

**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**Offices of Evening/Weekend College & Human Resources**

**DATE:** August 16, 2008  
**TO:** Faculty  
**FROM:** Vik Hovsepian  
Barry Perea  
Evening/Weekend College Coordinators

Please inform the Evening/Weekend College in the event you are:

- **dismissing class early**
- **arriving on campus late**
- **having an emergency**
- **reporting absences after 4:30 PM**

**SUBJECT: Faculty Check List "SURVIVAL TIPS"**

The items below are aimed at assisting you to get off to a smooth start and to know where to go throughout the semester if and when any questions arise. Please feel comfortable to contact our office at any time for information regarding any and all college related issues. We are here to keep you "**in the know.**"

**OUR OFFICE HOURS**

**Evening/Weekend Office**

[5:00 pm – 10:00 pm]



**Room A 108**

Phone: (562) 908-3437 or Ext. 3437

Lisa Lozano/Graciela Trejo answer the phones

**Human Resources Office**

[8:00 am – 5:00 pm]



**Room A 108**

Phone: (562) 908-3405 or Ext. 3405

HR personnel answer the phones

**Regular Hours:**

Monday through Thursday

**8:00 A.M. through 10:00 P.M.**

→ Fridays: 8:00 A.M – 5:00 P.M.

→ Saturdays: 7:30 A.M. - 4:00 P.M.

**1. Who do I contact for assistance ?**

**A. Morning (8:00 AM – 4:30 PM)**



**(Monday - Friday) !!**

a. *Your department FIRST!*

**B. Evening (4:30 PM – 10:00 PM)**



**(Monday – Thursday) !!**

a. *Evening College*

b. How can I reach the offices of Evening/Weekend College &/or Human Resources ?

Room A108. [...(562) 908 - 3437 and/or (562) 908 - 3405...]

Lisa Lozano – Evening College Receptionist MTW

Graciela Trejo – Evening College Receptionist Th S

Vik Hovsepian – Evening College Coordinator

Barry Perea – Weekend Collage Coordinator

**Please Note:** Vik Hovsepian/ Barry Perea/Bob Itatani alternate positions as deemed necessary.

## FALL 2008 Semester Calendar



**Primary Term is defined as: August 23, 2008 – December 13, 2008**



Open Registration	...	August 18 – 22, 2008
Late Registration	...	August 23 – September 3
→ <b>New Hire Orientation</b>	...	<b>August 16, 2008 (Saturday)</b>
<b>Survival Tips – FALL 2008</b>	...	<b>August 16, 2008</b>
→ <b>FALL FLEX Day</b>	...	<b>August 22, 2008 (Friday)</b>
→ <b>Start Weekend College</b>	...	<b>Saturday, August 23, 2008</b>
→ <b>Unofficial &amp; Pre Census Rosters</b>	...	<b>August 21, 2008</b>
<b>Returned to Admissions</b>	...	<b>September 8, 2008</b>
→ <b>Last Day to Add by students</b>	...	<b>September 3, 2008</b>
Semester Length Classes (Turn In Add Cards by students)		
→ <b>Semester Begins</b>	...	<b>Saturday, August 23, 2008</b>
→ <b>Daily Activity Rosters</b>	...	<b>August 23 to September 3</b>
→ <b>Weekly Activity Rosters</b>	...	<b>September 12 to September 26</b>
Deadline for Refunds	...	September 3, 2008
→ <b>Drop without a "W" entry</b>	...	<b>September 25, 2008</b> (Semester length classes)
→ <b>Drop with a "W" entry (latest)</b> (for <i>Primary Term</i> Classes)	...	<b>November 13, 2008</b>
Deadline to petition CR/NC (for semester length classes)	...	September 25, 2008
→ <b>Permanent Rosters</b> (distributed to faculty)	...	<b>September 18, 2008</b>
→ <b>Holidays (College Closed)</b>	...	<b>September 1, November 12</b>
<b>Thanksgiving</b>	...	<b>November 27 - 28</b>
<b>Winter Break</b>	...	<b>December 24 – Jan 2</b>
Deadline to petition for Graduation	...	November 7, 2008
→ <b>Drop Deadline Rosters</b> (distributed to faculty)	...	<b>October 30, 2008</b>
→ <b>Drop Deadline Rosters (returned)</b>	...	<b>November 14, 2008</b>
→ <b>Grade Rosters Distributed</b>	...	<b>December 2, 2008</b>
→ <b>Grade Rosters (returned)</b>	...	<b>December 17, 2008</b>
FALL FLEX obligation DEADLINE	...	Dec 1 (last day to submit forms) \$\$\$\$
→ <b>Weekend College FINALS</b>	...	<b>December 12 &amp; 13, 2008</b>
→ <b>Finals Week</b>	...	<b>December 8 – 13, 2008</b>
<b>Semester Ends</b>	...	<b>December 13, 2008</b>

