANCE PROGRAM	41.0	9,733.90
19-03274	KAREN BECK	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134963)	HUMAN RESOURCES	01.0	697.23
19-03275	KAREN UNGER	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134994)	HUMAN RESOURCES	01.0	1,009.45
19-03276	KENNETH ANDERSON	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134997)	HUMAN RESOURCES	01.0	2,217.55
19-03277	LINDSEY WARREN	PART-TIME FACULTY MEDICAL INSURANCE (REQ#142337)	HUMAN RESOURCES	01.0	1,036.96
19-03278	LING-I SHIRLEY CHEN	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134965)	HUMAN RESOURCES	01.0	738.69
19-03279	LISA ROSS	PART-TIME FACULTY MEDICAL INSURANCE (REQ#134988)	HUMAN RESOURCES	01.0	527.48
19-03280	COSCO FIRE PROTECTION, INC	Replace Existing Fire Hydrant(REQ#143869)	DEFERRED MAINTENANCE PROGRAM	41.0	3,681.00
19-03281	COSCO FIRE PROTECTION, INC	Replace Existing Glove Valve(REQ#143868)	DEFERRED MAINTENANCE PROGRAM	41.0	4,388.00
Total Number of POs			339	Total	2,726,615.69

Fund Recap

Fund	Description	PO Count	Amount
01.0	General Fund	181	526,244.95
01.1	Restricted General Fund	135	823,152.62
33.0	Child Development Fund	1	65.73
41.0	Capital Outlay Projects Fund	24	1,135,240.59
42.0	Revenue Bond Construction Fund	4	241,911.70
Total			2,726,615.69

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Includes Purchase Orders dated 04/01/2019 - 05/01/2019 ***

PO Changes

PO #	New PO Amount	Last Changed	Vendor Name	Req Date	Original Amount
19-00071	14,500.00	04/25/19	CARQUEST AUTO PARTS	07/11/18	11,000.00
04/25/19	Account 010-000000-00000-00018-4620-6770000, amount changed from \$13,500.00 to \$14,500.00				
19-00101	1,284.55	04/19/19	FIRESTONE TIRE & SERVICE CENTE	07/13/18	500.00
04/19/19	Account 010-000000-00000-00010-4320-0948000, amount changed from \$500.00 to \$1,145.00				
04/19/19	Account 010-000000-00000-00010-4320-0948000, amount changed from \$1,145.00 to \$1,145.00				
04/19/19	Account 010-000000-00000-00010-4320-0901000 was added, amount \$139.55				
19-00104	2,044.65	04/19/19	INTERSTATE BATTERY	07/13/18	1,000.00
04/18/19	Account 010-000000-00000-00010-4320-0948000, amount changed from \$1,500.00 to \$2,000.00				
04/19/19	Account 010-000000-00000-00010-4320-0948000, amount changed from \$2,000.00 to \$2,044.65				
19-00105	1,250.00	04/18/19	MC MASTER-CARR	07/13/18	750.00
04/18/19	Account 010-000000-00000-00010-4320-0948000, amount changed from \$750.00 to \$1,250.00				
19-00107	2,800.00	04/19/19	NAPA OF WHITTIER	07/13/18	500.00
04/04/19	Account 010-000000-00000-00010-4320-0948000, amount changed from \$2,000.00 to \$2,500.00				
04/19/19	Account 010-000000-00000-00010-4320-0948000, amount changed from \$2,500.00 to \$2,800.00				
19-00109	2,311.56	04/19/19	TRI-STAR GASES	07/13/18	1,500.00
04/19/19	Account 010-000000-00000-00010-4320-0956500, amount changed from \$2,100.00 to \$2,311.56				
19-00110	1,082.08	04/18/19	THE LINCOLN ELECTRIC COMPANY	07/13/18	1,000.00
04/18/19	Account 010-000000-00000-00010-4320-0956500, amount changed from \$1,000.00 to \$1,082.08				
19-00113	1,000.00	04/19/19	GRAINGER	07/13/18	500.00
04/19/19	Account 010-000000-00000-00010-4320-0948200, amount changed from \$500.00 to \$1,000.00				
19-00114	688.13	04/18/19	MC MASTER-CARR	07/13/18	500.00
04/18/19	Account 010-000000-00000-00010-4320-0948200, amount changed from \$500.00 to \$688.13				
19-00116	1,000.00	04/15/19	NAPA OF WHITTIER	07/13/18	500.00
04/15/19	Account 010-000000-00000-00010-4320-0948200, amount changed from \$500.00 to \$1,000.00				
19-00117	1,660.00	04/01/19	EXTREME SAFETY, INC.	07/13/18	1,000.00
04/01/19	Account 010-000000-00000-00010-4320-0948200, amount changed from \$1,000.00 to \$1,660.00				
19-00123	610.00	04/01/19	SPARKLETTES WATER DS WATERS OF AMERICA, LP	07/16/18	500.00
04/01/19	Account 010-000000-00000-00019-4550-6120000, amount changed from \$500.00 to \$610.00				
19-00129	15,500.00	04/26/19	ALIBRIS	07/16/18	2,000.00
04/26/19	Account 010-000000-00000-00019-6300-6120000, amount changed from \$12,000.00 to \$15,500.00				
19-00134	16,000.00	04/26/19	COMMERCIAL AQUATIC SERVICES	07/16/18	10,000.00
04/26/19	Account 010-000000-00000-00018-4550-6510000, amount changed from \$10,000.00 to \$16,000.00				
19-00196	650.00	04/19/19	SPARKLETTES WATER DS WATERS OF AMERICA, LP	07/20/18	500.00
04/19/19	Account 010-000000-00000-00036-4550-6200000, amount changed from \$500.00 to \$650.00				

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PO Changes (continued)

PO #	New PO Amount	Last Changed	Vendor Name	Req Date	Original Amount
19-00203	520.00	04/19/19	SPARKLETES WATER DS WATERS OF AMERICA, LP	07/20/18	400.00
04/19/19	Account 010-000000-00000-00010-4320-0901000, amount changed from \$400.00 to \$520.00				
19-00456	8,600.00	04/09/19	QUIET CANNON MONTEBELLO INC.	08/03/18	6,500.00
04/09/19	Account 011-000000-00000-00570-4700-0009000, amount changed from \$6,500.00 to \$8,600.00				
19-00473	23,000.00	04/18/19	HOME DEPOT ACCT # 6035-3225-0385-7421	08/06/18	10,000.00
04/18/19	Account 010-000000-00000-00011-4320-2133500, amount changed from \$20,000.00 to \$23,000.00				
19-00509	3,600.00	04/04/19	R.E. MICHEL COMPANY, INC.	08/08/18	1,600.00
04/04/19	Account 010-000000-00000-00018-4590-6510000, amount changed from \$1,600.00 to \$3,600.00				
19-00601	12,900.00	04/11/19	FIREFIGHTER SAFETY CENTER	08/14/18	7,000.00
04/11/19	Account 010-000000-00000-00011-4320-2133500, amount changed from \$7,000.00 to \$12,900.00				
19-01646	16,775.00	04/05/19	DICOR CONTRACTORS, INC.	11/19/18	11,625.00
04/05/19	Account 011-000000-00000-00570-6200-3099000 was added, amount \$5,150.00				
19-01853	1,600.00	04/03/19	OFFICE DEPOT BUSINESS SERVICES DIVISION	12/06/18	1,000.00
04/03/19	Account 010-000000-00000-00015-4550-6600000, amount changed from \$1,000.00 to \$1,600.00				
19-02169	7,000.00	04/30/19	CONTACT SECURITY	01/17/19	5,000.00
04/30/19	Account 010-000000-00000-00042-5890-6010000, amount changed from \$5,000.00 to \$7,000.00				
19-02439	2,415.14	04/04/19	R.F. MACDONALD CO.	02/14/19	1,300.00
04/04/19	Account 010-000000-00000-00018-5651-6510000, amount changed from \$1,300.00 to \$2,415.14				

Information is further limited to: (Minimum Amount = 250.00, Maximum Amount = 9,999,999.99)

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PO Number	Vendor Name	Description	Location	Fund	
19-02962	DEL TERRA CONSTRUCTION GROUP	PCM: KDA WALL REPAIR (REQ#112588)	BOND PROJECTS - MEASURE A	42.0	3,597.09
19-02968	DEL TERRA CONSTRUCTION GROUP	PCM: AJ ANNEX PROJECTS (REQ#112585)	BOND PROJECTS - MEASURE A	42.0	10,281.61
19-03028	IDS GROUP	SEISMIC EVAL: MUSIC & WRAY THEATER (REQ#133102)	BOND PROJECTS - MEASURE A	42.0	30,000.00
19-03074	DEL TERRA CONSTRUCTION GROUP	PCM: BID# 2049 "L" TOWER SEISMIC UPGD (REQ#112597)	BOND PROJECTS - MEASURE A	42.0	198,033.00
Total Number of POs			4	Total	241,911.70

Fund Recap

Fund	Description	PO Count	Amount
42.0	Revenue Bond Construction Fund	4	241,911.70

Information is further limited to: (Fund = 420, Minimum Amount = 250.00, Maximum Amount = 9,999,999.99)

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PAYROLL WARRANT REPORT

APRIL

2019

Administrative salary

C1J-C	\$	259,614.93	
C1J-N	\$	16,917.92	
			\$ 276,532.85

Full Time Faculty &
Educational Salary

C2J-C	\$	1,992,269.72	
			\$ 1,992,269.72

Faculty Hourly

C5J-C	\$	1,375,250.92	
C5J-N	\$	10,448.70	
093-C	\$	2,118.53	
121-C	\$	8,466.42	
			\$ 1,396,284.57

Classified Monthly

E4R-N	\$	744,955.68	
E4S-N	\$	667,876.00	
112-N	\$	3,702.66	
			\$ 1,416,534.34

Classified Hourly

H1R-N	\$	123,415.75	
H1S-N	\$	68,306.55	
099-N	\$	75.00	
			\$ 191,797.30

\$ 5,273,418.78

C1J-C,N	Managers and Deans
C2J-C	Full time faculty
C5J-C,N	Part time instructors
93-121-C	Part time instructors supplemental
E4R-N	Classified Monthly Salary
E4S-N	Classified Salary Advance
099-N	Classified supplemental
H1R-N	Classified hourly and student workers
H1S-N	Classified hourly and student workers
099-N	Classified hourly and student workers supplemental

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

District: (880) RIO HONDO

CHANGE THE PERIOD

Fiscal Year: 2018-2019

Quarter Ended: (Q3) Mar 31, 2019

As of June 30 for the fiscal year specified

	Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
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I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	77,703,331	79,654,937	78,842,484	86,356,100
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	77,703,331	79,654,937	78,842,484	86,356,100
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	78,917,441	77,151,971	80,882,233	86,205,000
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	504,949	518,700	507,377	510,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	79,422,390	77,670,671	81,389,610	86,715,000
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,719,059	1,984,266	-2,547,126	-358,900
D.	Fund Balance, Beginning	8,098,232	6,379,173	8,363,439	5,816,313
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	8,098,232	6,379,173	8,363,439	5,816,313
E.	Fund Balance, Ending (C. + D.2)	6,379,173	8,363,439	5,816,313	5,457,413
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8%	10.8%	7.1%	6.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	12,800	12,687	12,700	12,880
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year			
	2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds			
H.2	Cash, borrowed funds only	52,767,829	30,755,880	43,256,949
H.3	Total Cash (H.1 + H.2)	0	0	0
	51,220,373	52,767,829	30,755,880	43,256,949

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,356,100	86,356,100	66,869,052	77.4%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	86,356,100	86,356,100	66,869,052	77.4%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	86,205,000	86,205,000	59,876,543	69.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	510,000	510,000	2,262	0.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	86,715,000	86,715,000	59,878,805	69.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-358,900	-358,900	6,990,247	
L.	Adjusted Fund Balance, Beginning	5,816,313	5,816,313	5,816,313	
L.1	Fund Balance, Ending (C. + L.2)	5,457,413	5,457,413	12,806,560	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.3%	6.3%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
I. SALARIES:										
Year 1:										
Year 2:										
Year 3:										
J. BENEFITS:										
Year 1:										
Year 2:										
Year 3:										

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

This year?
Next year?

NO
NO

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

2. Authorization for Out-of-State Travel and Conferences

In accordance with Board Policy No. 7400 which has been reviewed, authorization is requested for attendance at out-of-state educational conferences by Board members who may be able to do so and staff, as indicated on the following page.

These trips are for the benefit of the Rio Hondo Community College District in accordance with Education Code Sections 87032 and 72423, which have been reviewed.

RECOMMENDATION: That the Board of Trustees approve the Consent Agenda item as presented.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor’s Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects _____ be

X Accepted and approved - Action No. 92

___ Not approved

___ Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

EMPLOYEE	CONFERENCE NAME & LOCATION	DATES	REASON FOR ATTENDING	DAYS AWAY FROM COLLEGE	APPROX. COST/FUNDING SOURCE	PRESENTER	PARTICIPANT
Michaela Brehm	NSF S-STEM Workshop/Conference Reno, NV	June 5-7, 2019	Conference Participant	3	\$-0- NSF Grant		X
Sheila Lynch	Milksang Photography Workshops: Levels 1 & 2 Halifax, Nova Scotia, Canada	June 13-23, 2019	Conference Participant	0	\$3,325.00 Staff Dev \$750.00 Bal: \$2,575.50 Self		X
Robert LoParo	Registry of Interpreters for the Deaf (RID) National Conference Providence, RI	July 7-12, 2019	Conference Participant	0	\$3,313.44 Staff Dev \$200.00 Bal: \$3,113.44 Self		X
Angela Rhodes	The Teaching Professor Conference New Orleans, LA	June 7-9, 2019	Conference Participant	0	\$2,159.00 Staff Dev \$750.00 Bal: \$1,409.00 Self		X
Jana Schmitt	Conference on the Student Movements of 1968/9 Dartmouth College, New Hampshire	Aug 15-17, 2019	Conference Presenter	0	\$1,000.00 Staff Dev \$200.00 Bal: \$800.00 Self	X	
Chelsea Martinez	National Conference for Advanced POGIL Practitioners (NCAPP) St. Louis, MO	June 24-26, 2019	Conference Presenter & Participant	0	\$275.00 Staff Dev \$200 Bal: \$75.00 Self	X	
Tanja Baum	2018 INACSL Conference Phoenix, AZ	June 20-21, 2019	Conference Participant	2	\$1,009.96 Staff Dev \$750 Will not attend if not funded		X
Brenda Beza	BLUMEN Training Houston, TX	Aug 8-9, 2019	Conference Participant	2	\$950.00 TRIO SSS Grant		X
Michael Dighera	Honda PACT Conference Birmingham, AL	July 15-19, 2019	Conference Participant	3	\$2,057.60 ATR Mini Grant		X
Eric Olson	Honda PACT Conference Lincoln, AL	July 15-19, 2019	Conference Participant	5	\$2,150.00 ATR Mini Grant		
Gary Mendez Oscar Valladares Rosaelva Lomeli Norma E. Garcia Vicky Santana Student Trustee: Diana Laureano							

EMPLOYEE	CONFERENCE NAME & LOCATION		DATES	REASON FOR ATTENDING		APPROX. COST/ FUNDING SOURCE	PRESENTER	PARTICIPANT
John C. Fraja	NEVTEX 2 Annual National Science Foundation Meeting Redmond, OR		May 23-25, 2019	Conference Presenter		\$967.00 NSF Grant	X	
Rosaelva Lomeli	NALEO 36th Annual Conference Miami, FL		June 19-22, 2019	Conference Participant		\$2,450.00 General Fund		X
Oscar Valladares	NALEO 36th Annual Conference Miami, FL		June 19-22, 2019	Conference Participant		\$2,450.00 General Fund		X
Gary Mendez Oscar Valladares Rosaelva Lomeli Norma E. Garcia Vicky Santan Student Trust Diana Laureano								

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

3. Acceptance of Donation: Police Vehicle – Vernon Police Department

The Vernon Police Department has offered to donate one (1) police vehicle, unit no. 80, 2003 Ford Crown Victoria, License 054041 Exempt, VIN No. 2FAHP71W63X160938, 173,000 miles and with estimated value of \$2,000.00 to be used for police academy training at Rio Hondo Police Academy.

