

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, Wednesday, November 12, 2014, 6:00 p.m.
3600 Workman Mill Road, Whittier, California
AGENDA**

I. CALL TO ORDER

- A. Call to Order (6:00 p.m.)**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Approval of Minutes: October 8, 2014**
- 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. Presentation**
 - **Foster / Kinship Care Update (Rebecca Green / Marisela Saenz)**
- G. Commendation**
 - **Nick Salerno, Retiring Superintendent El Monte Union High School District**
- H. WALK AROUND CAMPUS – VISIT CLASSES**

BREAK

II. CONSENT AGENDA

- A. FINANCE & BUSINESS**
 - 1. Finance and Business Reports**
 - 2. Authorization for Out-of-State Travel and Conferences**
 - 3. Licensing Agreement & Hosting Services – Blackboard, Inc.**
 - 4. Amendment #2 to Revenue Agreement – John Deere Power Systems**
 - 5. Memorandum of Understanding (MOU) with Mt. San Antonio Community College District – Providing Analysis and Testing of System for Data Retrieval**
 - 6. Xerox Copier Lease**
 - 7. Household Hazardous and Electronic Waste Collection and Roundup**
 - 8. Cleaning Central Plant Cooling Tower – Titan Water Technology, Inc.**
 - 9. Replace Variable Frequency Drive (VFD) at Air Handle #1 at the Administration Building – EMCOR Services, Mea Energy Systems, Inc.**
 - 10. Install Bird Spikes at Administration of Justice Building above West Exterior Stairs – ISOTECH Pest Management**
 - 11. Memorandum of Understanding (MOU) with Montebello**

**Unified School District – Providing Dual Enrollment
Courses at ATC High School**

12. Revenue Agreement – Michael Kors Distribution

13. Continuing Education

14. Consultants

B. PERSONNEL

1. Academic
2. Management/Confidential
3. Classified
4. Unrepresented

C. PRESIDENT'S OFFICE

1. Employment Contract for Vice President, Finance and Business
2. Wage Reclassification

D. ACADEMIC AFFAIRS

1. Curriculum Items

III. ACTION ITEMS

A. PRESIDENT'S OFFICE

1. Revision of Board Policies 2350 -Speakers at Board Meetings, (Final Adoption)
2. Revision of Board Policies 2716 and 3200 (First Reading)
3. Deletion of Board Policy 1400, Acknowledged Employee Organizations Rights

B. FINANCE AND BUSINESS

1. Annual Bond Audit Reports

C. STUDENT SERVICES

1. Approval of Student Equity Plan

IV. INFORMATION ITEMS

1. Building Program
2. Revision/New Administrative Procedures 2712, 3200, 7217, and 7346

V. STAFF AND BOARD COMMENTS

- Board Development Reporting
- Action Items for Future Board Meetings

VI. CLOSED SESSION

Title 5, California Code of Regulations, Section 59328-59338

Pursuant to Section 54956.8:

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
 - 11400 Greenstone Avenue, Santa Fe Springs

Pursuant to Section 54956.9(b):

CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (2 Cases)

Pursuant to Section 54956.9(c):

- **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)**

Pursuant to Section 54957:

- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE**
- **PUBLIC EMPLOYEE EMPLOYMENT**
 - Full Time Kinesiology, Dance and Athletics Instructor/Water Polo and Head Swim Coach
 - Full Time Graphic Design Instructor

Pursuant to Section 54957.6:

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

VII. ADJOURNMENT

- **Next Regular Meeting – Wednesday, December 10, 2014, 6:00 p.m., Rio Hondo College Board Room – Annual Organization Meeting**

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 alternate format. Telephone (562) 908-3403; fax (562) 908-3463; TDD (562) 908-3422.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 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 Vendor 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 October 2014.