**2. Have I completed all my paperwork for official employment?** ☞☞

(I have if I want my paycheck on time! If not, call Kathy Osollo in the Human Resources for help at Extension 3405.)

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | ➔ | Have you turned in your employment papers ?  |
| <input type="checkbox"/> | ➔ | Have you completed your I-9 form verifying your right to work in the United States ?               |
| <input type="checkbox"/> | ➔ | Have you had your fingerprints taken or Live Scan done yet ?                                       |
| <input type="checkbox"/> | ➔ | Have you taken care of PARKING/I.D. Photo ?  |
| <input type="checkbox"/> | ➔ | Have you had either a CHEST X - RAY or INTRA-DERMAL TUBERCULIN SKIN TEST within the last 4 years ? |

TDD for the Hearing Impaired: Any person requiring the services of the TDD (Telecommunications for the deaf) should call the Disabled Students TDD number at (562) 463 - 4633 ( refer to item 42 ).

**3. Do I have a copy of:**

- A. The most current Collective Bargaining Agreement between the College and the Faculty ? (You may obtain copies from our office)
- B. The most current Faculty Handbook “update”?  
(You may secure copies from our office)

**4. Is there a departmental course syllabus, course outline, or statement of goals and objectives available for your class?** Check with your department.

**5. Does my department have some helpful student handouts including study guides, reinforcement worksheets, and tests available for my use?** Check with your department.

**6. Where do I obtain teachers' copies of the class textbooks and supporting materials ?** Check with your department.

**7. Is there an Attendance and Grading Policy?**  
Yes, you may pick up a copy from your department.

**8. When are grades due and when do students receive their grades ?**  
See Semester Calendar after Item # 1.

**9. What is the final exam schedule ?** ☞☞  
Refer to the FALL Class Schedule. All faculty must adhere to this schedule.

**10. What do I do to get instructional aid material, films, video tapes, etc. ?**  
(Instructional Resources Center IRC)

- Library circulation desk on the 3rd floor.
- (562) 908-3416
- Please make arrangement ahead of time!!!

**Note:** It is your responsibility to make the appropriate arrangements to check out and return equipment.

M-Th	7:30 am – 9:00 pm
F	7:30 am – 1:00 pm
S	9:00 am – 4:00 pm

**\*11. Payday Schedule !!!**

- A. When is PAYDAY?** Paychecks will be released after 2:30 P.M. on paydays. Paychecks will be placed in your mailboxes unless other arrangements have been made.
  - ☛ Note #1: Checks may be mailed if self-addressed stamped envelopes are provided.
  - ☛ Note #2: For explanations regarding withholdings refer to item #12 of this packet.
- B. Are there any restrictions?**  
L.A. County Office of Education CONTROLS THE DATES.

**Full –Time Instructors for the 2008-2009 school year will be as follows:**

<b>FALL 2008</b>	<b>SPRING 2009</b>
Friday, September 19, 2008	Friday, February 6, 2009
Friday, October 17, 2008	Friday, March 6, 2009
Friday, November 14, 2008	Friday, April 3, 2009
Friday, December 12, 2008	Friday, May 1, 2009
Friday, January 09, 2009	Friday, May 29, 2009

**Note**

Direct deposit for Part-Timers is available. Please see payroll for details.