RECOMMENDATION: That the Board of Trustees accept the donation of one (1) police vehicle from Vernon Police Department and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

**4. Approve Household Hazardous and Electronic Waste Collection Program
Siting Liability Agreement - County of Los Angeles and County Sanitation
District No. 2 of Los Angeles County**

The County of Los Angeles (County) and the County Sanitation District No. 2 of Los Angeles County (Sanitation District) is co-sponsoring a Household Hazardous and Electronic Waste Collection Event (Roundup) to provide Los Angeles County residents an environmentally safe means and place to dispose of household hazardous waste and electronic waste.

Rio Hondo College is supporting this worthwhile project by offering use of Rio Hondo College Fire Training Academy located at 11400 Greenstone Ave., Santa Fe Springs for the Roundup, which is scheduled for June 29, 2019.

RECOMMENDATION: That the Board of Trustees approve the Agreement with County and Sanitation District for the Roundup and authorize the Administration to sign the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor’s Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects _____ be

X Accepted and approved - Action No. 92

____ Not approved

Yes No

____ Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

5. Approve Classroom Training Agreement - Peace Officer Standards and Training (POST) Course: City of Burbank

Rio Hondo College Public Safety Department is requesting an Agreement with City of Burbank to provide a Peace Officer Standards and Training (POST) course to City of Burbank Police Officers. The POST course is designed to keep Peace Officers informed of new First Aid and CPR techniques, current Federal and State Laws and recent requirements which affect current law enforcement procedures, refresher training and meet mandated POST training requirements. The curriculum follows the recommended refresher training by the California Commission on Peace Officer Standards and Training.

District will charge a rate of \$50.00 per student per 8-hour course.

It is estimated that there will be 200 students for the term July 1, 2019 through June 30, 2020.

RECOMMENDATION: That the Board of Trustees approve the Classroom Training Agreement with City of Burbank and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

6. Memorandum of Understanding (MOU): Dental Assistant Program - Tri-Cities Regional Occupational Program (TCROP) 2019-2022

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.
- Provide the Dental Assistant course of 420 hours (per school year), 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:
 - State of California Radiation Safety Certificate
 - State of California Infection Control Certificate
 - 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 less the partnership fee of \$100.00 for each enrollee.
- Retain all records related to the Dental Assistant course in their original form indefinitely.

Term is from August 1, 2019 through June 30, 2022.

RECOMMENDATION: That the Board of Trustees approve the MOU with Tri-Cities Regional Occupational Program as summarized above and authorizes the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects _____ be

X Accepted and approved - Action No. 92

___ Not approved

___ Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

7. Approve Memorandum of Understanding (MOU) : California Virtual Campus - Online Education Initiative : Foothill - De Anza Community College District

Rio Hondo Academic Affairs Office is requesting approval of an MOU with Foothill De Anza Community College, as fiscal agents, for the California Virtual Campus (CVC) - Online Education Initiative.

The CVC Online Education Initiative provides \$15,000.00 per institution to plan and develop an Online Education proposal.

The term begins May 13, 2019 through June 1, 2019.

RECOMMENDATION: That the Board of Trustees approve the MOU with Foothill De Anza Community College District as summarized above and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects _____ be

X Accepted and approved - Action No. 92

___ Not approved

___ Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

8. Approve Clinical Training Affiliation Agreement: Orthopedic Technologist Program - St. Joseph Heritage Healthcare

The Health Science Nursing Department is requesting approval of a Clinical training affiliation agreement with St. Joseph Heritage Healthcare, Anaheim, CA to provide clinical training for students enrolled in the Orthopedic Technologist Program.

The term begins May 10, 2019 and continues through May 9, 2022.

RECOMMENDATION: That the Board of Trustees approve the Clinical training affiliation agreement with St. Joseph Heritage Healthcare as presented above and authorize Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor’s Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

9. Approve Acceptance of Award: OSHA Basic Safety Training: Southern California Regional Transit Training Consortium (SCRTTC)

The Southern California Regional Transit Training Consortium (SCRTTC) has awarded Rio Hondo College Career & Technical Education in the amount of \$8,000.00 to provide Two 2-day Training OSHA Basic Safety Courses.

Location	Dates	Amount
Santa Clarita Transit Santa Clarita, CA	June 19 & 20, 2019	\$4,000.00
San Luis Obispo Regional Transit Authority San Luis Obispo, CA	August 7 & 8, 2019	\$4,000.00
Total Amount		\$8,000.00

RECOMMENDATION: That the Board of Trustees approve acceptance of the award as described above and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects_____be

X Accepted and approved - Action No. 92

___ Not approved

___ Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

10. Payroll Warrant – Lydia M. Corrales

Payroll Warrant dated September 10, 2018 issued to Lydia M. Corrales in the amount of \$1,103.01 is a Stale Dated Warrant.

Lydia M. Corrales is requesting the District to issue a replacement warrant. Board approval is necessary in order to issue a replacement warrant based upon L.A. County Education Procedures.

RECOMMENDATION: That the Board of Trustees approve Replacement Warrant to Lydia M. Corrales in the amount of \$1,103.01.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office, and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

11. Resolution No. 050819 Authorizing The Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding

Public Resource Code 40059 allow the community college to procure waste/trash service without competitive bidding under authority of a board approved resolution.

RECOMMENDATION: That the Board of Trustees approve Resolution No. 050819 authorizing the District to procure District-Wide Waste/Trash Handling Services without competitive bidding and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Rosaelva Lomeli, seconded by Ms. Diana Laureano, and carried, that the Consent Agenda with the following revisions:

Pulled for Discussion and separate action be

X Accepted and approved - Action No. 93

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**BEFORE THE GOVERNING BOARD OF THE
RIO HONDO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION AUTHORIZING THE PROCUREMENT OF DISTRICT-WIDE WASTE/ TRASH HANDLING
SERVICES WITHOUT COMPETITIVE BIDDING**

RESOLUTION NO. 050819

WHEREAS, the Governing Board of the Rio Hondo Community College District ("District") has a need to procure solid waste handling and trash services with a qualified vendor; and

WHEREAS, the District's Governing Board of Trustees ("Board") has determined that notwithstanding any other provision of law, aspects of solid waste handling including, but not limited to, frequency of collection, means of collection and transportation, level of services, charges and fees, and nature location, and extent of providing solid waste handling services are of a local concern; and

WHEREAS, the District's Board has determined that it is in the best interest of the District to procure solid waste/ trash handling services by contract without competitive bidding; and

WHEREAS, Public Resources Code section 40059 states that the District may, upon determining that aspects of solid waste/ trash handling are of a local concern, may authorize the procurement of solid waste/ trash handling services by means of a contract without competitive bidding; and

WHEREAS, the District intends on procuring solid waste/ trash handling services in accordance with Public Resources Code section 40059 by requesting and evaluating responses to a Request for Proposals from various qualified vendors, and selecting a vendor that meets the District's needs and requirements that it determines are in the best interests of the District.

NOW, THEREFORE, the District hereby finds, determines, declares and resolves as follows:

Section 1. All of the recitals set forth above are true and correct, and the District Board so finds and determines.

Section 2. The District intends on procuring solid waste/ trash handling services as allowed and in accordance with Public Resources Code section 40059.

Section 3. The District will request and evaluate responses to a Request for Proposals from various qualified vendors and award a contract to a vendor that meets the District's needs and requirements that it determines are in the best interests of the District.

Section 4. This resolution shall be effective as of date of its adoption.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rio Hondo Community College District this 8th day of May, 2019, by the following vote:

AYES:	5
NOES:	0
ABSENT:	0
ABSTAINED:	0

I, Gary Mendez, President of the Rio Hondo Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rio Hondo Community College District

I, Rosaelva Lomeli, Clerk of the Board of Trustees of the Rio Hondo Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rio Hondo Community College District Governing Board at a regular meeting thereof held on the 8th day of May, 2019, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rio Hondo Community College District Governing Board this 8th day of May, 2019.

Clerk of the Board of Trustees
Rio Hondo Community College District

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

12. Approve Education Subscription Agreement -- McGraw-Hill Higher Education

The Office of Student Success & Retention has selected ALEKS Prep software offered by McGraw-Hill to use during the annual two-week Rio Hondo College Summer Bridge Math Academy.

ALEKS is an adaptive learning software that provides students with individualized course preparation customized according to their unique strengths and weaknesses. This software will target each participant's pre-requisite knowledge gaps and ensure mastery of math skills critical to success in the Fall semester.

The cost of this software is \$20.00 per student to be paid from Basic Skills Initiative Fund. This includes license fee per user, scoring and electronic reporting, and ongoing customer support.

The term will begin on May 11, 2019 and continue through June 30, 2022.

Total cost of licenses to be purchased will not to exceed \$36,000 (see breakdown below):

2019-2020: \$12,000.00 (\$20.00 X 600 students)
2020-2021: \$12,000.00 (\$20.00 X 600 students)
2021-2022: \$12,000.00 (\$20.00 X 600 students)

Total: \$36,000.00

RECOMMENDATION: That the Board of Trustees approve the education subscription agreement with McGraw-Hill and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

13. Articulation Agreement for Bachelor of Science in Nursing – University of Phoenix

Rio Hondo Community College Health Science and Nursing and University of Phoenix (UOP) would like to create this Articulation Agreement to assist associate degree students to complete their Associate's Degree from Rio Hondo College and to continue their education in a bachelor's degree program at University of Phoenix.

There will be no fees for the articulation services provided by UOP to Rio Hondo College.

RECOMMENDATION: That the Board of Trustees approve the Articulation Agreement with University of Phoenix as summarized above and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

14. Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office

The California State Legislature approved \$2.5 million dollars of one-time funding in the 2017-18 State Budget for California Community Colleges willing to provide particular services that address the food security of their students. The 2018-19 State Budget allocated \$10 million of additional funds. In order to receive these funds, and pursuant to EC Section 66027.8 (c), colleges must facilitate the activities listed below:

- (1) Designating campus employees to help ensure that students have the information they need to enroll in CalFresh.
- (2) Hosting a food pantry or regular food distributions on campus. The campus may partner with a local food bank or food pantry to support this activity.

The Hunger Free Campus funds are being distributed through standard apportionment processes and the amount each college is eligible to receive is based on total student enrollment per the final 2016-17 Recalculation FTES Report and is contingent on facilitating the activities identified above. The allocations are attached and will be issued in P1. Colleges have until June 30, 2020 to expend the funds. Colleges will be required to submit a Mid-Term Expenditure Report by July 15, 2019, and a Final Expenditure Report due July 30, 2020.

The Chancellor's Office allocated \$100,757.00 to Rio Hondo College.

RECOMMENDATION: That the Board of Trustees approve acceptance of the allocation as described above and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares,
and carried, that the Consent Agenda with the following revisions:

Pulled for Discussion and separate action be

X Accepted and approved - Action No. 94

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

15. Approve Revenue Agreement: Spent Brass Ammunition Casing Salvage – Ammo Brothers

The Public Safety Department requires removal and disposal of spent/used brass ammunition casings from the weapons firing range.

Ammo Brothers will pay the District \$900.00 for each 55 - gallon drum of spent/used brass ammunition casings during the period May 9, 2019 through May 8, 2020.

RECOMMENDATION: That the Board of Trustees approve the revenue agreement with Ammo Brothers as summarized above and authorize the Administration to sign the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

16. Surplus Property

Below is a list surplus equipment that are non-operational and/or no longer needed for the operation of the Departments.

Qty.	Description	Make/Model	Serial No. / RHC Tag	Department
1	Copier	Gestetner 725	K8565602183 / 0012583	Career Center
1	Copier	Konica C280	A0ED012013167	EOP&S
1	Indoor Cycling Bike	Freemotion #S11.9	12642	KDA
1	Indoor Cycling Bike	Freemotion #S11.9	12628	KDA
1	Indoor Cycling Bike	Freemotion #S11.9	12631	KDA

Education Code Section 81452 states that if the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

RECOMMENDATION: That the Board of Trustees, determine that the above referenced property is surplus and of insufficient value to defray the cost of arranging a sale, or it may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the Board.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares,
and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the
Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding,
II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California
Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater
Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

**17. Change in Name: Facilities Use Agreement – Vertical UAV Solutions Inc.
dba Drone University USA**

On April 10, 2019, the Board of Trustees approved Consent Agenda item II.A.4 for a Facilities Use Agreement with Vertical UAV Solutions Inc. dba Drone University USA to conduct Drone Classes at the Fire Academy.

Vertical UAV Solutions Inc. dba Drone University USA sent request to change their name in the Agreement to:

Dronitek Group LLC dba Dronitek Drone Flight Academy.

RECOMMENDATION: That the Board of Trustees approve the change in name in the Facilities Use Agreement with Vertical Solutions Inc. dba Drone University USA and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects_____be

X Accepted and approved - Action No. 92

____ Not approved

____ Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

18. Approve Use of San Bernardino County Superintendent of Schools Bid No. 17/18-0955 Furniture: Systems and Stand Alone - Culver-Newlin, Inc.

Per Public Contract Code Section 20652 the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases.

The District can utilize the contract awarded by San Bernardino County Superintendent of Schools to Culver-Newlin, Inc. for Bid #17/18-0955 Furniture: Systems and Stand Alone for purchase of furniture (chairs and desk) with cost not to exceed \$107,677.92 to be paid from Basic Skills Pilot Partnership Grant Funds.

RECOMMENDATION: That the Board of Trustees determine that use of the San Bernardino County Superintendent of Schools Bid #17/18-0955 is in the best interest of the District and authorize Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects_____be

X Accepted and approved - Action No. 92

___ Not approved

___ Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

19. Approval of Agreement: Fire Related Training - Pacific Road USA, Inc.

The Department of Public Safety is requesting to have an Agreement with Pacific Road USA, Inc. to provide Fire Related Training (hose and ladder evolutions, fire extinguisher training, physical abilities tests) and a fire station tour for up to 25 Japanese Citizens.

The training and tour will take place on October 20 & 21, 2019.

The District will be paid \$3,000.00 for the 2-day training plus any additional cost (if needed) for supplies.

RECOMMENDATION: That the Board of Trustees approve the Agreement with Pacific Road USA Inc. as described above and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects_____be

X Accepted and approved - Action No. 92

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

20. Approval of Agreement Number 19112311: Law Enforcement Driving Simulator (LEDS) and/or Force Option Simulator (FOS) Course – Commission on Peace Officer Standards and Training (POST)

The Department of Public Safety is requesting approval of Agreement 19112311 with the Commission of Peace Officer Standards and Training (POST) to provide four (4) hour Law Enforcement Driving Simulator (LEDS) and/or Force Option Simulator (FOS) Course for up to 1,454 students.

The District will be compensated a not to exceed amount of \$159,940.00 (\$110.00 per student X 1,454).

Term is from July 1, 2019 through June 30,2020.

RECOMMENDATION: That the Board of Trustees approve Agreement Number 19112311 with POST in the amount not to exceed \$159,940.00 and authorizing the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects _____ be

X Accepted and approved - Action No. 92

____ Not approved

____ Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

21. Approve Clinical Affiliation Agreement: Whittier Hills Healthcare Center

The Health Science Nursing Department is requesting approval of a Clinical Affiliation Agreement with Whittier Hills Healthcare Center in providing field experience for students.

The term begins August 1, 2019 and continues through September 30, 2022.

RECOMMENDATION: That the Board of Trustees approve the Clinical Affiliation Agreement with Whittier Hills Healthcare Center as presented above and authorize Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects _____ be

 X Accepted and approved - Action No. 92

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

**22. Bid # 2060- AJ Annex Beam Replacement Project - Change Order #1-
Fast Track Construction**

On April 11, 2018, the Board of Trustees awarded a contract for Bid # 2060 AJ Beam Replacement to Fast Track Construction Inc. in the amount not to exceed \$792,600. A change order for additional work is now requested for the following:

Change Order #1 – Unforeseen Lead containing wood beams. During the demolition of the existing wood beams, it was discovered that the beams contained a very high content of lead material embedded within the wood. In order to properly remove and dispose of the existing beams, special handling was required in order to meet the AQMD requirements for lead removal. The cost to have a hazardous material contractor remove and dispose of the existing beams was negotiated for an amount, not to exceed \$76,500.00.

RECOMMENDATION: That the Board of Trustees approve Change Order #1 to Fast Track Construction, Inc. in the amount of \$76,500.00 for a total not to exceed contract value of \$869,100.00 from Scheduled Maintenance Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

23. Additional Fees for "L" Tower Seismic Upgrade Project – Division of the State Architect (DSA) Inspections Services – Massadi Enterprises, Inc.

On November 9, 2016, the Board of Trustees approved Massadi Enterprises, Inc. for DSA Inspection services for the "L" Tower Seismic Upgrade Project in the amount of \$217,500.00. Inspection Services are required by the Division of the State Architect (DSA) to ensure that the general contractor follows each detail of the DSA approved plans and specifications. The Project Inspector is required to keep detailed logs tracking all materials and labor used in the building and is the official representative of DSA on the job Site.