c. Quarterly Financial Report ending September 30, 2014

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

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None

be

X Accepted and approved - Action No. 112

 Not approved

Yes No

 Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0

Board Report Detail

-v4.0

Req Type(s): REQCON REQBO REQPO; Req Date between 10/01/14 & 10/31/
g between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1415-0867	ASCIP	RENT-A-RISK MANAGEMENT SERVICES	ACCOUNTING	01	\$61,500.00
1415-0870	MOUNTAIN MEASUREMENT, INC.	ANNUAL PROGRAM REPORTS	HEALTH SCI	01	\$300.00
1415-0871	MC MASTER-CARR	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$346.31
1415-0873	LENOVO	OPTIPLEX THINKSTATION COMPUTER WORKSTATION	LIBRARY/LE	41	\$1,310.91
1415-0874	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	COMMUNICAT	01	\$536.44
1415-0876	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGES(8)	BASIC SKIL	01	\$643.10
1415-0877	THOMSON WEST	RENEWAL OF ED CODE SUPPLEMENTS	LIBRARY/LE	01	\$315.00
1415-0879	MATHESON TRI-GAS, INC.	STANDING ORDER PURCHASE OF SUPPLIES	CAREER & T	01	\$600.00
1415-0880	SHARI HERZFELD	REIMBURSEMENT FOR CELL PHONE CHARGES	CAREER & T	01	\$396.86
1415-0881	QUIET CANNON MONTEBELLO INC.	MEETING SERVICES - HASPI WORKSHOP	CAREER & T	01	\$1,344.60
1415-0882	JOHN FRALA	REIMBURSEMENT FOR IMPRINTED 1GB USB DRIVE(50)	CAREER & T	01	\$304.85
1415-0883	AUTOMOTIVE ELECTRONICS	SUBSCRIPTION RENEWAL	CAREER & T	01	\$1,195.00
1415-0885	PEPID, LLC	ONLINE SUBSCRIPTION	HEALTH SCI	01	\$1,649.75
1415-0889	LION EXPRESS	BUS TRANSPORTATION TO UC SAN DIEGO	COUNSELING	01	\$921.14
1415-0891	SCR TTC	MEMBERSHIP DUES	CAREER & T	01	\$500.00
1415-0893	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	MATRICULAT	01	\$357.32
1415-0894	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	COUNSELING	01	\$490.87
1415-0898	EMCOR SERVICE MESA ENERGY SYS	REPAIR HVAC @ CHILD DEVELOPMENT CTR MAIN OFFICE	FACILITIES	33	\$960.65
1415-0900	U.S. POSTAL SERVICE	POSTAGE TO MAIL LET'S TALK COLLEGE BROCHURE(6,786)	MARKETING	01	\$980.77
1415-0901	WHITTIER MAILING SERVICE	MAIL PREPARATION LETS TALK COLLEGE BROCHURE(6,786)	MARKETING	01	\$660.47
1415-0903	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	LIBRARY/LE	41	\$457.56
1415-0905	RAN GRAPHICS	PRINT LETS TALK COLLEGE FALL 2014 BROCHURE(13,000)	MARKETING	01	\$1,487.85
1415-0907	TROXELL COMMUNICATIONS, INC.	VIDEO PROJECTOR	COMMUNICAT	01	\$3,611.77
1415-0911	RAN GRAPHICS	PRINT 2014 ACCREDITATION SURVIVAL GUIDE(1,100)	PRESIDENT'	01	\$767.36
1415-0913	SCHINDLER ELEVATOR CORPORATION	SERVICE CALL LIBRARY ELEVATOR	FACILITIES	01	\$3,509.28
1415-0914	RAN GRAPHICS	COPY & BIND CATALOGS(1,100)	CAREER & T	01	\$6,498.58
1415-0915	JT PRINT IT!	PROMOTIONAL IMPRINTED WALLET(200) & MIRROR(300)	CAL WORKS	01	\$720.42
1415-0916	R & S OVERHEAD DOORS OF SO CAL	SERVICE CALL SCIENCE BUILDING FIRE DOOR	FACILITIES	01	\$495.00
1415-0917	CROSSROADS CAFE	CATERING SERVICES CARE WORKSHOP	EXT. OPPOR	01	\$607.67
1415-0921	GLORY BALLOONS	BALLOON DECORATIONS FOR JUST US GIRLS EVENT	STUDENT AF	01	\$276.86
1415-0922	SAMANTHA BARTZ	STUDENT AMBASSADOR STIPEND SEPTEMBER 2014	STUDENT AF	01	\$400.00
1415-0923	NCMPR	ENTRY FEE	MARKETING	01	\$280.00
1415-0924	JT PRINT IT!	STUDENT AMBASSADOR UNIFORMS(15)	STUDENT AC	01	\$342.00
1415-0925	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PHYSICAL E	01	\$269.32
1415-0937	HOME DEPOT	MATERIALS TO REPAIR LIGHT DIMMER SWITCH ROOM A223	FACILITIES	42	\$349.58
1415-0938	AMAZON.COM	CAMERA FOR ARCHIVES ROOM	LIBRARY/LE	41	\$621.18
1415-0939	TRACY RICKMAN	TRAVEL REIMBURSEMENT FIRE DIRECTORS CONF OXNARD, CA	PUBLIC SAF	01	\$374.21
1415-0940	SHARI HERZFELD	TRAVEL REIMBURSEMENT HWI CONF SACRAMENTO, CA	CAREER & T	01	\$434.23
1415-0943	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGES(12)	SSS/TRIO P	01	\$742.29
1415-0944	R.F. MACDONALD CO.	SERVICE CALL - BOILER 1	FACILITIES	01	\$757.50
1415-0946	SODEXO AMERICA LLC	CATERING SERVICES ADULT EDUCATION PLANNING MEETING	GRANT DEVE	01	\$428.04
1415-0947	SPARKLETTES WATER	STANDING ORDER FOR WATER DELIVERY SERVICE	FINANCIAL	01	\$550.00
1415-0948	HEATHER ESTRADA	CATERING SERVICES "JUST US GIRLS" EVENT	STUDENT AF	01	\$250.00
1415-0954	LYNDE-ORDWAY CO., INC.	PRINTSHOP PAPER CUTTER/BLADE SHARPENING SERVICE	CONTRACT M	01	\$393.35
1415-0956	KONICA MINOLTA BUSINESS	QUARTERLY OVERAGE INVOICE/PRESIDENTS OFFICE COPIER	PRESIDENT'	01	\$1,014.47
1415-0957	JT PRINT IT!	PROMOTIONAL SHIRTS(36) FOR PUENTE PROGRAM	COUNSELING	01	\$430.02
1415-0958	EAST LOS ANGELES COLLEGE	STANDING ORDER TO PROVIDE SERVICES	CAREER & T	01	\$25,000.00
1415-0959	SODEXO AMERICA LLC	CATERING SERVICES ACCREDITAION VISIT	PRESIDENT'	01	\$861.66