**Part-Time Instructors and Overload Pay will be as follows:**

<b>PAYDAY</b>	<b>PAY PERIOD</b>
<b>F</b> Wednesday, October 1, 2008	08/23/2008 - 09/19/2008
<b>A</b> Wednesday, October 29, 2008	09/20/2008 - 10/17/2008
<b>L</b> Wednesday, November 26, 2008	10/18/2008 - 11/14/2008
<b>L</b> Wednesday, December 24, 2008	11/15/2008 - 12/12/2008
Thursday, January 22, 2009	12/13/2008 - 01/09/2009
<hr/>	
<b>Intersession Paydays</b>	
Thursday, January 22, 2009	12/13/2008 - 01/09/2009
Friday, February 20, 2009	01/10/2009 - 02/06/2009
<hr/>	
<b>S</b> Friday, February 20, 2009	01/10/2009 - 02/06/2009
<b>P</b> Wednesday, March 18, 2009	02/07/2009 - 03/06/2009
<b>R</b> Wednesday, April 15, 2009	03/07/2009 - 04/03/2009
<b>I</b> Wednesday, May 13, 2009	04/04/2009 - 05/01/2009
<b>N</b> Wednesday, June 10, 2009	05/02/2009 - 05/29/2009
<b>G</b>	

**\$ PAYCHECKS WILL BE RELEASED AFTER 2:30 PM ON PAYDAYS \$**

Timecards for hourly and substitutes must be in the Payroll Department on the last day of each pay period (i.e. 09/19/2008). Timecards received one day late will be paid on the following payday.

If you would like to have your check(s)/stub(s) mailed, please provide the Payroll Department with a self-addressed and stamped envelope(s).

**\*This schedule is subject to change by the Los Angeles County Office of Education.**

**Note: Payroll department places checks in your official mailboxes (A Building 1<sup>st</sup> floor mailboxes). Check with Evening/Weekend College if your paycheck is not placed in your mailboxes.**

- \*12. Am I prepared for the "net" income on my paycheck?** See check stub explanation on the next page.  
 Direct Deposit is available.  
 Any Questions? Contact payroll at extension 7091.

**EARNINGS STATEMENT (Stub)**

Employee Name	School District Of Los Angeles County	Social Security Number	Marital Status/Exemptions FED #6 STATE	Pay Loc	Cycle	Dist. No
		-----Reductions ----- #1 STRS RED, PERS, or APPLE (ARP)				
		-----TAXES----- #2				
Deductions #3	CTA					
Contributions #4	MEDCAR CON	STRS CON	STRS CON			
Year To Date #5	GR EARN'S	TX EARN'S	FED TAX	STATE TAX		

\*Address 3600 Workman Mill Rd Whittier, CA 90608

**Explanations regarding most frequent questions asked about \$\$\$\$\$\$**



**CHECK STUBS.**

**REDUCTIONS**

- ➔ #1 This (STRS or APPLE) amount is deducted from your salary & "reduces" taxable earnings  
 STRS - State Teachers' Retirement System (8% of salary), **OR**  
 APPLE Alternative Retirement Plan (ARP) - Your contribution to the APPLE retirement plan (3.75 % of salary)

- ➔ #2 **TAXES**  
 MEDCAR DED - Medicare (1.45%)  
 FWT - Federal withholding tax  
 SWT - State withholding tax

- ➔ #3 **DEDUCTIONS** (paid by the employee)  
 CTA - Union Dues  
 [please note: If you are a **full-time** employee elsewhere and **paying** CTA dues contact your union president for a REDUCED rate]

- ➔ #4 **CONTRIBUTIONS** (paid by the District)  
 MEDCAR CON - Medicare  
 STRS - State Teacher's Retirement System  
 APPLE Alternative Retirement Plan (ARP) retirement plan  
 SUI - State Unemployment Insurance

- ➔ #5 **YEAR TO DATE**  
 Calendar year to date accumulation for gross earnings, taxable earnings

- ➔ #6 **MARITAL STATUS/EXEMPTIONS**  
 M – Married; S - Single or married but withheld at a single rate

**\*13. Year 2008 Tax Changes and Withholding Information – Effective January 1, 2008.**

**Federal and State Income Tax Withholding**

Federal and state income tax withholding charts are available online at [www.jacoe.edu/payroll](http://www.jacoe.edu/payroll)

**A. Social Security-Medicare**

**Social Security – OASDI Maximum wages subject to Social Security – OASDI will increase to \$102,000 for 2008. The maximum tax withholding is \$6,324.00. The employee and employer rates remain unchanged at 6.2%.**