Due to many unforeseen conditions during the construction of the project, additional fees are now being required for inspection services in the amount of \$187,500. to complete the project. The revised contract amount for Massadi Enterprises, Inc. is \$405,000.00.

The proposal has been reviewed by the Program Management staff and the College administration and has deemed the proposal to be acceptable for additional Inspection Fees.

RECOMMENDATION: That the Board of Trustees authorize an increase to the contract value of Massadi Enterprises, Inc. for additional DSA inspection services in the amount not to exceed \$187,500.00 for a revised total contract amount of \$405,000.00 from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares,
and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the
Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding,
II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California
Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater
Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

**24. New Plumbing at the AJ Annex Administration Building Men's Showers
– Alhambra, Backflow, Plumbing & Heating – Lue Plumbing Service**

Currently, at the AJ Annex Building is being refreshed with new paint throughout the interior building, new VCT flooring in the 3 classrooms, new carpet in lobby area, and the remodel of the existing restrooms. Unfortunately, the existing Men's showers are in need of being remodeled with new showerheads, valves, two new sinks in the drying area, and all the necessary plumbing. 4 proposals were received to complete this work from the following contractors below;

Alhambra, Backflow, Plumbing & Heating / Lue Plumbing Service
\$13,000.

SGroup Builders, \$14,500.

Boomer Construction, \$16,800.

GDL, Best Contractors, Inc. \$32,000.

The Program Management Team and Rio Hondo staff has reviewed the proposals and concluded the cost proposal from Lue Plumbing Service is adequate to complete the necessary work in the amount not to exceed \$13,000.00.

RECOMMENDATION: That the Board of Trustees approve the proposal to install new showerheads, new sinks with new plumbing at the AJ Annex Admin. Building from Alhambra, Backflow, Plumbing & Heating/ Lue Plumbing Service in the amount of \$13,000.00 from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares,
and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the
Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding,
II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California
Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater
Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

**25. Purchase of Used DSA Approved Modular Building – Nursing Program
HS 11 Classroom Building – SKC Company**

On November 9, 2016, the Board of Trustees approved the leasing of a DSA approved used building for the Nursing program in the amount not to exceed \$48,000. The building is currently used to accommodate the Nursing Program swing space during the construction of the L Tower seismic upgrade project. \$48,000.00. The leasing agreement has now expired and a renewal of the lease agreement is being required. Due to the many unforeseen conditions that has occurred for the L Tower seismic upgrade project the lease agreement will need to be extended. In discussion to review the current options to either extend the lease agreement or purchase the building. A proposal has been received from SKC Company to purchase the 36 x 40 modular building in the amount not to exceed \$77,550.00.

The Program Management Team and Rio Hondo staff has reviewed the proposal and concluded the cost proposal from SKC Company to purchase the used DSA approved building in the amount not to exceed \$77,550.00 to be appropriate.

RECOMMENDATION: That the Board of Trustees approve the purchase of a used DSA approved 36x40 modular classroom building in the amount of \$77,550.00 from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Yes No

Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

26. Additional Architectural Fees for "L" Tower Seismic Upgrade Project – Westberg & White Architects

On January 14, 2015, the Board of Trustees approved Westberg & White Architects for Architectural services for the "L" Tower Seismic Upgrade Project in the amount of \$1,785,000., paid through state and bond funds.

Additional services are required to address unforeseen conditions that required additional design from Westberg & White and their consultants in order to submit to the Division of State Architect for review and approval. There are a total of (5) separate Construction Change Directives that have been generated and submitted to DSA for review.

Westberg & White has provided proposals for the additional architectural services needed in order to submit CCD's to DSA to address the unforeseen conditions in the amount of \$18,200.

The proposals have been reviewed by the Program Management staff and the College administration and has deemed the proposals to be acceptable for additional architectural fees.

RECOMMENDATION: That the Board of Trustees authorize an increase to the contract value of Westberg & White, for additional Architectural services in the amount not to exceed \$18,200.00 for a revised total contract amount of \$1,803,200.00 from State and Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares,
and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the
Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding,
II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California
Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater
Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Yes

No

Delayed for further study

Vote:

5

0

Student Trustee Advisory Vote:

1

0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

27. Bid # 2047- Pico Rivera Education Center Project - Deductive Change Order #1- GDL Best Contractors, Inc.

Background:

On April 19, 2016, the Board of Trustees awarded a contract for Bid # 2047 Pico Rivera Education Center Project to GDL Best Contractors, Inc. in the amount not to exceed \$1,397,688. A deductive change order for the unused allowance amount of \$154,420.65. is being issued to finalize the final contract amount for this project is \$1,243,267.35

RECOMMENDATION: That the Board of Trustees approve the Deductive Change Order #1 to GDL Best contractors, Inc. in the amount of purchase of \$154,420.65 for a total not to exceed contract value of \$1,243,267.35 from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

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

The Financial Aid, Scholarships and Veteran Services Department would like to have an Off Campus Project Agreement with East Whittier City School District to enable Rio Hondo students, who qualified for the Federal Work-Study Program, to provide tutoring to East Whittier City 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 May 9, 2019 through June 30, 2020.

RECOMMENDATION: That the Board of Trustees approve the Off Campus Project Agreement with East Whittier City School District and authorize the Administration to execute contracts on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

29. Approval of Agreement: Capital Program Planning - Facilities Planning & Program Services, Inc.

The Administration would like to have an Agreement with Facilities Planning & Program Services, Inc. (FPPS) to provide Capital Program Planning Services. Scope will include (a) a review/confirmation with Facilities and Campus Personnel on current Facilities Assessment as written in FUSION and (b) conduct a Facilities Condition Assessment.

Term of performance is from May 9, 2019 through June 26, 2019 with a not to exceed amount of \$110,000.00 to be paid from Bond Fund.

RECOMMENDATION: That the Board of Trustees approve the Agreement with FPPS as described above and authorize the Administration to execute the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

 Not approved

 Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

30. Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects

In 2016, California voters approved Proposition 51, a facilities bond, providing a \$2 billion infrastructure investment in California's community colleges. While only five projects were initially funded in 2018-19, the proposed 2019-2020 budget funds an additional 27 capital outlay projects, including Rio Hondo College's Music/Wray Theater Renovation.

The approximately \$24 million Music/Wray Theater renovation is supported with State funds of \$11.5 million with the remainder to be funded through the college's Bond. The Chancellor's Office expects to notify districts in mid-June of funding for the preliminary and working drawings, amounting to \$2.2 million as per the State Chancellor's Office approved Final Project Proposal (FPP).

tBP Architects have presented a proposal in the amount of \$1.788 million to prepare preliminary and working drawings for the Wray/Music Theater remodel. This fee includes services provided by the Civil, Structural, Mechanical, Electrical, Plumbing, AV/IT, Landscape, Fire Protection, Theater and FF&E Consultants. From a functional perspective, such architectural services will cover all phases of the project from the design process starting with the preliminary plan submittal, through DSA submittals and approvals, the bidding phase as well as construction phases, and the final project close out.

tBP Architects bring extensive design experience in the community college arena, with over 450 renovation/modernization and 300 major new construction projects at 78 California community colleges, totaling \$1.5 billion. Additionally, tBP Architects possess unparalleled and specialized experience having completed 28 Performing Arts/Theater buildings, including Performing Arts/Theater complexes at nearby Cerritos, Citrus, Cypress, Mira Costa, Palomar, Saddleback, and Santiago Canyon Colleges.

RECOMMENDATION: That the Board of Trustees approve the architectural contract with tBP Architects for design services for the Music/Wray Theater renovation/remodel in the amount not to exceed \$1,788,000 from State and local Bond Fund and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Norma E. Garcia, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions: Pulled for Discussion and separate action; to monitor on a regular basis be

X Accepted and approved - Action No. 95

 Not approved

Yes

No

 Delayed for further study

Vote:

5

0

Student Trustee Advisory Vote:

1

0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

31. Prepare the Final Project Proposal (FPP) for the Fine Arts Center Project as Required by The State Chancellor's Office – QDG Architects

The State Chancellor's Office has informed the college to move the project from the Initial Project Proposal (IPP) phase to the Final Project Proposal (FPP) format. The scope of work includes review and assessment of the current IPP (including cost budgets), meetings with College stakeholders for input, draft the FPP for College review, communications with the Chancellor's Office, and the preparation of the FPP for Board approval prior to submission to the State Chancellor's Office.

QDG Architects have presented a proposal in the amount of \$78,897.00 to prepare the Final Project Proposal (FPP) for Board approval and submission to the Chancellor's Office for the Fine Arts Center.

RECOMMENDATION: That the Board of Trustees approve the proposal of \$78,897.00 to prepare the Final Project Proposal (FPP) for the Fine Arts Center new construction as required by the State Chancellor's Office by QDG Architects to be paid from Bond Funds and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

 Not approved

Yes No

 Delayed for further study

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

32. Continuing Education

- a. Bobbi Mendoza – To provide a class “From Design to Create: Cricut® and Design Space® and Basics” to make DIY projects easier of the Cricut® machine. Students learn to design images using the Design Space software and how to make your own personalized coasters and wine glasses. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to consultant.**
- b. George Diaz – To provide an introductory course to guitar chords, notes scales and improvisation. Moreover, emphasis will be on teamwork, creativity and appreciation of this instrument. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to consultant.**
- c. Quayum Abdul – To prepare participants to design and install solar panels and learn how to make your own home essentials, such as bath bombs, candle making, soap making and body butter classes. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- d. Amanda Bosson – To provide classes to help students in “Kids College” help strengthen skills through reinforcement and repetition for math, reading, writing, public speaking. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- e. Sheena Monique Castillo – To present “Introduction to Ballet” and enhancement in coordination, balance & flexibility. Students will learn proper form in basic ballet positions, steps and terminology through exercise performed at the barre & center floor consistent with traditional ballet training. Dates of service: July 1, 2019- June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- f. Robert Cullen – To provide expertise in helping families cope successfully with healthcare financial crisis, this class helps guide families through the perils of caring for elderly people during their last years, by teaching consumers how to obtain government assistance to pay for long-term care without having to go broke fast. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- g. Deborah Diaz – To provide a class where students learn the art of Mosaic Art, creating unique art by cutting stained glass, plates, tile and other materials such as pebbles, old jewelry and much more. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**

- h. Janelle Gonzalez – To provide a dance class where students learn Danza Movimiento, a dance class that combines 4 styles of dance techniques. Class will be accompanied by contemporary and traditional music, as well as, live drumming to keep both rhythms and timing of body movement, positions and steps Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- i. 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. Kathleen has been teaching with Continuing Ed since 2010. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- j. Timothy Hawkins – To provide a class designed to give wrestlers an opportunity to improve upon their wrestling skills along with enhancing their tactical understanding of the sport of collegiate wrestling. The goal of improving the overall health and well-being is also visited. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 20% to the consultant.**
- k. Valeree P. Lee – To provide a class “The Art of Staying Employed in an Age of Change. Staying employed means adopting and maintaining efficient and productive habits with a dash of can do attitude. Learn how you can succeed. Find out what skills and training are needed to land and keep a job. Dates of service: July 1, 2029 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- l. Jose Maldonado – To provide a class designed to give wrestlers and opportunity to opportunity to improve upon their wrestling skills along with enhancing their tactical understanding of the sport of collegiate wrestling. The goal of improving the overall health and well-being is also visited. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 20% to the consultant.**
- m. Erica Mata/Apex Education Group – To provide a class for students to learn how to become an official Live Scan Fingerprint Provider for the State of California and also become an Official Wedding Officiant, learning how to perform wedding ceremonies and become a certified ordained officiant. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- n. Notary Public Seminars – To provide a class for students to learn how to become a Legal Document Assistant, work for a law firm or become an Alternative Legal Service Provider preparing legal documents for clients who want to represent themselves in court. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- o. Notary Public Seminars – To provide a course that will equip the student with all the skills to be an effective notary, this is a Notary Renewing Course. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**

- p. **Dov Simens, Hollywood Film Institute, Inc. – To provide a 2-Day Film School – students will learn how to make their first feature film on a budget, how to write, direct, shoot and edit. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- q. **Carolyn Simon – To provide a Make Up Artistry Courses/Certifications for students to learn how to apply make up to yourself and others with live demonstrations and hands-on experience. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- r. **Voices for All LLC – To provide “Intro to Voiceovers”: Explore the voice over industry, discover current trends in the industry and how they make it easy and affordable for you. You will learn about different types of voiceovers and the tools you need to find success. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and a40% to the consultant.**
- s. **Yi-Ping Wang – To provide a “Digital Camera & Smart Phone Workshop” Students will learn the basic photography theory and understand how cameras work with a simple logical way to make the most out of its settings. Topics include photo-composition, close up, built in flash, white balance, depth of field and many more. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- t. **Akemi Welsh; Polynesian Paradise Dancers – To provide a class where students will learn the Hula, Tahitian Drumming and the Ukulele. They will learn the 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 measure behind those graceful hand gestures and move to the music of the islands. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**
- u. **Ronald Wayne Williams, Trust Auto Sales – To provide a class for students to learn how to make money by buying and selling wholesale cars from home, or simply buying cars for your friends, family or yourself at wholesale prices. A step-by-step guide on how to get a DMV auto dealer license to operate a license and operate a profitable used car business. DMV approved course. Dates of service: July 1, 2019 – June 30, 2020. Payment will be split 60% to Rio Hondo College and 40% to the consultant.**

RECOMMENDATION: That the Board of Trustees approve the Consent Agenda item as presented.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares,
and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the
Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding,
II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California
Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater
Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes No

Vote: 5 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

33. Consultants

- a. **Center for Transportation and the Environment – To provide consultant services to the NSF Grant #1700708. This grant was previously submitted on April 10, 2019 with incorrect amount. Grant payment over three years not to exceed \$40,680.00 as per grant. Year one 2018 not to exceed \$15,605.00; Year 2019 not to exceed \$13,250.00, Year three 2020 not to exceed \$11,825.00. Date of service: February 1, 2018 to December 31, 2020. Cost not to exceed \$40,680.00 from NSF Consultant Grant.**
- b. **Career and Technical Education Services – To provide Project Manager for Rio Hondo College led Strong Workforce Round 2 Regional Project “Energy Construction & Utilities – Sustainability”. Dates of service: August 1, 2018 to December 31, 2019. Cost not to exceed \$50,000. Requesting amended amount of consultant agreement to be increased by \$40,000 to not to exceed \$90,000. Original approved July 11, 2018; Agenda Minutes Pg. 16 #38-a from Strong Workforce Regional Round 2 – Energy Grant.**
- c. **Education4Work – To develop and deliver presentation related to Work Place Learning Strategies at Career Pathway as Specialists Training provide the keynote speech for the Work Based Learning Training Retreat for the Career Pathways Specialists. Dates of service: May 15-27, 2019. Cost not to exceed \$2,000 from Round 2 Strong Workforce Regional – Career Pathways Specialists Grant.**
- d. **The Leadership Consultancy – to assess staff strengths and development needs in the delivery of financial programs and services to students emphasizing best practices. Dates of service: May 10, 2019 – September 30, 2019. Cost not to exceed \$3,800 from Title V Grant.**
- e. **NFTE-LA Regional Office – to provide curriculum development to integrate entrepreneurship content and instructional support for three (3) existing tracks to be used as part of CAMP Rio programming: Coding, Electronic Music, and Photography. NFTE will work directly with the three Rio faculty implementing these courses. Dates of service: May 15, 2019 – December 31, 2019. Cost not to exceed \$2,100.00 from US Dept. of ED Title V Grant-Supplemental Funding: CAMP Rio.**
- f. **NFTE-LA Regional Office – To develop and implement BizCamp, a one-week entrepreneurship camp for high school students. Dates of service: May 11, 2019 – August 15, 2019. Cost not to exceed \$6,500.00 from US Dept. of ED Title V grant-supplemental funding.**

- g. On Course, Inc. – To provide a two-day training that will provide faculty and “Success Coaches” with a multitude of strategies to enable them to engage students in active learning in the classroom across all disciplines. Dates of service: August 13-14, 2019. Cost not to exceed \$7,945.37 from BSI Grant.
- h. Lynn Wang – To provide a workshop titled “Financial Habitudes” (Three workshop sessions) students will actively sort out cards from the money habitudes deck. These cards are being used to help students understand everyone’s underlying financial biases and motivations. This workshop will help improve financial literacy for students during Summer Bridge program. The goal is to get students talking openly about money, to discover their own underlying habits and attitudes about money, and gain insight into how these influence financial, relationships, career and personal decisions. Dates of service: July 9, 2019, July 18, 2019 and August 1, 2019. Cost not to exceed \$300.00 from Title V Grant.
- i. Eligio Martinez – To lead assessment of the LEGACIE Mentor Program. He will outline recommendations for program in improvement and help the LEGACIE steering committee form goals, objectives and program structure will be identified to support the growth of the program into the second year. Dates of service: May 9, 2019 – June 30, 2019. Cost not to exceed \$3,500.00 from Student Equity Grant.
- j. Hilda Franco – To present, facilitate and advise for Social Justice Leadership Institute as well as Queer Pride Initiative Events. Consultant will develop and lead culturally specific and appropriate services for student leaders and queer students as part of established Student Life programs. Consultant will assist in coordination of training and development for all incoming student leaders as part of summer training initiatives. Dates of service: May 10, 2019 – June 30, 2019. Cost not to exceed \$750.00 from Student Equity Grant.
- k. Frank Harris III – To facilitate two (2) days of Rio Teaching and Learning Institute for adjunct and new instructors. Participants will learn about culturally responsive teaching as a pedagogy and a practice. Dates of service: June 13-14, 2019. Cost not to exceed \$7,500.00 from Student Equity Grant.