**B. Medicare – No Maximum. There is no cap on wages subject to Medicare tax. The employee and employer rate remains at 1.45%.**

<b>Tax Summary</b>	<b>Year 2008</b>
Social security rate	6.2 percent
Medicare rate	1.45 percent
Social security maximum wage base	\$102,000.00
Medicare maximum wage base	No limit
Maximum social security contribution (6.2%)	\$6,324.00
Maximum Medicare contribution (1.45%)	No limit

**Advanced Earned Income Credit (AEIC)**

**To receive the advanced Earned Income Credit, a Form W-5 must be filled. Employees who received AEIC in 2007, and will qualify again in 2008, must file a new W-5 Form to continue to receive AEIC in 2008.**

**14. Is there a departmental and/or college Attendance & Grading Policy ?**

Yes. A copy is available in our office.

**15. What is the lead time for ordering audio-visual and other materials in your department ?**

Check with your department.

**\*16. What are the procedures if I am to be absent ?** All absences must be reported to your Division

Division Secretary who is responsible for the time keeping records. The Secretary will post your room and note on the "sign-in" sheet any instructions you may have for your students.

In the event that extenuating circumstances **prevent** you from calling your department before 5:00 P.M., you are **REQUIRED** to contact the Evening College Office and give us your absence information. We will post your room and advise your department.

**Please Note:** Under no circumstances shall you make private arrangements for substitutes for any of your assigned classes without prior approval from your Division Dean.

**\*17. What arrangements should I make to bring a *guest lecturer* on campus ?**

Inform your department & make Parking arrangements.

**18. What is the library book check-out procedure ?**

(...Library 3rd floor...You need a Library Card...)

**19. Library Hours:**

- **Fall/Spring**

M-Th	.....	7:30 A.M. – 9:00 P.M.
F	.....	7:30 A.M. – 1:00 P.M.
S	.....	9:00 A.M. – 1:00 P.M.
- **Summer**

M-Th	.....	9:00 A.M. – 8:00 P.M.
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For General Information, call (562) 908-3417.

For Reference Assistance, call (562) 908-3484.

- ✓ Library Web site – <http://www.riohondo.edu/library> -- contains many features and services such as:
  - remote access to online databases
  - access to the library catalog, Sirsi Unicorn
  - subject guides
  - guide to writing research papers
  - email reference assistance from a librarian
  - how to cite sources
  - online form for orientation requests
- ✓ Library Orientations (general introduction or customized to your topic)
- ✓ Library Workshops on various topics, such as:
  - Understanding the Library Catalog, Meta Search Engines, Internet Basics, Finding Articles in ProQuest, Evaluating Web Sites, Citing Electronic Sources, Subject Guides for Research Papers, Finding Jobs on the Internet, Web Directories and Portals, Investment Sites Online, Search Engines

**\*20. What are the bookstore hours and some of the key services provided?**

**Rush Store Hours:**

- (M – Th)      ➔      7:30 A.M. – 10:00 P.M.  
F                ➔      7:30 A.M. – 6:00 P.M.  
S & S          ➔      9:00 A.M. – 4:00 P.M.

*(open the first three Saturdays of the Fall Semester: Aug 23, 30 & Sept 6, 9:00 a.m. – 4:00 p.m.)*

**Normal Store Hours:**

- (M - Th)      ➔      7:45 A.M. - 8:30 P.M.  
F                ➔      7:45 A.M. - 2:00 P.M.  
S & S          ➔      Closed

For more information call: (562) 463-7345

Store Manager's Name: Mrs. Carrie Robinson

e-mail: [0890mgr@fhcg.follett.com](mailto:0890mgr@fhcg.follett.com)

e-mail: [0890txt@fhcg.follett.com](mailto:0890txt@fhcg.follett.com) Text Manager: Noe Guerra

FAX: (562) 692-4007

**Some Key Services Provided:**

- Faculty & Staff Discounts: 20% during Faculty/Staff Appreciation Days
- Access to eOptions- placing your textbook orders via eFollett.com
- Access to eBooks- Providing digital media on textbooks when available for students



\*23. (a) **How do I meet the mandatory FLEX obligations ?**  
(Call the FLEX at Ext. 3210. They are only there part time, so leave a message and they will get back to you)

(b) **What happens if I do not meet the FLEX obligation ?**  
It is very simple .....your paycheck will be **docked**.