RECOMMENDATION: That the Board of Trustees approve the Consent Agenda item as presented

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor’s Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects _____ be

☒ **X** Accepted and approved - Action No. 92

☐ Not approved

☐ Delayed for further study

	<u>Yes</u>	<u>No</u>
Vote:	<u>5</u>	<u>0</u>

Student Trustee Advisory Vote:	<u>1</u>	<u>0</u>
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**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

B. PERSONNEL

The following recommendations are submitted within budget allocations:

1. Academic

a. Special Assignments, Spring 2019

The following instructor to be paid a \$450 stipend, paid out of Basic Skills Initiative funds, to prepare workshop materials and provide orientation trainings for English faculty who will be facilitating Summer Bridge English workshops.

KOGER, Michael Comm. & Languages

The following instructors to be paid a \$250 stipend, paid out of Basic Skills Initiative funds, for participating in a Summer Bridge Math faculty orientation. Training will include utilizing ALEKS Math software and overview of supplemental activities to facilitate during Summer Bridge Math workshops.

ARCHAMBAULT, Alan	MSE
DAMMENA, Dimetros	MSE
GARCIA, Nancy	MSE
HERNANDEZ-SAUL, Cynthia	MSE
MIYAHARA, Jeffrey	MSE
OKELBERRY-GONZALEZ, Lydia	MSE
RYAN, Mutsuno	MSE

The following instructor to be paid a \$450 stipend, paid out of Basic Skills Initiative funds, to coordinate set-up of ALEKS software student licenses and provide orientation trainings for Math faculty who will be facilitating Summer Bridge Math workshops.

PITASSI, Matthew	MSE
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The following Math faculty members will participate in a one-day Metacognitive Student Support Training. This training provides resources and professional development for math faculty who will be teaching corequisite support classes for transfer level math courses in the fall, specifically to be prepared to teach the study skills, time-management, mindset, reading strategies and self-assessment topics on the corequisite course outlines. Faculty

members will earn a \$150 stipend, paid out of Basic Skills Pilot Partnership funds, for participating in the training and completing a reflection on how they will incorporate these resources and strategies into their classes.

ARIAS, Adriana	MSE
CHOI, Ying	MSE
ENGLISH, Cameron	MSE
FUNG, Hank	MSE
GARCIA, Nancy X.	MSE
GRIFFITH, Leah	MSE
GUO, Dan	MSE
HE, Fendi	MSE
HOLBROOK, Veronica	MSE
HSIAO, Jupei	MSE
IRWIN, Erin	MSE
JOHNSON, Johnny	MSE
LOW, Joyce	MSE
LY, Hoa	MSE
RAMIREZ, Claudia	MSE
RYAN, Mutsuno	MSE
SIERRA, Mayra	MSE
TRAN, Lynn	MSE
TRESS, Marguerite	MSE
TSENG, Kelly	MSE
WONO, Katrina	MSE

The following Math faculty members will participate in a one-day Statistics Activities Training. This will be a hands-on training for activities and online resources for a transfer-level Statistics class, with or without a corequisite support class. Faculty members will earn a \$150 stipend, paid out of Basic Skills Pilot Partnership funds, for participating in the training and completing a reflection on how they will incorporate these resources and strategies into their classes.

ARIAS, Adriana	MSE
CHOI, Ying	MSE
FUNG, Hank	MSE
GARCIA, Nancy X.	MSE
HE, Fendi	MSE
HSIAO, Jupei	MSE
JOHNSON, Johnny	MSE
JUNG, Duhwa	MSE
LOW, Joyce	MSE
LY, Hoa	MSE
MAYER, Krysia	MSE
RAMIREZ, Claudia	MSE
RYAN, John K.	MSE
RYAN, Mutsuno	MSE
SIERRA, Mayra	MSE

TRESS, Marguerite
WONO, Katrina

MSE
MSE

The following instructor will be paid a stipend, not to exceed \$3,600, paid out of Student Equity funds, for participating in the Statistics Support Lab. The Stipend includes the delivery of one-on-one and small group tutoring lessons. This instructor was previously approved on February 20, 2019 for the amount of \$2,100. This is to request an increase of \$1,500 for additional hours of service provided.

PITASSI, Matt

MSE

The following instructor will be paid a stipend in the amount of \$1,000, paid out of Staff Development funds, for updating/maintaining the FLEX Reporter software for Rio Hondo College during the 2018-19 Academic Year.

KOUTROULIS, Matt

MSE

Each of the following instructors will be paid a stipend, not to exceed \$150, paid out of Basic Skills Initiative funds, for participation in a one-day "Project-Based Learning: Sustained Support" professional development workshop for follow-up coaching on their project-based learning design and implementation.

KOWALSKI, Vic
VALDIVIA, Irma

MSE
Behavioral & Social Science

Each of the following instructors will be paid a stipend, not to exceed \$150, paid out of Title 5 grant, for participation in a one-day "Project-Based Learning: Sustained Support" professional development workshop for follow-up coaching on their project-based learning design and implementation.

LYNCH, Sheila
MADRIAGAL, Ea
MARKOSSIAN, Marina

Arts & Cultural Programs
Behavioral & Social Science
Comm. & Languages

Each of the following instructors will be paid a stipend, not to exceed \$450, paid out of Basic Skills Initiative funds, for participation in "Project-Based Learning 101 Institute," a three-day professional development training to design, support, and evaluate collaborative and experiential learning experiences for improved student success.

BASE, Melissa
BENZAHAHA, Sidi
CHANG, Chiu Chin
DALLA DEA, Ariane

Comm. & Languages
MSE
Comm. & Languages
Behavioral & Social Sciences

DAZA, Igor	Counseling
GARICA-RIOS, Fatima	Comm. & Languages
GRAHAM, Lynne	MSE
HE, Fendi	MSE
HERNANDEZ-SAUL, Cynthia	MSE
JENSEN, Zachary	Comm. & Languages
MARTINEZ, Chelsea	MSE
MOLINA, Claudia	MSE
MOSLEY, Kimberly	CTE
OLDHAM, Carolyn	Library
OLIVAS, Sally	Comm. & Languages
PEREZ VILLANUEVA, Norma	Comm. & Languages
RODRIGUEZ, Jasmine	Comm. & Languages
ROMO, Claudia	Counseling
VELASQUEZ, Kelly	Behavioral & Social Sciences

Each of the following instructors will be paid a stipend, not to exceed \$450, paid out of Title 5 grant, for participation in "Project-Based Learning 101 Institute," a three-day professional development training to design, support, and evaluate collaborative and experiential learning experiences for improved student success.

ALMENA, Miguel	Arts & Cultural Programs
ARAGUNDI, Karl	KDA
BECK, Karen	Behavioral & Social Sciences
COOMBS, Kimberly	MSE
ENGLISH, Cameron	MSE
GARG, Garima	MSE
GRIFFITH, Leah	MSE
HOLBROOK, Veronica	MSE
IRWIN, Erin	MSE
JAVANMARD, Mike	Behavioral & Social Science
LEE, Young	Library
RHODES, Angela	Comm. & Languages
SOTELO, Angela	Counseling
TIEU, David	Counseling
VALENZUELA, Javier	Arts & Cultural Programs

The following instructor will be paid a stipend in the amount of \$300, paid out of Online Education funds, for participation in the Peer Online Course Review via @One. The instructor completed a subsequent evaluation and reflection of the training.

PFEIFFER, Jill	Behavioral & Social Sciences
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b. Part-time, Summer 2019

Communications and Languages

MASSIMINO, Brian

c. Hourly as Needed, Summer 2019Adult Education

DIAZ, Sandy

CALWORKs

SILVA, Diego

Career and Technical Education

ANDERSON, Jill

DIGHERA, Michael

DORNEAN, Marius

FRALA, John

HERZFELD, Shari

LINDY, David

OLSON, Eric

ROMO, Claudia

TOMROY, Steve

(Strong Workforce Program Regional Fund Round II)

BLOD, Lisa Counselor

ROGERS, Hsin-Neh Counselor

Communications and Languages/LAC

AGACER, Adrian

MATA, Moises

HERNANDEZ-SAUL, Cynthia

Counseling

ALVARADO, Guadalupe

BARRIOS, Christina

BERNTHAL, Wyatt

CASTANEDA, Arely

CUEVAS, Victoria

DAZA, Igor

DE LEON, Maribel

ESTRADA, Reasey

FLORES, Julio

FLORES-OLSON, Troy

HART, Jeremy

HERNANDEZ, Monica

HERNANDEZ, Yunior

HUINQUEZ, Jorge

LARA, Jose

LOPEZ-MORENO, Nadia

LUCERO, Andreina

MARTINEZ, Angelica

PICHARDO-DIAZ, Doral

RAMIREZ, Elizabeth

RIVERA, Mary

RODARTE, David

SANDOVAL, Flor

SOTELO, Angela

THOMAS, Julius

TIEU, David

TORRES, Anacany

VALLADARES, Diana

VILLANUEVA, Viviana

VU, Irene

WAUGH, Christine

Disabled Students Programs and Services

GAW, Rose

LAMPERT, Katherine

EOPS

CAMACHO, Tammy
CLARK, Mary Dennyse
GARCIA, Yvette
O'BRIEN, Katie
REYES, Dianna
RODRIGUEZ, Jose
SAIKALI, Leina

GUARDIANS SCHOLARS

SAENZ, Marisela

Health Science and Nursing (HWI Grant)

HERZFELD, Shari

Library

ARENAS-VELLANOWETH, Vivian
BABOU, Robin
BEELER, Gabriel
GARCIA, Patricia
GUTER, Bruce
LEE, Young
OLDHAM, Carolyn
PALACIOS, Cynthia
RIVAS, Claudia
SINGH, Gina
TRUONG, Irene
YOUNG, Brian

Math, Sciences and Engineering

SPIELER-PERSAD, Gisela

PASS

SANDOVAL, Flor
WAUGH, Christine

Public Safety

CARLSON, Kenneth
HARMANN, James
JONES, Timothy
LEE, Michael

NUNES, FRANK
ODONNELL, Kevin
RAMIREZ, Eugene
VARON, Deborah

Student Health and Psychological Services

CHAVEZ, Daniela
HEAP, Glenn
SANCHEZ, Denna

Student Success

BARRIOS, Christina

CASTADENA, Arely
DAZA, Igor
ESTRADA, Reasey
LOPEZ MORENO, Nadia
LUCERO, Andreina
SANDOVAL, Flor
SOTELO, Angela
TORRES, Anacany
WAUGH, Christine

Student Success and Retention

ARCHAMBAULT, Alan - Math, Science, and Engineering
BARRIOS, Christina – Counseling
DAMMENA, Dimetros - Math, Science, and Engineering
ESTRADA, Reasey – Counseling
GARCIA, Nancy – Math, Science, and Engineering
JENSEN, Zachary – Communications and Languages
KEAWE, Gloria - Communications and Languages
HERNANDEZ-SAUL, Cynthia - Math, Science, and Engineering
LARA, Jose – Counseling
LOPEZ, Nadia – Counseling
LUCERO, Andreina – Counseling
LYNCH, Sheila – Arts and Cultural Programs
MIYAHARA, Jeffrey - Math, Science, and Engineering
O'BRIEN, Katie – EOP&S
OKAMOTO, Tyler – Communications and Languages
OLIVAS, Sally - Communications and Languages
OKELBERRY-GONZALEZ, Lydia - Math, Science, and Engineering
PARSEGHIAN, Levon – Communications and Languages
PEREZ-VILLANUEVA, Norma - Communications and Languages
PITASSI, Matt – Math, Science, and Engineering
ROMO, Claudia - Counseling
RYAN, Mutsuno - Math, Science, and Engineering
TIEU, David – Counseling
TORRES, Anacany – Counseling
WAUGH, Christine - Counseling

Veterans Services

CASTANEDA, Arely

d. Resignation

MAKI, Lauren, Full-Time Counselor, Counseling. Her last day of employment was April 18, 2019.

e. Retirement

NYAGGAH, Lynette, Full-Time Faculty, Communications and Languages. Her last day of employment will be May 23, 2019, with her first day of retirement being May 24, 2019.

2. Classified**a. Employment 2018- 2019**

ENRIQUEZ, Matthew, Tool Room Attendant, 25%, 11 months, Career and Technical Education, effective April 15, 2019

GRAHAM, Christine, Physical Education and Athletic Equipment Attendant, 45%, 8 months, Kinesiology, Dance and Athletics, effective April 29, 2019

OREJEL, Jose, Clerk Typist II, 100%, 11 months, South Whittier Educational Center, effective April 24, 2019

Promotion

ARRIAGA, Francine, International Student Specialist, 100%, 12 months, International Student Program, effective May 6, 2019

ROMO, Araceli, Senior Secretary, 100%, 12 months, Student Success, effective May 1, 2019

Substitutes 2018 – 2019

SANCHEZ, Lorena, Clerk Typist II, EMEC, effective April 29, 2019

b. Resignation

FLORES, Eder, Student Services Assistant, 100%, 12 months, Counseling. His last day of employment was April 17, 2019.

3. Unrepresented. (AP 7130), 2018-19**a. Employment 2018–2019****Continuing Education****Lecturers**

ALVA, Jessica
DUSATKO, Larry

VARKATZAS, Nick

Communications and Languages/LAC**Tutor II**

LI, Yanping

Math, Sciences and EngineeringTutor II

LEUNG, Joshua

TRIO/Student Support Services

MEDINA, Maria

Student Success Coach II

ALVAREZ, Pedro

Student Success and Retention

FREEBORN, Cristina

Student Success Coach II

ANAYA, Laura

ESPINOZA, Anthony

Students, 2018 – 2019

AGUIRRE, Jesus, Student Life and Leadership

APODACA, Joyce, Student Life and Leadership

BALDERRAMA, Lauryn, First Year Success Center

FLORES, Brandon, Admissions and Records

HERRERA, Danielle, Math, Science and Engineering

MENDOZA, Griselda, Student Life and Leadership

RODRIGUEZ, Alejandra, First Year Success Center

4. Declaration of Indefinite Salaries for Retroactive Pay for 2019-2020 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 2019-20 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 2019-20.

RECOMMENDATION: That the Board of Trustees approve the Consent agenda as outlined.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares, and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office , and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects_____be

X Accepted and approved - Action No. 92

____ Not approved

Yes

No

____ Delayed for further study

Vote:

5

0

Student Trustee Advisory Vote:

1

0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting May 8, 2019, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

C. ACADEMIC AFFAIRS

1. Curriculum Items

The following items have been processed according to college policy for the development of curricula, which includes review and approval, by the District Curriculum Committee:

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

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

HET 125: Introduction to Diesel Engines, Fuel Systems and Emissions

(Career & Technical Education)

Degree Applicable; (3.0 Units)

Justification: This course is one of the five courses required for the new Certificate of Achievement in Heavy Equipment Maintenance Technician that is currently under development at the recommendation and approval of the heavy equipment advisory committee members. Its purpose is increasing the employment opportunities of those students that will successfully complete all five courses, which could be accomplished in one year. Heavy equipment machinery is used in a variety of industries such as material handling, construction, transportation, and power generation, and in places such as municipalities, counties, fire departments, contractor's warehouses, rental equipment yards, parks and recreation, and many others. The students acquiring the skills necessary to service this kind of equipment will be prepared for employment as a maintenance technician in the heavy equipment field.

HMLD 200: Foundations of Critical Infrastructure Protection

(Public Safety)

Degree Applicable; (3.0 Units)

Justification: This is a new course that will be a part of the HMLD degrees and certificate of achievement.

b. New Non-Credit Course

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

NAJ 001: Public Safety Careers

(Public Safety)

8 Lecture Hours

Justification: Inquirers who have a general interest in the field of Public Safety need guidance in navigating the diverse careers in the field, potential pathways to entry-level positions, and the training requirements and opportunities. Additionally, Pre-Academy inquirers'

commitment to training towards a pathway goal is enhanced by orientations to the dynamic responsibilities, challenges, rewards of the Public Safety profession, to the expectations of personal integrity, and to the network of instructors, field trainers, and supervisors who serve various mentoring capacities.

NAJ 002: Public Safety Officer Employment Readiness: Oral Interview and Personal History

(Public Safety)

8 Lecture Hours

Justification: The job application process in public safety fields is multifaceted, and access to orientation and guidance from field professionals and recruitment managers will help ensure a successful application process. The Personal History Statement and Oral Interview are key components of the background investigation in application process for careers in Public Safety.

NAJ 003: Public Safety Officer Lifetime Wellness and Stress Management I

(Public Safety)

8 Lecture Hours

Justification: Public Safety officers need to know how to apply methods for evaluating and managing their physical fitness for a healthy lifestyle necessary for safety and effectively performing duties; must recognize that physical fitness and proper nutrition are critical to maintaining body composition, physical conditioning, and reducing their risk of illness or injury; must learn to recognize the causes of stress and how to manage it effectively in order to protect their personal health and ensure their ability to perform their duties.

NAJ 004: Introduction to Laws of Arrest/Search and Seizure

(Public Safety)

4 Lecture Hours

Justification: Public Safety officers must have an understanding of the amendments to the U.S. Constitution, and similar sections of the California Constitution that are related to the authority, liability, and responsibility they have in making arrests and in executing searches and seizures.

NAJ 005: Fundamentals of Report Writing

(Public Safety)

8 Lecture Hours

Justification: A Public Safety officer's ability to clearly document the facts and activities of an investigation not only reflects on the officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case.

NAJ 006: Public Safety Officer Lifetime Wellness and Stress Management II

(Public Safety)

6 Lecture Hours

Justification: Public Safety officers need to know how to apply methods for evaluating and managing their physical fitness for a healthy lifestyle necessary for safety and effectively performing duties; must recognize that physical fitness and proper nutrition are critical to maintaining body composition, physical conditioning, and

reducing their risk of illness or injury;
must learn to recognize the causes of stress and how to manage it effectively in order to protect their personal health and ensure their ability to perform their duties.

NAJ 007: PELLETB: Exam Preparation

(Public Safety)

4 Lecture Hours

Justification: The passing of the PELLETB test is a common obstacle for those seeking admission to the Police Academy. This course supports students in a comprehensive preparation of the multiple components of the written exam and provides resources for self-study.

NVOC 021: OSHA 10 for General Industry

(Career & Technical Education)

14 – 18 Lecture Hours

Justification: The Occupational Safety and Health Administration (OSHA) requires most employers across all industries to educate and train workers regarding their rights to a healthy and safe workplace. While some employers do meet OSHA expectations for worker safety training for task specific work activities many employers fail to meet expectations for increasing worker understanding and awareness of various hazards in the workplace. This course increases employment opportunity for anyone seeking to enter into the workforce, changing or moving into another occupation/job, or just seeking to better understand the role of health and safety in the workplace.

NVOC 027: OSHA 10 for Construction

(Career & Technical Education)

14 – 18 Lecture Hours

Justification: The Occupational Safety and Health Administration (OSHA) requires most employers across all industries to educate and train workers regarding their rights to a healthy and safe workplace. While some employers do meet OSHA expectations for worker safety training for task specific work activities many employers fail to meet expectations for increasing worker understanding and awareness of various hazards in the workplace. This course increases employment opportunity for anyone seeking to enter into the workforce in the construction trades, meets current expectations for existing construction workers or contractors wishing to access construction sites, or for those just seeking to better understand the role of health and safety in the workplace.

This course will offer a non-credit alternative to TCED044 OSHA-10 for the Workplace which will focus on workplace safety for Construction Industry. An equivalent non-credit course with focus on Safety Standards in General Industry can be taken along with this course for credit for TCED044.

c. **Unit/Hour Change**

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

FAC 043: Advanced Fire Course

Unit Change: From: .074 to 1.482

To: .148 to 2.962

FTEC 150: Truck Academy Operations

Unit Change: From: 2.0 to 2.5

Hour Change: From: 20 Lecture/60 Lab

To: 25 Lecture/60 Lab

d. **New Program**

The following degrees/certificates have been recommended for Inclusion in our offerings and catalog.

Certificate of Achievement – Health Science

Preparation

(21.5 Units)

RECOMMENDATION: That the Board of Trustees approve the curriculum items as listed.

Disposition by the Board:

It was moved by **Ms. Vicky Santana**, seconded by **Mr. Oscar Valladares**,

and carried, that the Consent Agenda with the following revisions:

with the exclusion of items II.A.11 - Resolution No. 050819 Authorizing the Procurement of District-Wide Waste/Trash Handling Services Without Competitive Bidding, II.A.14 - Approve Acceptance of Allocation: 2018-2019 Hunger Free Campus Fund – California Community Colleges Chancellor's Office, and II.A.30 - Design Services for Music/Wray Theater Renovation/Remodel – tBP Architects be

X Accepted and approved - Action No. 92

Not approved

Delayed for further study

Yes

No

Vote:

5

0

Student Trustee Advisory Vote:

1

0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

III. ACTION ITEM

A. PRESIDENT'S OFFICE

**1. Revision of Board Policies 4020, 4025, 4030, 4100, 4300, 6323
(Final Adoption)**

The following Board Policies have been revised and have gone through the review process which includes the Administrative Council, President's Council, Planning and Fiscal Council (PFC) and to the Board of Trustees for First reading on April 10, 2019.

It is recommended that the following Board Policies be approved for final adoption.

BP 4020	Program, Curriculum and Course Development
BP 4025	Philosophy and Criteria for Associate Degrees and General Education
BP 4030	Academic Freedom
BP 4100	Graduation Requirements for Degrees and Certificates
BP 4300	Field Trips and Excursions
BP 6323	Debt Management (NEW)

RECOMMENDATION: That the Board of Trustees approve Board Policies 4020, 4025, 4030, 4100,4300, 6323 for Final Adoption.

Disposition:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares and carried, that Report No. III.A.1 with the following revisions:

None be

X Accepted and Approved - Action No. 96

 Not Approved Yes No

 Delayed for further Study Vote: 5 0

Student Advisory Vote: 1 0

PROGRAM, CURRICULUM AND COURSE DEVELOPMENTBP No.
4020

Board Adopted: 3-15-06; 1-14-09; 1-15-14

CCLC edits in red
PFC edits in GREEN
Consensus 3/19/19

Page 1 of 2

- I. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.
- II. Furthermore, these procedures shall include:
 - appropriate involvement of the faculty and Academic Senate in all processes;
 - regular review and justification of programs and course descriptions;
 - opportunities for training for persons involved in aspects of curriculum development;
 - consideration of job market and other related information for vocational and occupational programs.
- III. All new programs and program ~~deletions discontinuances~~ shall be approved by the Board. ~~Tracking of Transfer Model Curriculums (TMCs) will be conducted and reported to the Board on an annual basis.~~
- IV. ~~Tracking of Transfer Model Curriculums (TMCs)~~ Associate Degrees for Transfer (ADTs) will be conducted and reported to the Board on an annual basis.
- ~~IV V.~~ New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval ~~when needed as required~~.
- ~~V VI.~~ Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.
- ~~VI VII.~~ Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit Hour" program or a "clock hour" program.
- ~~VII VIII.~~ The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine

PROGRAM, CURRICULUM AND COURSE DEVELOPMENTBP No.
4020

Board Adopted: 3-15-06; 1-14-09; 1-15-14

CCLC edits in red
PFC edits in GREEN
Consensus 3/19/19

Page 2 of 2

whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

VIII-IX. Source/Reference:

Education Code Section 70901 (b), 70902(b); 78016;

Title 5, Section 55100, 51022, 55130, 55150;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

34 Code of Federal Regulations Sections 600.2, 603.24, and 668.8.

ACCJC Accreditation Standards II.A and II.A.9

See Administrative Procedure 4020.

**PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREES
AND GENERAL EDUCATION****BP No.
4025**Board Adopted: 12-12-63; Rev. 2-28-68; 11-8-72; 10-10-73; 7-6-77; 1-10-79;
1-14-81; 3-15-06; 1-14-09

Page 1 of 1

- I. The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.
- II. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.
- III. Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.
- IV. In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.
- V. The Superintendent/President with appropriate involvement of the faculty and the Academic Senate shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.
- VI. Source/Reference

Title 5, Section 55805;
ACCJC Accreditation Standard **II.A. (formerly 11.A.3).**

CCLC edits in red
Consensus 3/19/19

I. Statement of Policy

In the interest of providing an academic environment in which Rio Hondo College faculty, administration, staff ~~and students and Board~~, **students and Board of Trustees** can function in an effective manner, and to encourage robust, thought-provoking, and intense discussion and inquiry the following academic freedom premise and guidelines shall prevail.

II. Philosophy

The maintenance of freedom of speech, publication, religion, and assembly (each of which is a component of intellectual freedom) is the breath of life in a democratic society. The need is greatest in fields and institutions of higher learning, where the use of reason and the cultivation of the highest forms of human expression are the basic methods for maintaining those freedoms. Society has come to rely upon colleges and universities as a principal means of acquiring new knowledge and new techniques, of conveying the fruits of past and present learning to the community, and of transmitting these results to generations to come. Without freedom to explore, to criticize existing institutions, to exchange ideas, and to advocate solutions to human problems, faculty members, staff and students cannot perform their work, cannot maintain their self-respect. Society suffers correspondingly. The liberty that is needed requires a freedom of thought and expression within colleges and universities, freedom to carry the results of honest inquiry to the outside, and a freedom to influence human affairs in the same manner as other informed persons do. Nor is the value of freedom lessened because error at times arises from its exercise. Learning, intellectual development, and social and scientific progress takes place on a trial-and-error basis, and even the unsound cause or hypothesis may call forth the truth that displaces it.

III. Guidelines

In pursuit of the above, the Board ~~of Trustees~~, the faculty, staff, administrators, and students at Rio Hondo College recognize the following rights and responsibilities:

- A. Campus members must be free from pressures or demands that restrict their intellectual search for and transmittal of knowledge.
- B. Membership in the academic community imposes on students, faculty members, administrators, staff, and the Board an obligation to respect the dignity of others, to acknowledge their right, without institutional censorship or disciplinary action, to express differing inquiry and instruction, and free expression.
- C. Faculty members are entitled to freedom in the classroom in discussing their subjects that may include related controversial issues. Faculty should help the **students** develop techniques for considering controversial questions – techniques that ~~he/she~~ **they** will habitually use in later life. The handling of a

ACADEMIC FREEDOMBP
4030

Board Adopted: 1-10-68; 4-19-78; 1-10-79; 3-15-06; 3-11-15

Page 2 of 2

controversial question in a college should be free from assumption that there is one correct answer to be taught authoritatively to the student.

- D. The faculty will be guided in its teaching by a deep conviction of the worth and dignity of the advancement of knowledge and the special responsibilities that the pursuit of this carries. The primary responsibility faculty members have to their discipline is to seek and state the truth as they understand it, and to this end they will devote their energies.
- E. As teachers, faculty members will encourage in their students the free pursuit of learning and will hold them to a high scholarly standard. Every effort will be made to foster honest academic conduct in students and to assure them that their evaluation reflects true achievement. Faculty members will avoid exploiting the students for private advantage and will protect the students's academic freedom.
- F. Faculty, staff, administrators, and students are members of a free American society and are members of a scholarly community and an educational institution. When they speak or write in these capacities, they should be free from institutional censorship or discipline. As such, campus members may exercise their constitutionally protected freedom of speech and participate in public debate, both within their area of expertise and beyond, to comment on any matter of social, political, economic, cultural, or other interest. Campus members should remember that the public may judge their profession and their institution by their statements. Hence, campus members should at all times attempt to be accurate, should exercise judiciousness, show respect for the opinions of others, and should indicate when they are not speaking for the College.
- G. Furthermore, campus members are entitled to express viewpoints on any matter of institutional policy or action whether or not that person acts as a member of college governance.
- H. The Board ~~of Trustees of Rio Hondo College~~ acknowledges its responsibility to embrace, foster, promote, and protect academic freedom. Having done so, the Board plans to protect campus members from any partisan pressures that may develop.
- I. ~~Since f Faculty are experts in course content and pedagogy, who are they should be free to evaluate the performance of their students, including assigning grades, without fear of reprisal for relatively higher or lower based on any measured success metrics.~~

IV. Source/Reference

Title 5, Section 51023;

ACCJC Accreditation **Eligibility Requirement 20 and ACCJC Standard I.C.7 (formerly II.A.7)**

American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure

**GRADUATION REQUIREMENTS FOR DEGREES
AND CERTIFICATES**BP No.
4100

Board Adopted: 3-15-06; 1-14-09

CCLC edits in red
Consensus 3/19/19

Page 1 of 1

- I. The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.
11. Students may be awarded a Certificate of Achievement upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.
- III. The Superintendent/President shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students.
- IV. Source/Reference

Education Code Section 70902(b) (3);
Title 5, Sections **55060** 55800, et seq

FIELD TRIPS AND EXCURSIONS**BP No.
4300**Board Adopted: 5/27/76; Rev. 8/10/77; 1/10/79; 4/13/83; 7/23/86; 3-15-06;
1/14/09

Page 1 of 1

- I. The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
- II. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.
- III. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

NOTE: *Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.*

IV. Source/Reference:

Government Code Section 11139.8**CCLC edits in red**
Consensus 3/19/19

DEBT MANAGEMENT**BP No.
6323**

Board Adopted: NEW, Drafted: 3/13/19

Page 1 of 4

This policy is legally required on the advisement of Bond Counsel.**Bond Counsel edits in red
PFC edits in GREEN
Consensus 3/19/19****I. Introduction**

The Board of Trustees recognizes the importance of having Debt Management Policies (the "Debt Policies") that provide a framework for public finance borrowing. The Debt Policies provide guidelines for public finance borrowings, ensure careful and consistent monitoring and use of debt issuances and structures, establish debt management goals and help attain the best credit ratings, preserve financial flexibility, meet all capital requirements, and guide the investment of bond proceeds.

The Board of Trustees, prior to issuance, must authorize the issuance of any of the following types of debt obligations of the District:

- General Obligation Bonds ("G.O. Bonds")
- Bond anticipation notes ("BANs")
- Lease-purchase agreements ("Leases")
- Certificates of participation ("COP")
- Tax and revenue anticipation notes ("TRANS")
- Other issuance that constitutes debt under the California constitution

Debt Policies set forth herein have been developed to provide guidelines for such issuance and other forms of indebtedness.

While the issuance of debt by the District is an appropriate and necessary method of financing capital projects, careful and consistent monitoring of such debt issuance is required to preserve the District's credit strength, budget and financial flexibility. These Debt Policies will serve the District in determining the appropriate uses for debt financing, debt structures and establishing prudent debt management goals.

Compliance with State and Federal Law. The District shall maintain such records regarding the District's debt issues as may be required pursuant to the Internal Revenue Code (the "Tax Code") and pertinent regulations, including, without limitation, information required to calculate arbitrage rebate due to the U.S. Department of the Treasury, and to ensure compliance with the District's continuing disclosure obligations incurred pursuant to Rule 15c2-12 of the Securities and Exchange Commission.