The FLEX Calendar program at Rio Hondo College is under *Article 5: HOURS OF EMPLOYMENT AND WORK LOAD*, Section 5.13 of the Collective Bargaining Agreement between the Rio Hondo College Faculty Association and Rio Hondo Community College District.

24. **What is the Emergency Preparedness plan ?** 📖📖  
(Please refer to the Faculty Handbook) (...DAYTIME vs EVENING Instructor Responsibilities...)

**Please refer to Campus Safety Posters displayed in classrooms and key locations.**

\*25. **Who do I CONTACT when there is an emergency on campus ?**  
(M - Th) The Evening/Weekend College at Extension 3437 after 5:00 P.M.  
→ Call Facilities at ext. 7609 before 5:00 p.m.  
F After 5:00 P.M. Call Security at ext. 3490 or dial 911.  
S The Weekend College at Extension 3437 (7:30 A.M. - 4:00 P.M.)  
(Please refer to the Faculty Handbook Page 25-Emergency Preparedness Plan)

26. **What procedures are available to deal with student emergencies and/or student altercations?**  
(Check with our offices-We will be glad to discuss the many avenues !!!)

27. **What is my department CODE for emergency use of the COPY machine in the Library Building (Library basement)?** 📖📖

**Step 1** You need your 4 digit CODE \_\_\_\_\_  
(some departments DO NOT issue numbers)

**Saturdays** (7:45 a.m. - 4:00 p.m.)  
contact the Weekend College @ 3437

Note: For ON CAMPUS "Printing Services" refer to item #38.

28. **Is a copy of the college calendar and a map of Rio Hondo available ?**  
You may obtain these from our offices or visit our website: [www.riohondo.edu](http://www.riohondo.edu)

29. **What is the Bus/Tram Schedule as it pertains to this campus ?**  
You may obtain a copy from our office.

30. **What are the existing Admissions Procedures ?**  
Call Mary Becerril @ 7627, during the day or Nancy Galban @ 7635, during the evening.

**\*31. Weekend instructors ONLY.**



Your CONTACT point is the Weekend College Office ☞ A108

**Phone:** (562) 908 - 3437 or **Extension: 3437**

**Weekend College Office Hours:** \* Saturday: 7:30 A.M. - 4:00 P.M.

**o What services are available to me and my students ?**

Services are limited, please contact Weekend College.

**o Who do I CONTACT for assistance?**

The Weekend College Coordinator - Barry Pereau @ 3437

The Weekend College Receptionist – Graciela Trejo @ 3437

**o What do I do in case of emergencies?**

The Weekend College Coordinator – Barry Pereau @ 3437

**Please Note:** Vik Hovsepian/ Barry Pereau/ Bob Itatani alternate positions as deemed necessary.

**32. What about The Learning Assistance Center ?**

- Offers free tutoring
- Hours: Fall/Spring
  - M - Th 9:00 A.M. - 8:00 P.M.
  - F 8:00 A.M. - 1:00 P.M.
- Hours: Summer
  - M – Th 9:00 A.M. - 8:00 P.M.
- 5th floor of the LIBRARY
- Phone #: (562) 908 – 3418

**33. Does Rio Hondo have a Smoking Policy ?**

There is **no smoking allowed** inside any building on campus, or within 20 feet of any major entrance to any building, or in any college owned vehicle.

**34. Do I submit time cards for getting paid ?**

Instructors do not submit time cards; however, time cards are still required for substitute and hourly assignments.

**35. Posting Grades with Disclosure of Social Security Numbers or student I.D. numbers ?**

Please note, under the Privacy Act of 1974 and the Family Education Rights and Privacy Act (FERPA), the disclosure of student's social security number to others is prohibited, unless a written release is obtained. The following is an *example* of a case where caution **MUST** be exercised:

When posting grades for **quizzes, tests** or **final exams**,  
social security numbers  
should be **altered**, and telephone numbers deleted.  
Furthermore, names with grades  
**SHOULD NOT** be posted.

**\*36. Health Services ? (ONLY available for students)**

**Location:** Room A115 (ground level Administration Building)

**Hours: Fall/Spring**

M – Th 8:00 A.M. - 8:00 P.M.