II. Policy Goals

The purpose of the Debt Policies is to provide functional tools for debt management and capital planning, as well as to enhance the District's ability to manage its debt and lease financings in a conservative and prudent manner. In following these Debt

DEBT MANAGEMENT**BP No.
6323**

Board Adopted: NEW, Drafted: 3/13/19

Page 2 of 4

Policies, the District shall pursue the following goals:

- The District shall strive to fund capital improvements from referendum-approved bond issues to preserve the availability of its General Funds for District operating purposes and other purposes that cannot be funded by such bond issues.
- The District shall endeavor to attain the best possible credit rating, as applicable, for each debt issue (with or without bond insurance) in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
- The District shall take all practical precautions and proactive measures to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
- The District shall remain mindful of debt limits in relation to assessed value growth within the District and the tax burden needed to meet long-term capital requirements.
- The District shall consider market conditions and District cash flows when timing the issuance of debt.
- The District shall determine the amortization (maturity) schedule which will best fit with the overall debt structure of the District at the time the new debt is issued.
- The District shall give consideration to matching the term of the issue to the useful lives of assets whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
- The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt and the financing plans of local, State and other governments which overlap with the District.
- The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible categorical grants, revolving loans or other State/Federal aid, so as to minimize the encroachment on the District's General Fund.
- In order to minimize the encroachment on the District's General Fund when issuing debt, the District will clearly identify the sources of repayment.

DEBT MANAGEMENT**BP No.
6323**

Board Adopted: NEW, Drafted: 3/13/19

Page 3 of 4

III. Authorization and Purpose for Debt

The laws of the State of California authorize the issuance of debt by the District, and confer upon it the power and authority to make lease payments, contract debt, borrow money, and issue bonds for public improvement projects. Under these provisions, the District may contract debt to: pay for the cost of acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, furnishing and equipping such projects; to refund existing debt; or to provide for cash flow needs.

IV. Alignment with District's Capital Improvement Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvements shall be aligned with current and prospective needs for acquisition, construction and/or improvement of District property and facilities as identified by the District through sources and information including the District's facilities master plan or other needs assessment, as applicable, the projected costs of those needs, schedules for the projects, and anticipated resources.

When considering a debt issuance, the Board, Superintendent/President and the Vice President, Business/Administration or designee shall consider both the short-term and long-term implications of the debt issuance and additional operating costs associated with new projects. Such evaluation may include, but is not limited to, the projected ratio of annual debt service and tax burden on the District's taxpayers, and the ratio of annual debt service secured by the general fund to general fund expenditures.

V. Post Issuance Review and Update

The Debt Policies shall be reviewed and updated before and after each bond issuance and made available to the Board for review. The Vice President, Business/Administration or his or her designee is the designated administrator of the Debt Policies and has the overall responsibility, with the Board's approval, for decisions related to the structuring of all of the District's debt issues. The Vice President, Business/Administration or his or her designee may delegate the day-to-day responsibility for managing the District's debt and lease financings. The Board is the obligated issuer of all District debt and awards all purchase contracts for G.O. Bonds, COPs, TRANS, County Loans and any other debt issuances.

VI. Internal Control Procedures

The District has implemented certain internal control procedures to ensure that the proceeds of its debt issuances will be directed to their intended use. Such internal control procedures include, but are not limited to, more detailed Administrative Regulations related to Debt Issuance, Policies and Procedures related to Post-

DEBT MANAGEMENT

BP No. 6323

Board Adopted: NEW, Drafted: 3/13/19

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Issuance Tax Compliance for the District's tax-exempt issues, whether comprising G.O. Bonds, BANs, COPs, TRANS, County Loans, revenue obligations or other forms of debt issuances, and Continuing Disclosure guidelines. Tax Compliance may include Compliance Monitoring, Record Creation and Retention, the designation of Compliance Officers and other protocols designed to ensure that proceeds of the District's debt issuances will be directed to their intended use.

VII. Special Situations

The District acknowledges that the capital marketplace fluctuates, and such fluctuations may produce situations not anticipated or covered by this policy. Accordingly, the Board may make exceptions or modifications to this policy to achieve the debt management goals outlined herein. Management flexibility is appropriate and necessary in such situations, provided specific authorization is granted by the Board.

VIII. Source/References:

~~Ann La Morena-Rehlin, Partner, Norton Rose Fulbright, US,~~
~~LLP District Bond Counsel~~
Rule 15c2-12 of the Securities and Exchange Commission

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA

III. ACTION ITEM

A. PRESIDENT'S OFFICE

2. Revision of Board Policies 4106, 4220, 4225, 4240, 4250, 4260 (First Reading)

The following Board Policies have been revised and have gone through the review process which includes the Administrative Council, President's Council, and Planning and Fiscal Council (PFC).

It is recommended that the following Board Policies be approved for first reading.

BP 4106	Nursing Programs
BP 4220	Standards of Scholarship
BP 4225	Course Repetition
BP 4240	Academic Renewal
BP 4250	Probation, Dismissal and Readmission
BP 4260	Pre-Requisites and Co-Requisites

RECOMMENDATION: That the Board of Trustees approve Board Policies 4106, 4220, 4225, 4240, 4250, 4260 (First Reading).

Disposition:

It was moved by Ms. Oscar Valladares, seconded by Ms. Rosaelva Lomeli and carried, that Report No. III.A.2 with the following revisions:
None be

X Accepted and Approved - Action No. 97

 Not Approved Yes No

 Delayed for further Study Vote: 5 0

Student Advisory Vote: 1 0

NURSING PROGRAMS

Board Adopted: 5/13/09

**CCLC edits in RED
PFC edits in PURPLE
PFC CONSENSUS 4/9/19****BP No.
4106**

Page 1 of 1

- I. Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.
- II. The District shall consider all of the following when screening nursing students:
 - Academic degrees or diplomas, or relevant certificates, held by the applicant;
 - Grade point average in relevant coursework;
 - Life experiences or special circumstances of an applicant; **and**
 - **Any relevant work or volunteer experience; and (CCLC)**
 - Proficiency or advanced level coursework in languages other than English
- III. Loan assumption agreements may be awarded to **individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis undergraduate and graduate students with demonstrated academic ability. (CCLC)**
- IV. Source/Reference

Education Code Sections 66055.8, 66055.9, 70101, 70106, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060, et seq.; Health and Safety Code Section 128050

STANDARDS OF SCHOLARSHIPBP No.
4220

Board Adopted: 3/15/06; 1/14/09

Page 1 of 1

- I. The Superintendent/President shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections **55750, 55020 et seq., 55030 et seq., 55040 et seq., 55050 et seq.**, and Board policy with appropriate involvement of the faculty and Academic Senate in all processes.
- II. These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.
- III. Source/Reference

Education Code Section 70902(b) (3); Title 5, Sections **55750, 51002 et seq., 55020 et seq., 55040 et seq., and 55050 et seq.**

CCLC edits in RED
PFC CONSENSUS 4/9/19

COURSE REPETITION

Board Adopted: 3/15/06; 1/14/09

CCLC edits in RED
Academic Senate edits in GREEN
PFC edits in PURPLE
PFC CONSENSUS 4/23/19

BP No.
4225

Page 1 of 1

- I. Students may repeat courses **once twice (total of three attempts)** in which substandard grades (less than "C" **and including "FW" "D", "F", "NP" and "W"**) were earned. **The Board has determined reasonable limitations on course repetition as described in AP 4225 Course Repetition.**
- II. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- III. Under special circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in administrative procedures.
- IV. Source/Reference

Title 5, Sections **55761-55765, 55040, 55041, 55042, 55044, and 58161.**
(CCLC)

ACADEMIC RENEWAL

BP No.
4240

Board Adopted: 3/15/06; 1/14/09

Page 1 of 1

- I. Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President shall establish procedures that provide for academic renewal with appropriate involvement of the faculty and Academic Senate in all processes.

- II. Source/Reference

Title 5, Section **55764 55046**

CCLC edits in RED
PFC CONSENSUS 4/9/19

PROBATION, DISMISSAL AND READMISSIONBP No.
4250

Board Adopted: 3/15/06; 1/14/09

Page 1 of 2

CCLC edits in RED
Academic Senate edits in GREEN
PFC edits in PURPLE
PFC CONSENSUS 4/23/19

I. Probation

- A. ~~A student~~ ~~Students~~ ~~A student~~ shall be placed on academic probation if ~~he or she has~~ ~~they have~~ ~~he or she has~~ attempted a minimum of 12 semester units of work and ~~has~~ ~~have~~ has a grade point average of less than a "C" (2.0).
- B. ~~A student~~ ~~Students~~ ~~A student~~ shall be placed on progress probation if ~~he or she has~~ ~~they have~~ ~~he or she has~~ enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "F," "W," "I," ~~"NG,"~~ and "NP" were recorded reaches or exceeds fifty percent.
- C. ~~A student~~ ~~Students~~ ~~A student~~ who is ~~are~~ ~~is~~ placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.
- D. ~~A student~~ ~~Students~~ ~~A student~~ on academic probation shall be removed from probation when the ~~students's~~ accumulated grade point average is 2.0 or higher. ~~A student~~ ~~Students~~ ~~A student~~ on progress probation shall be removed from probation when the percentage of units in the categories of "F," "W," "I," ~~"NG,"~~ and "NP" drops below fifty percent.

II. Dismissal

- A. A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0* in all units attempted in each of three (3) consecutive semesters.
- B. A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "F," "W," "I," ~~"NG,"~~ and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.
- C. A student who is subject to dismissal shall be dismissed from the college for a period of one semester (excluding intersession and summer session). Before reinstatement to the college, the student must meet with a counselor (College Catalog).

III. Readmission

PROBATION, DISMISSAL AND READMISSION

BP No.
4250

Board Adopted: 3/15/06; 1/14/09

Page 2 of 2

- A. A student who has been dismissed may request reinstatement. **Readmission Reinstatement** may be granted, denied or postponed according to criteria contained in administrative procedures.
 - B. The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.
- IV. Source/Reference
Education Code Section 70902(b)(3); Title 5, Section **55030** through 55034.
- * Rio Hondo's standard is 2.0

PRE-REQUISITES AND CO-REQUISITES**BP No.
4260**

Board Adopted: 8/24/94; Rev. 3/13/96; 3/15/06; 1/14/09

Page 1 of 1

- I. The Superintendent/President is authorized to establish prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum with these procedures:
 - A. Appropriate involvement of the faculty and Academic Senate in all processes;
 - B. Regular review and justification of programs and course descriptions;
 - C. Opportunities for training for persons involved in aspects of curriculum development;
 - D. Consideration of job market and other related information for vocational and occupational programs.
- II. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set **out** in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.
- III. Source/Reference
Title 5, Section **55200 55000 and 55003**

CCLC edits in RED
Academic Senate edits in GREEN
PFC CONSENSUS 4/9/19

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

III. ACTION ITEM

A. PRESIDENT'S OFFICE

3. Resolution Declaring Classified School Employees Week

The California School Employees Association, Rio Hondo College #477 respectfully requests that the Rio Hondo Community College District adopt a resolution declaring the week of May 19th through 24th as Classified School Employee Week.

WHEREAS, classified professionals provide valuable services to the schools and students of the Rio Hondo Community College District; and

WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Rio Hondo Community College District students; and

WHEREAS, classified professionals employed by the Rio Hondo Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Rio Hondo Community College District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Rio Hondo Community College District, and declares the week of May 19-24, 2019, as Classified School Employees Week in the Rio Hondo Community College District.

RECOMMENDATION: That the Board of Trustees approve the above resolution declaring Classified School Employees Week, the week of May 19-24, 2019.

Disposition:

It was moved by Ms. Vicky Santana, seconded by Mr. Oscar Valladares and carried, that Report No. III.A.3 with the following revisions:

None be

X Accepted and Approved - Action No. 98

 Not Approved

Yes No

 Delayed for further Study

Vote:

5 0

Student Advisory Vote:

1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

IV. INFORMATION ITEM

1. Revision of Administrative Procedures

The following Administrative Procedures has gone through the review process which includes the Administrative Council, President's Council, and Planning and Fiscal Council (PFC). It is submitted to the Board of Trustees for informational purposes.

- **AP 4260 Prerequisites and Corequisites**
- **AP 4102 Career and Technical Education Programs**
- **AP 4220 Standards of Scholarship**
- **AP 4225 Course Repetition**
- **AP 4250 Probation**
- **AP 4021 Program Discontinuances**
- **AP 4025 Philosophy and Criteria for Associate Degree and General Education**
- **AP 4227 Repeatable Courses**
- **AP 4231 Grade Changes**
- **AP 4232 Pass/No Pass**

PREREQUISITES AND COREQUISITESAP No.
4260

Board Reviewed: 3/10/10; 1/14/15

Academic Senate edits in GREEN
PFC CONSENSUS 4/9/19

Page 1 of 4

- I. This procedure implements Board Policy 4260, Prerequisites and Corequisites, and recommended preparation.
- II. The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee, shall be responsible for establishing standards of preparation for courses offered by the College as follows:
 - A. A prerequisite indicates the preparation or previous course work considered necessary for success in the course or program.
 - B. A corequisite indicates another course that must be taken concurrently in order to enroll and succeed in ~~another course~~ the course or program.
 - C. An advisory indicates that if students have the designated preparation or previous course work, they are likely to perform better academically in the course or program because of that experience or preparation. Advisories are only recommendations.
- III. The Curriculum Committee shall establish standards of preparation, using a two-step process: (1) approval of content review and (2) approval of prerequisites, corequisites, and advisories.
- IV. Content Review
 - A. The members of the Curriculum Committee shall vote to approve the content review of a particular course before approving a prerequisite, corequisite, or advisory.
 - B. Faculty members shall complete and submit a "Course Revision" or "New Course" form outlining the content of the course to the Curriculum Committee.
 1. Faculty shall determine common entrance and exit criteria for each of the levels within a course sequence or for individual courses.
 2. Faculty shall review entry-level, degree applicable courses to see if they require a basic skills prerequisite, corequisite, or advisory in English, English as a New Language, reading, and/or mathematics.
 3. The Curriculum Committee member from the appropriate academic division shall review and sign the Course Revision or New Course Form prior to its submission to the Curriculum Committee.
- V. Approval of Prerequisites, Corequisites, and Advisories
 - A. The members of the Curriculum Committee shall vote to establish a prerequisite, corequisite, or advisory for a particular course, using the following criteria:

PREREQUISITES AND COREQUISITES

AP No. 4260

Board Reviewed: 3/10/10; 1/14/15

Page 2 of 4

1. Prerequisites and Corequisites

- a) Adopting a course as a prerequisite or corequisite means that a student will be highly unlikely to succeed in a course (earn a C) if the student does not have the skills, knowledge, and/or concepts provided by the prerequisite or corequisite.
- b) **Courses taken at Rio Hondo College must be passed with a grade that is at least "satisfactory". By definition, this is a grade of "P" or a minimum grade of "C".**
- c) A prerequisite or corequisite without a validation study, if it is required by statute or regulation, is part of a closely related lecture-laboratory course pairing within a discipline, is required by four-year institutions, is a sequential course within or across disciplines, or is necessary to protect the health or safety of a student or the health and safety of others.
- d) Prerequisites or corequisites required as part of a state or occupational board accreditation must be indicated and do not require statistical validation after being established at Rio Hondo College.
- e) Prerequisites or corequisites may be established in reading, written expression, or mathematics for degree-applicable courses not in a sequence using content review. The process shall include the following:
 - i. The Curriculum Committee Chair, the faculty originator of the course, and a faculty member with appropriate expertise in the subject matter of the proposed prerequisite/corequisite shall meet.
 - ii. The course outline of record (COR), a course syllabus, and any other instructional related materials should be examined, and the body of knowledge and/or skills which are deemed necessary at the entry and/or deemed necessary for concurrent enrollment shall be identified.
 - iii. Identification and review of the prerequisite or corequisite that develops the body of knowledge and/or measures the skills required of the target course shall take place.
 - iv. Documentation that the above steps were taken shall be maintained.

2. Advisories

PREREQUISITES AND COREQUISITES**AP No.
4260**

Board Reviewed: 3/10/10; 1/14/15

Page 3 of 4

- a) Adopting a course as an advisory means that if a student takes the advisory course, the student is likely to perform better in the selected course. However, the student will not be blocked from taking the course if they desire not to complete the advisory.
 - b) Advisories do not require statistical validation.
- B. Faculty members shall identify appropriate preparation courses on the Course Revision or New Course Form.
 - 1. Signatures of faculty teaching in the discipline are required.
 - 2. The signature of the division dean is required.
- VI. Prerequisites, corequisites, and advisories on recommended preparation must be identified in college publications available to students, as well as the course outline of any course for which they are established.
- VII. The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures.
- VIII. A student desiring to challenge a prerequisite or corequisite must file a "Prerequisite/Corequisite Challenge" form with the appropriate division dean prior to the first day of the semester or session.
 - A. Reasons for challenging a prerequisite may include one or more of the following:
 - 1. A prerequisite/corequisite is not reasonably available (must be made prior to the first week of the semester),
 - 2. The student believes the prerequisite/corequisite is not valid or necessary for success in the course for which it is required,
 - 3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner, or
 - 4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.
- IX. All students have the right to challenge any prerequisite or corequisite. A prerequisite or corequisite challenge requires written documentation that should include an explanation of alternative course work and/or background or abilities that adequately prepare the student for the course. Students may obtain a "Prerequisite/Corequisite Challenge Form" from the Offices of Academic Affairs Student Services Admissions and Records Counseling and Student Success, or Disabled Students Program and Services (if appropriate).