F 8:00 A.M. - 4:00 P.M.

**Summer**

M – Th 8:00 A.M. - 1:00 P.M.

5:00 P.M. - 8:30 P.M.

**Health Office Phone:** (562) 692 - 0921 at Extension 3438; (562) 908 - 3438

The Rio Hondo College Student Health Office is a primary care facility committed to providing cost effective access to health care, while facilitating and maintaining the general health of the Rio Hondo College community. To many students the Student Health Office is their primary healthcare provider. The services include the following:

- First aid care for illness, accidents and other emergencies
- Diagnosis and treatment of medical problems
- Medication dispensed &/or prescriptions as written and ordered by M.D.
- No cost HIV screening
- No Cost Vaccinations for Diphtheria, Tetanus, Measles, Mumps, Rubella, and Meningococcal Disease
- Laboratory tests at low cost
- Free and low cost immunizations
- Hearing/vision exams, blood pressure checks, height and weight measurement
- Gynecology clinic offering pap smears, breast exams and contraceptive counseling
- Referrals for special tests, i.e., STD and mammograms, Ortho Referrals
- Health consultations
- Cardiovascular risk reduction: BP Monitoring, Cholesterol Management
- Sick room available
- Over-the-counter medications available for minor illnesses
- A wellness program
- An educational program on self responsibility
- Critical health assessments for developing health problems
- Access to free and low cost medications and laboratory services
- Evaluation for routine medical problems
- Low cost physical examinations and occupational screening evaluations.
- Minor surgical procedures
- Expanded student, staff, and faculty education on healthcare and available health care services
- On-campus psychological services 40 hours/week provided by a Clinical Psychologist
- Medication dispensed and/or prescriptions as ordered by Medical Doctor or Nurse Practitioner. Most prescriptions are \$ 5.00 in our new formulary.
- Services by staff physicians, many of whom are specialists in given fields of medicine
  - Note (1): The Student Health Fee (\$12.00 per semester, \$9.00 per summer session) supports two basic programs-the services provided by the Student Health Center and Psychological Services, plus a blanket accident policy.
  - Note (2): Board Policy 5780 X-RAYS - CHEST  
All **employees** are required to have either a chest x-ray or tuberculin skin test in accordance with Section 87408.6 of the California Education Code, at least once every **four** years.

- \*37. What are the procedures, options, and resources for victims of sexual assault on campus?**
- During the Day : Contact Mr. Dan Rubalcava @ 3498 immediately.
  - During the Evening/Weekend: Contact the Evening/Weekend office @ 3437 immediately.

**For Community and Campus Services:**

- ❖ Contact Dr. Robert Itatani, ext. 7302 - Rio Hondo's Psychological Services or
- ❖ Student Health Center, ext. 3438

- \*38. Are there any Printing Services? Yes.**  
 Location: Library Building (Basement) Extension: 7218

Whenever possible, order an adequate supply of your materials for **future** use so that numerous re-runs of the same item will not be necessary.

**Turnaround Time**

10 - 500 copies ..... next day (if order is placed before 10:00 a.m.)  
 501 - 1000 copies ..... 3 working days

*	1001 - 5000 copies	.....	5 working days
	5001 - 10,000 copies	.....	7 working days
	over 10,000 copies	.....	to be arranged with Printing Services

\* Check with your division dean first ! \$\$\$\$\$\$\$\$\$\$\$\$\$\$  
 For the above services you need a **Printing Requisition form**. Obtain copies from your division secretary.

- 39. Is there a Faculty Association ?**      🗑️🗑️

**Yes.** The name of this association is the Rio Hondo College Faculty Association CTA/NEA.

The **primary purposes** of this Association are:

1. To represent its members in their relations with the district and seek to be the exclusive representative of its members in all matters relating to employment conditions, and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.

Our faculty association **President** is:

Jennifer Fernandez	→→→	President
Adam Wetsman	→→→	Vice-President/President Elect
Colin Young	→→→	Secretary
Matt Koutroulis	→→→	Treasurer
Martha Carreon	→→→	Community Relations Chair
MaryAnn Pacheco	→→→	Finance Chair

**40. Is there an Academic Senate?**

**Yes.** The name of this organization is the Academic Senate of Rio Hondo College.

The **primary purposes** of this Organization shall be:

1. The Academic Senate, hereafter referred to as the “Senate” shall serve as the official representative body of the faculty whose primary function is to make recommendations to the governing board of this district with respect to academic and professional matters.