PREREQUISITES AND COREQUISITES

AP No. 4260

Board Reviewed: 3/10/10; 1/14/15

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- X. Upon filing the "Prerequisite/Corequisite Challenge" form, the student may enroll in the challenged class. If the challenge is not upheld, the student will be required to drop the class.
- XI. The District will ensure that the challenge process is finished, and the student is notified in writing within five (5) working days using the following process:
 - A. The division dean shall convene a committee of faculty members (excluding the faculty member whose course prerequisite or corequisite is being challenged, if possible) to evaluate the documentation.
 - B. The faculty committee shall forward to the dean its recommendation whether or not the challenge should be upheld.
 - C. The division dean shall inform the student challenging the prerequisite or corequisite of the faculty committee's recommendation and the dean's decision.
 - D. Disabled Students Program and Services faculty shall make the recommendation regarding the challenge of a disabled student.
 - E. Students wishing to appeal this decision should contact the Dean of Instructional Operations or designee, whose decision shall be final.
- XII. References: Title 5 Section 55200, 55003(e)

**OCCUPATIONAL/VOCATIONAL CAREER AND TECHNICAL
EDUCATION PROGRAMS**AP No.
4102

Board Reviewed: 8/15/07; 12/14/11

CCLC edits in RED
PFC edits in PURPLE
PFC CONSENSUS 4/23/19

Page 1 of 2

Note: This procedure is legally required.

- I. Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice-President of Academic Affairs will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.
- II. The Vice-President of Academic Affairs shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.
- III. ~~Vocational Technical Education/Occupational Education or~~ Career and Technical Education Programs are a sequence of courses that prepares students with the knowledge and skills that leads to entry level employment. Rio Hondo College Board of Trustees shall approve all programs identified within this category. ~~The Superintendent/President shall, to the extent applicable, incorporate the integration of competency based learning and academics into the development of curriculum that meets minimum standards.~~
- IV. ~~Recognizing the high cost of vocational/career and technical education programs, the state has utilized federal funds (Carl D. Perkins) to help support the additional needs of these programs. The Superintendent/President or designee will ensure the distribution of career information, resources, and training materials to high school counselors, educators, and administrators.~~
- V. Each program receiving Carl D. Perkins funds shall have an advisory committee comprised of a majority of members from business and industry that meet at a minimum of one time each academic year. The advisory committee shall comprise employers, members of labor as appropriate, student graduates, and current students. Per Carl D. Perkins IV funding, each program receiving funding must undergo a program evaluation every 24 months.
- VI. The role of the business/industry advisory committee shall be to ensure that ~~students receive the knowledge and skills necessary to enter a specific field of employment~~ vocational programs meet current industry standards and maintain a minimum academic rigor that meets state graduation requirements.
- VII. ~~The chair of the advisory committee should be a member of industry and should serve a minimum of one year.~~ The advisory committee

V & VII are
redundant

**OCCUPATIONAL/VOCATIONAL CAREER AND TECHNICAL
EDUCATION PROGRAMS**AP No.
4102

Board Reviewed: 8/15/07; 12/14/11

Page 2 of 2

should be comprised of business or industry professionals to serve as liaisons between industry and school officials.

- VIII. Rio Hondo College staff should take and transcribe minutes of all formal meetings and these should be on file with the Vocational Technical Education Act (VTEA) Local Plan.
- IX. Each ~~Vocational~~/Career and Technical Education program should determine the methodology for documenting the competence of students completing the program as well as the level of preparation for entry level employment.
- X. Reference:

Title 5 Sections 55600 et seq.;

34 Code of Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. ~~34 C.F.R. Part 600.] (CCLC)~~
Education Code Sections 51226 et seq., and 53086;
ACCJC Accreditation Standard II.A.14.

STANDARDS OF SCHOLARSHIP

Board Reviewed: 8/15/07, 12/12/12

CCLC edits in RED
Academic Senate edits in GREEN
PFC edits in PURPLE
PFC CONSENSUS 4/23/19

AP No.
4220

Page 1 of 7

- I. The following procedures for scholarship have been established by the Superintendent/President consistent with provisions of Title 5, Sections 55023, with appropriate involvement of the **faculty and** Academic Senate. ~~(Title V)~~
- II. Grades – Determination of a student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. Grades given in error will be expunged from the record.
- III. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade-point average (GPA). Only degree applicable course grades will be used to calculate a student's GPA. The highest grade shall receive four (4) points, and the lowest grade shall receive zero (0) points, using only the following evaluative symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Pts. /Per Unit</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass indicates a grade of "C" or better. - Units awarded but not counted in GPA.	
NP	No Pass indicates grade lower than a "C". grade - Units not counted in GPA.	
SP	Satisfactory Progress towards completion of the course. (Used for noncredit courses only.)	
I	Incomplete	
IP	In Progress	
RD	Report Delayed	
W	Withdrawal from class by the drop deadline	
MW	Military Withdrawal	

The following non-evaluative symbols may also be used:

<u>Symbol</u>	<u>Definition</u>
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal from class by the drop deadline
MW	Military Withdrawal
EW	Excused Withdrawal (The EW symbol may be used to

STANDARDS OF SCHOLARSHIPAP No.
4220

Board Reviewed: 8/15/07, 12/12/12

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denote withdrawal in accordance with Title 5 Section 55024.)

- IV. I: Incomplete – An incomplete grade, "I," may be assigned for academic work not completed for unforeseeable emergencies and justifiable reasons at the end of the term. The instructor shall provide a written record containing the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.
- The "I" may be made up no later than one (1) year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period. The "I" symbol shall not be used in calculating units attempted or for grade points.
- V. IP: In Progress – An in-progress grade, "IP," shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is in progress but that assignment of a substantive grade must await completion of the course. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit of credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade-point averages.
- VI. RD: Report Delayed – The report delayed grade, "RD," may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade-point averages.
- VII. W: Withdrawal – A withdrawal from class during ~~weeks one through five~~ the first four weeks of the fall and spring semesters, or thirty percent (30%) of the course, whichever is less, will not appear on a student's permanent record.
- ~~A. A student who withdraws from class during week six (6) through the drop deadline of the fall and spring semesters will receive a "W" grade. The record of enrollment will appear on the student's permanent record. Short-term and summer classes will have different drop deadlines than semester-length classes. Check the current Schedule of Classes or with the Office of Admissions and Records for specific deadlines.~~
- A. A student who withdraws from class between the end of the fourth (4th) week and the last day of the twelfth (12th) week or seventy-five percent (75%) of the course, whichever is less, will receive a "W" grade symbol. Short-term and summer classes will have different drop deadlines. Check the current Schedule of Classes or with the Admissions and Records Office for specific deadlines.

STANDARDS OF SCHOLARSHIP

AP No. 4220

Board Reviewed: 8/15/07, 12/12/12

Page 3 of 7

- B. A student may drop any class WITHOUT the instructor's signature. The class instructor **may MAY** drop a student for non-participation before the drop deadline. After the drop deadline, a "W" may be granted only in cases of extenuating circumstances. In such cases, a petition may be obtained in the Office of Admissions and Records Office and will be acted upon by the Director, Admissions and Records.

- VIII. **EW: Excused Withdrawal** – An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiving, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when a student is the subject of an immigration action, or other extenuating circumstances, making course completion impracticable.

In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer.

Documentation substantiating the condition is required, when provided an excused withdrawal symbol may be assigned at any time after the last day to withdraw without a "W." The withdrawal symbol so assigned shall be an "EW."

A. Excused withdrawal shall not be counted in progress probation and dismissal calculations.

B. Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

- IX. **MW: Military Withdrawal** – A military withdrawal grade, "MW," occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from courses. Upon verification of such orders, a student can petition to withdraw from classes and, when authorized, the student will be withdrawn with a "MW" military withdrawal designation on the student's transcripts. A military withdrawal will not be used in calculating a grade-point average or for progress probation.
- X. **Grade Report** – Grades will be issued at the end of each semester. **Grades are posted to the student's record and may be viewed in the student portal in AccessRIO.**
- XI. **Correction of Grades** – The college adheres to Education Code Section 76224 (a) which states: "When grades are given for any course taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the

STANDARDS OF SCHOLARSHIPAP No.
4220

Board Reviewed: 8/15/07, 12/12/12

Page 4 of 7

instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

XII. Pass/No Pass Courses

- A. In addition to courses in which all students are evaluated on a pass/no pass ("**P/NP**") basis, students may enroll in one course each semester on a "**P/NP**" basis. They may elect at registration, or no later than the end of the **fourth (4th) week or thirty percent (30%) of the course, whichever is less, fifth week**, whether the basis of evaluation is to be "**P/NP**" or a letter grade ~~(by end of first week of summer school)~~. "**P**" Pass is defined as "**C**" grade or better.
- B. ~~All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.~~ All units earned on a pass/no pass basis shall be counted toward satisfaction of community college curriculum requirements. Students will not be allowed to request a letter grade, ~~from a pass/no pass~~, after the dates listed in the Schedule of Classes nor to request a letter grade for previously completed courses in which they earned a "**P**" pass.

XIII. Credit by Examination

- A. The Board of Trustees of Rio Hondo College, in accordance with provisions of Title **V 5** (55050), authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled **as a Rio Hondo student** and successfully passes an examination administered by **staff personnel faculty**. ~~(Title V)~~
- B. Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in specific bodies of subject matter to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.
- C. Students shall be given course credit to a limit of twelve (12) Rio Hondo College units upon the successful completion of examinations. (Not to count as units in residence.) The student's transcript will denote credit earned through credit by exam.
- D. Each department identifies courses that are eligible for challenge. Students will receive a grade for each course challenged based on the written guidelines developed by the individual department.
- E. To challenge a class and receive credit by examination, a student must be registered at the college but not enrolled in the class to be challenged.

XIV. Probation

STANDARDS OF SCHOLARSHIP**AP No.
4220**

Board Reviewed: 8/15/07, 12/12/12

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- A. Academic Probation – A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were graded on the basis of the grading scale described in the section on grading. If a student is placed on academic probation for two (2) consecutive semesters, the student must receive approval by a counselor prior to registering for classes in the following semester.
- B. Removal from Academic Probation – A student on academic probation for a grade-point deficiency shall be removed from probation when the student's accumulated grade-point average is 2.0 or higher.
- C. Progress Probation – A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of "F," "W," "I," and "NP" are recorded reaches or exceeds the number of units with other grades.
- D. A student on progress probation because of an excess of units for which entries of "F," "W," "I," and "NP" are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.
- XV. Dismissal – A student shall be dismissed from the college for a period of one (1) semester (excluding summer session) when his/her grade-point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of "F," "W," "I," or "NP". Before reinstatement to the college, the student must meet with a counselor.
- XVI. Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling, Matriculation, and Outreach.
- XVII. Repetition of Courses – Students are not permitted to enroll again in a course if the student received a satisfactory grade in the course, unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation. Further guidelines can be found in Administrative Procedure 4225.
- A. ~~It is a violation of state law and college policy to repeat a course unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation.~~
- B. Guidelines
1. ~~A course in which a student grade of a "D," "F," or "NP" has been recorded may be repeated twice.~~

**Info. In XVII appears in
AP 4225.**

STANDARDS OF SCHOLARSHIPAP No.
4220

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- ~~In computing the grade-point average (GPA) of a student repeating courses, the most recently earned grade shall be used for courses repeated for a grade of "D", "F" or "NP" for the first twenty (20) units of coursework repeated. In order to ensure a true and complete academic record, the original grade record shall not be changed or removed on the official academic transcript.~~
 - ~~Students may use coursework from any accredited college to replace Rio Hondo College coursework in which a "D", "F" or "NP" was recorded provided the courses are articulated as being equivalent.~~
 - ~~Students must complete a Petition for Course Repetition with Previous Substandard Grade form available in the Office of Admissions and Records in order to remove the effects of the "D" or "F" grade from the GPA.~~
2. ~~A course in which a student grade of a "P" or "C" or better has been recorded may not be repeated except under extenuating circumstances or for a significant lapse of time.~~
- ~~Student's wishing to repeat a course for which they received a "P" or "C" or better grade must complete a Course Repetition with Previous "P/C" Grade or Better form available in Office of Admissions and Records and submit it with appropriate signatures and approvals to the Office of Admissions and Records.~~
 - ~~In computing the GPA of a student approved to repeat a course because of extenuating circumstances or a significant lapse of time, the most recent grade will not earn additional units or grade points towards improving or changing the previous grade earned in the class.~~
 - ~~Successful repetition of a course originally passed does not carry additional unit credit towards a degree or certificate.~~
3. ~~Students who repeat a course without appropriate authorization may be administratively dropped from the class.~~
4. ~~A student's record will be appropriately marked indicating those courses that have been repeated.~~
5. ~~A course may be repeated without a petition if it is listed in the college catalog as a repeatable course.~~

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4220**

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XVIII. Basic Skills Enrollment

The California Education Code limits students to no more than thirty (30) semester units of pre-collegiate basic skills units. Basic skills courses are defined as courses "in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(d) of Title V." Rio Hondo College defines basic skills courses as courses in reading, writing, computation and English as a Second Language with a course number less than forty (40). ESL and learning disabled students are exempted. Students who feel they would benefit by taking more than thirty (30) semester units of pre-collegiate basic skills courses should see the Dean of Counseling. **and Student Development**

XIX. Reference:

Education Code Section 70902 (d)
Title 5, Sections 55040, 55042, 55043, 55044, 55045

COURSE REPETITION

Board Reviewed: 3/10/10; 6/12/13; 5/9/18

CCLC edits in RED
PFC edits in PURPLE
PFC CONSENSUS 4/23/19AP No.
4225

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- I. Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, ~~W~~) or non-evaluative symbol (W, MW) in a credit course, re-enrolls in that course, and a grade symbol is received. ~~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.~~
Students may be permitted an additional enrollment in the same credit course if the course is designated as repeatable, to alleviate a substandard grade, or if there is an exception which permits an additional enrollment. Students are limited to the original enrollment plus two additional enrollments to alleviate a substandard grade.
- 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, or until the student receives a satisfactory grade in that course, whichever comes first. 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.
 - 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 (MW) and excused withdrawals (EW). The "W" shall not be used in calculating a student's GPA, but must be used in determining probation and dismissal. (§55024) ~~The "EW" and "MW" are not used in determining probation and dismissal.~~
 - 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

AP No. 4225

Board Reviewed: 3/10/10; 6/12/13; 5/9/18

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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

COURSE REPETITION**AP No.
4225**

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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

PROBATION

Board Reviewed: 8/15/07; 5/14/14

CCLC edits in RED
Academic Senate edits in GREEN
PFC edits in PURPLE
PFC CONSENSUS 4/23/19

AP No.
4250

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- I. **Notification of Probation** – Students is are entitled to be notified of his/her ~~their~~ academic probation and the availability of college support services to respond to the academic probation before the student is dismissed. They will also be notified that they need to meet with a counselor prior to reinstatement to the college. Notification will consist, at minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on academic probation shall be sent to the student ~~informing the him/her them him/her that he/she is they are he/she is on academic probation.~~ "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college they attend. Probation and dismissal status may be appealed to the Dean of Counseling, Student Success.

II. Probation Standards

- A. **Disciplinary Probation** – A student may be placed on disciplinary probation for infraction of state law, Education Code, Board policy, student government regulations, or behavior unbecoming a student at Rio Hondo College.

Students on disciplinary probation may not represent the College in any activity, conference, or field trip, nor can they hold office in the Associated Students of Rio Hondo College (ASRHC) or in any student body sponsored club.

- B. **Academic Probation** – A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in the section "Grading System." ~~If a student is placed on academic probation, the student must receive approval by a counselor prior to registering for classes in the following semester.~~ A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed, as long as this minimum semester grade point average is maintained each term. When a student is placed on academic probation, the student must receive approval by a counselor prior to registering for classes in the following semester.

This was moved here. Was originally item F.