**(please refer to the FACULTY HANDBOOK for the complete  
BY-LAWS & Constitution).....starts on page 4.001**

Our Academic Senate **officers** are:

Beverly Reilly	→→→	President
Julius Thomas	→→→	First Vice President
Mike Javonmard	→→→	Second Vice President
Marie Eckstrom	→→→	Secretary
Rebecca Green	→→→	Parliamentarian
Melissa Rifino-Juarez	→→→	ASCCC Representative
Gil Puga	→→→	Past Senate President

**41. Phone Numbers + Phone Numbers?** Days and times SUBJECT to change. If you have a question, please call to verify hours.

Admissions/Record:	(562) 908-3415	M - Th	8:00 AM - 8:00 PM
		F	8:00 AM - 3:00 PM
Bookstore:	(562) 463-7345	M - Th	7:45 AM - 8:30 PM
		F	7:45 AM - 2:00 PM
Child Development Center	(562) 908-3494	M - Th	6:30 AM - 5:00 PM
		F	6:30 AM - 4:30 PM

Evening/Weekend College	(562) 908-3437	M - Th	5:00 PM - 10:00 PM
		Sat	7:30 AM - 4:00 PM
Human Resources	(562) 908-3405	M - Th	8:00 AM - 10:00 PM
		F	8:00 AM - 5:00 PM

Counseling	(562) 908-3410	M - Th	8:00 AM - 7:00 PM
		F	8:00 AM - 4:00 PM
Library	(562) 908-3417	M - Th	7:30 AM - 9:00 PM
		F	7:30 AM - 1:00 PM
		S	9:00 AM - 1:00 PM
Math & Science Center	(562) 463-7571	M - Th	9:00 AM - 9:00 PM
		Sat	9:00 AM - 5:00 PM
Psychological Services	(562) 463-7302	MWF	8:00 AM - 4:00 PM
		T	1:00 PM - 7:00 PM
		Th	9:00 AM - 1:00 PM

**42. Disabled Students Program and Services Staff**

In accordance with the American With Disabilities Act and Title V, disabled students may be entitled to special test taking facilities, extra time and proctoring exams, registration assistance, etc.

Before making modifications especially exam modifications, a student must have a professionally written verification of his/her disability.

Offices are located in the Science Building S 205. For more information, please call (562) 908-3420.

Any person requiring the services of the TDD (telecommunications for the deaf) should call the Disabled Students TDD number at (562) 463-4633.

Disabled Students Program & Services Office Hours

Monday - Friday                      8:00 a.m.- 3:00 p.m.

**\*43. What do I do if I have an accident or get injured while working?**

- Report it immediately (same day/night) to your supervisor and Human Resources on extension 3405.
- After 5:00 pm contact Evening/Weekend College at 3437 (forms are available)
- Employee must complete all appropriate forms on the same day of incident.
- All forms available in Human Resources/Evening College.

**\*44. How do I initiate a Rio Hondo E-Mail account ?**

- Contact your division secretary & be patient!!!

**\*45. How do I access my Rio Hondo E-Mail account ?**

- 1<sup>st</sup>: Go to <http://www.riohondo.edu/>
- 2<sup>nd</sup>: Scroll Rio Hondo Connection Menu to Rio Hondo E-Mail
- 3<sup>rd</sup>: etc.

**Campus Emergencies:**

Major Emergencies call 9-911 first, then call:

Before ☞ 5:00 PM call ext. 15

After ☞ 5:00 PM call 3437

The location of the closest fire extinguisher is: -----

The location of the closest fire alarm is: -----



## numbers

Rio's Gen : (562) 692-0921  
 Eve/Wknd : (562) 908-3437  
 Lisa/Graciela  
 Human Resources Ext: 3405  
 Evening/Weekend College Ext: 3437  
 My Dept Ext: .....  
 Division Dean: .....  
 Dept. Secretary's Name: .....  
 Copy Machine Code: .....  
 Copy Room Code: .....



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