- C. **Removal from Academic Probation** – A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.
- D. **Progress Probation** – A student who has ~~enrolled in a total of attempted~~ at least 12 ~~semester~~ units, as shown by the official academic record, shall be placed on progress probation when the number of all units in which a student has ~~enrolled attempted~~ and for which entries of "F," "W," "I," and "NC" "NP" are recorded, reaches or exceeds ~~the number of units with other~~ grades 50 percent of all attempted units.

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4250

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Moved to NEW
item F.

At the end of the third semester for which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student ~~student informing him/her them him/her that he/she is they are he/she is subject to dismissal.~~

- E. **Removal from Progress Probation** – A student on progress probation because of an excess of units for which entries of "F," "W," ~~"NC"~~ and "I," and **"NP"** are recorded, shall be removed from probation when the total number of units in this category drops below ~~the number of these with other grades~~ 50 percent of all units attempted.

Moved to Item B.

- F. ~~Probationary Letter – The letter notifying the student of probation will cover, at minimum, the significance of being on probation and description of the services available.~~
- ~~A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.~~

- F. **Subject to Dismissal** – At the end of the third semester for which the student is on academic and/or progress probation, a notice that the student is subject to dismissal will be sent to the student.
- G. **Dismissal** – A student shall be dismissed from the College for a period of one semester (excluding summer session) when his/her grade point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of "W," "I," or ~~"NC"~~ **"NP"**. Before reinstatement to the college, the student must meet with a counselor.

~~III. Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling, Student Success. (moved to first paragraph)~~

IV. Source / Reference: Title 5, Section ~~55754, 55755, 55759~~ **55031-55034**

PROGRAM DISCONTINUANCEAP No.
4021

Board Reviewed: 8/15/07; 5/13/15; 6/8/16

Page 1 of 4

Academic Senate edits in GREEN
PFC edits in PURPLE
PFC CONSENSUS 4/24/19**I. Initiation of Program Discontinuance**

Program discontinuance is an academic and professional matter. Considerations that are integral to this procedure include its effects on students, curriculum, budget and planning, and regional labor needs in the case of career and technical disciplines.

The procedure for program discontinuance should have no adverse effect on current students, involve the creation of a timeline for review and recommendations for improvement and action, and ensure the responsibility for program discontinuance is the shared function of faculty and administration.

The Program Review Committee, the administration, or the faculty, in consultation with the Vice President of Academic Affairs and the Academic Senate, can request an analysis for the discontinuance of a program. This does not need to occur within the planning or program review period, which shall be every two years for **vocational career and technical education** programs and every six years for academic programs.

II. Initial Analysis

Elements in the program discontinuance analysis may include, but are not limited to:

Qualitative data

1. Effects on students
2. Balance in the college curriculum
3. Education and budget planning
4. Issues of regional coordination for occupational programs
5. Quality of the breadth and depth of the curriculum
6. The teaching and learning process
7. Student satisfaction
8. Perception of the program at articulating universities, local businesses and/or industry, and the community
9. Factors of employment in business and industry
10. Goals and objectives in the Educational Master Plan

Quantitative Data

1. Enrollment trends (e.g., lack of demand) over a sustained period of time
2. Frequency of course section offerings to assure reasonable availability for students
3. Retention rates
4. Success rates
5. Term-to-term persistence for those in courses in the **major program**
6. Student completion rates
7. Demand in the local and regional workforce
8. Availability of transfer major **(CCLC)**
9. Cost to develop and maintain program.

PROGRAM DISCONTINUANCE**AP No.
4021**

Board Reviewed: 8/15/07; 5/13/15; 6/8/16

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III. Program Discontinuance Task Force

The Vice-President of Academic Affairs, in consultation with the Academic Senate, will form the Program Discontinuance Task Force. The task force will be co-chaired by the Vice President and the Academic Senate President or their designees. Members shall include a faculty member in the division containing the program, the dean of the affected division, one other dean, and one faculty member who is not in the affected division. Faculty are appointed by the Academic Senate. Where appropriate, program support staff, student services personnel, and the community may be invited to participate. Meetings of the task force shall be public.

IV. The charge to the Program Discontinuance Task Force is:

1. Gather and evaluate all qualitative and quantitative evidence
2. Recommend to the Superintendent/President, the Academic Senate and the Planning Fiscal Council that a program should
 - a. Continue
 - b. Continue with Qualifications
 - c. Discontinue

V. The task force will review the materials related to the program analysis, as well as data supporting the following criteria:**A. Vocational Career and Technical Education Programs**

1. Declining market/industry demand
2. Advisory Committee recommendation
3. Decreasing number of students enrolled
4. Low or decreasing WSCH/FTEF
5. Poor rate for student achievement of program goals (e.g. completion rate, numbers of degrees and certificates, job placement)
6. Decline in importance of service to related disciplines (applies only when discipline does not offer degree or certificate)

B. Academic Programs

1. Declining university transfer trends
2. Insufficient frequency of course offerings to assure reasonable opportunity for completion of the program
3. Lack of available resources
4. Poor retention within courses
5. Poor rate for student achievement of program goals (e.g. completion rate, numbers of degrees and certificates)
6. Unavailability of the transfer major
7. Poor term-to-term persistence for students in the major

VI. Within 90 days of being convened, the task force will determine which recommendation shall be forwarded to the Superintendent/President, the Academic Senate, and the Planning and Fiscal Council.

PROGRAM DISCONTINUANCE**AP No.
4021**

Board Reviewed: 8/15/07; 5/13/15; 6/8/16

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- A. Recommendation to Continue – A recommendation for a program to continue must contain a documented argument based on the qualitative and quantitative data.
- B. Recommendation to Continue With Qualifications – A recommendation for a program to continue with qualifications must contain a documented argument based on the qualitative and quantitative data. Qualifications may consist of requirements of an external regulatory, governing, or licensing body to which the program is subject.

The task force will create a timeline not longer than 18 months that incorporates actions to be undertaken by the program faculty and division dean and the expected outcomes. The Vice President of Academic Affairs will monitor the program's progress. At the end of the specified time, the task force will reevaluate the program.

- C. Recommendation to Discontinue - A recommendation for a program to be discontinued must contain a documented argument based on the qualitative and quantitative data. Should an external regulatory, governing, or licensing body order the discontinuance, the recommendation shall be considered mandated.

In the event of a recommendation to discontinue, the task force will create a timeline for phasing out the program. The plan must include procedures to allow currently enrolled students to complete their plans of study as outlined below.

VII. Completion of Plans of Study

In the event a program is discontinued, the Vice President of Academic Affairs and the dean of the affected program will devise a plan that allows currently enrolled students in the program can complete their plan of study in accordance with the College Catalog. The plan will include the following actions:

- A. ~~4.~~ Identify and contact students in the affected major, degree, and or certificate program.
- B. ~~2.~~ Award degrees and certificates to students who have already completed but not petitioned.
- C. ~~3.~~ Identify courses that each student must complete.
- D. ~~4.~~ Confirm which faculty teach the courses identified in C.
- E. ~~5.~~ Appoint a faculty member as program coordinator during the discontinuance process.
- F. ~~6.~~ Confirm sufficient counseling support exists for each student.
- G. ~~7.~~ Develop Admissions and Records procedures to ensure students enroll in courses identified in C.
- H. ~~8.~~ Identify similar programs at area colleges.
- I. ~~9.~~ Determine if completed courses will transfer so that a student may complete the program, degree, and/or certificate at the area college.
- J. ~~10.~~ Establish the length of time needed for each student to complete.

PROGRAM DISCONTINUANCEAP No.
4021

Board Reviewed: 8/15/07; 5/13/15; 6/8/16

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- K. ~~11.~~ Develop a schedule for each student so that he/she is ensured of timely completion.
- L. ~~12.~~ Create a program-wide timeline for final discontinuance of the affected program.
- M. ~~13.~~ Communicate the action plan to affected students as well as program faculty.
- N. ~~14.~~ Communicate the action plan to the community and external agencies and licensing groups where appropriate.

VIII. Conclusion of the Process

The Program Discontinuance Task Force will forward its recommendation to the Superintendent/President, the Academic Senate, and the Planning and Fiscal Council. As program discontinuance is an academic and professional matter, mutual agreement is required.

Upon mutual agreement after receiving the recommendation, the Superintendent/President will forward the recommendation to the Board of Trustees. Any program that receives a recommendation to discontinue can be terminated by the Board within a year.

IX. Collective Bargaining

As this procedure impacts employment, it is a matter of collective bargaining in all cases. The Rio Hondo College Faculty Association and the California School Employees Association will be notified and given the necessary time to resolve the issues of collective bargaining.

X. Sources/ References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
ACCJC Accreditation Standard II.A.15

**PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE
AND GENERAL EDUCATION**AP No.
4025

Board Reviewed: 8/15/07; 6/8/16

NO Academic Senate edits
PFC edits in PURPLE
PFC consensus 4/23/19

Page 1 of 1

- I. The philosophy and criteria for the associate degree and general education in the Rio Hondo Community College District addresses the following considerations. These include but are not limited to the following:
 - A. The programs of the Rio Hondo Community College District are consistent with the institutional mission, purposes, demographics and economics of its community.
 - B. The philosophy and criteria shaping the associate degrees of the Rio Hondo Community College District shall include learning experiences that lead to the specific capabilities and insights, including the following:
 1. To think and communicate clearly and effectively both orally and in writing;
 2. To ~~use mathematics~~ employ quantitative reasoning;
 3. To understand the modes of inquiry of the major disciplines;
 4. To be aware of other cultures and eras;
 5. To achieve insights regarding ethical problems;
 6. To develop the capacity for self-understanding.
- II. The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including the following:
 - A. General ~~E~~ducation is designed to introduce students to the variety of means through which people comprehend the modern world.
 - B. General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.
- III. The District ensures that its philosophy on associate degrees and general education is maintained through the processes and procedures of the Curriculum committee, articulation agreements, and through the reaffirmation of local, regional and national accreditation.
- IV. Sources/References:

Title 5 Section 55061
ACCJC Accreditation Standard II.A (formerly II.A.3)

REPEATABLE COURSES

NO Academic Senate edits
PFC edits in PURPLE
PFC CONSENSUS 4/23/19

AP No.
4227

Board Reviewed: 2/17/10; 6/12/13

Page 1 of 1

- I. The following types of courses are designated as repeatable:
 - A. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
 1. The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree (59020 et seq.).
 - B. Courses designated by TOP code as an **l**intercollegiate **A**athletics course, subject to limitations identified in section 58162;
 - C. Courses designated as an **l**intercollegiate **A**cademic or **V**vocational **C**ompetition course;
 1. Enrollment in courses that are related in content is limited to no more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances (section 55045).
- II. All courses which are repeatable shall be identified and designated as such in the college catalog.
- III. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.
- IV. References:
Title 5 Sections 55000, 55040, 55041, 55045, 58162, and 59020

GRADE CHANGES

Board Reviewed: 8/15/07; 12/8/10

Academic Senate edits in GREEN
NO PFC edits
PFC Consensus 4/23/19**AP No.**
4231

Page 1 of 1

- I. The instructor of the course shall determine the grade to be recorded for each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. A student has one year from the end of the term in question to request a grade change. In the case of fraud, bad faith, clerical error, incompetence, or unavailability of instructor or death of instructor, the final determination concerning removal or change of grade will be made by the Vice President of Academic **Services Affairs** with the appropriate involvement of faculty from the discipline and the Academic Senate. All returned work must be retained by the student as documented evidence in order to pursue a request for a grade change.
- II. Reference:

Education Code Section 76224; Title 5, Section 55760

PASS/NO PASS

Board Reviewed: 8/15/07; 4/11/12

NO Academic Senate edits
NO PFC edits
PFC Consensus 4/23/19

AP No.
4232

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Note: This procedure is **optional** but is **legally advised** if the District offers courses for pass-no pass basis.

- I. Courses may be offered in either or both of the following categories:
 - A. Courses in which all students are evaluated on a "pass -no pass" basis.
 - B. Courses in which each student may elect on registration, or no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be pass-no pass" or a letter grade.
- II. A student electing to be evaluated on a "pass -no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course.
- III. In computing a student's grade-point average, units earned on a "pass-no pass" basis are omitted.
- IV. A credit grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.
- V. The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.
- VI. Pass/no pass petitions cannot be granted after the date published in the class schedule.
- VII. Reference: Title 5, Section, 55022

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

IV. INFORMATION ITEM

2. Building Program Update

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

IV. INFORMATION ITEM

3. Special Events Planning Schedule

RHC Special Events Planning

Date	Event	Goal & Objective
June	Board Retreat	BOT Team Building BOT Goals & Objectives (Rev) Preparing for Sup: -Sup orientation with Board President -BOT Dinner w/Sup -BOT Protocols -BOT w/ Sup Retreat (Sept.) -Campus wide Retreat (Support)
July 1 st Week	Superintendent/President (Sup) Orientation with Board President	Primer on RHCCD Walk around Brief introductions
July 2nd-3rd Week	Dinner with BOT and Sup	Get to know Sup
July 2-3 rd Week	Small reception: Campus Constituent Groups Academic Senate Exec, CSEA-Exec, Student government and management exec	Get to know Sup and campus leaders Introductions Ice Breakers
September- December	BOT Retreat with Sup	Board Goals Protocols
September mid-late	BOT and Community Reception for Sup	Local leaders: City councils and staff, School Districts and staff, CBO leaders, activist leaders,
Dec, January, Feb or March?	Campus Wide Retreat (all groups) (BOT listening in) (under direction of Sup)	Organized by Campus-wide committee. BOT in support but not in planning -Team Building

**RIO HONDO COMMUNITY COLLEGE DISTRICT
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AGENDA**

IV. INFORMATION ITEM

4. Discussion on the Activities for Board Goals

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, May 8, 2019, 6:00 p.m.
AGENDA**

IV. INFORMATION ITEM

- 5. Board Calendar of Events 2019**

RIO HONDO COLLEGE – BOARD OF TRUSTEES **2019 Calendar of Events – Updated 04/10/19**

MAY	May 3-5	CCLC Annual Trustees Conference	Resort at Squaw Creek, Olympic Valley, CA 96146
	May 7	Special Board Meeting – Closed Session	<ul style="list-style-type: none"> Interviews for Superintendent/President
	May 8	Regular Board Meeting	<ul style="list-style-type: none"> Board receives and completes self-evaluation Instrument 5-Year Construction Plan Vision for Success TBD
	May 17	BA Degree Automotive Technology Graduation Dinner	Lot A
	May 23	Commencement (5:30 pm)	
	May 27	HOLIDAY – COLLEGE CLOSED	
JUNE	June 5	New Student Trustee Orientation	
	June 12	Regular Board Meeting	<ul style="list-style-type: none"> Tentative Budget Equity Plan
	June 20-22	NALEO 36TH Annual Conference	Miami, Florida
JULY	July 4	HOLIDAY – COLLEGE CLOSED	
	July 10	Regular Board Meeting	<ul style="list-style-type: none"> Guided Pathway Update Veterans Program
AUGUST	August 14	Regular Board Meeting	
	August 16-18	CCLC Student Trustee Workshop	Mission Valley Double Tree
	August 16	FLEX Day	
	August 21	Special Board Meeting	<ul style="list-style-type: none"> Board of Trustees Self Evaluation Results Discussion of Board Goals 2019-2020
SEPTEMBER	September 2	HOLIDAY – COLLEGE CLOSED	
	September 11	Regular Board Meeting	<ul style="list-style-type: none"> Adopted Budget

RIO HONDO COLLEGE – BOARD OF TRUSTEES
2019 Calendar of Events – Updated 04/10/19

	September 14-14	NALEO Policy Institute on Emergency Response and Management	California
	September 27-28	NALEO National Policy Institute on School Governance, and NALEO National Policy Institute on Higher Education Governance	Denver, Colorado
OCTOBER	October 9	Regular Board Meeting	<ul style="list-style-type: none"> Review and Discussion Board Goals 2019-2020
	October 24-27	ACCT Leadership Congress	New York City
	October 25-26	NALEO Legislative Summit	Las Vegas, NV
NOVEMBER	November 11	HOLIDAY – COLLEGE CLOSED	
	November 13	Regular Board Meeting	
	November 21-23	CCLC Annual Convention	<ul style="list-style-type: none"> Approval Board Goals 2019-2020
	November 22-23	HOLIDAY – COLLEGE CLOSED	Riverside, CA
	November 25-26	NALEO Policy Institute on Public Finance	Location TBD
DECEMBER	December 11	Regular Board Meeting Annual Organization/Election of Officers	<ul style="list-style-type: none"> Bond and Financial Audit
	Dec. 24 – Jan 1	Winter Break – College Closed	