Board Report Detail

v4.0

Req Type(s): REQCON REQBO REQPO; Req Date between 10/01/14 & 10/31/
g between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1415-0960	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	ACCOUNTING	01	\$302.11
1415-0961	MONTEBELLO UNIFIED SCHOOL DIST	STANDING ORDER TO PROVIDE SERVICES	CAREER & T	01	\$25,000.00
1415-0962	TRANSTAR INDUSTRIES, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$693.23
1415-0964	TNT ROOTER	MAIN LINE SEWER SERVICE FOR RESTROOM @ A101	FACILITIES	01	\$988.00
1415-0965	KATHERINE O'BRIEN	TRAVEL REIMBURSEMENT FACILITATORS CONF DALLAS, TX	STAFF DEVE	01	\$375.00
1415-0967	ERIC C. BELMAL	TRAVEL REIMBURSEMENT HEALTH CONF - DAVIS, CA	PHYSICAL S	01	\$372.65
1415-0968	BARBARA SALAZAR	TRAVEL REIMBURSEMENT STUDENT CONF - COSTA MESA, CA	BASIC SKIL	01	\$1,176.06
1415-0969	SERGIO GUZMAN	TRAVEL REIMBURSEMENT STUDENT CONF - COSTA MESA, CA	BASIC SKIL	01	\$254.92
1415-0971	WESTERN GRAPHICS PLUS	PROMOTIONAL INK PEN(1049)	CAREER & T	01	\$1,392.25
1415-0972	WESTERN GRAPHICS PLUS	PROMOTIONAL IMPRINTED NOTE PAD(1000)	CAREER & T	01	\$1,502.00
1415-0973	LOS ANGELES COUNTY- EDUCATION	JET DELIVERY SERVICE BILLING	ACCOUNTING	01	\$2,800.00
1415-0974	ZULMA CALDERON	EDUCATIONAL REIMBURSEMENT SUMMER 2014	HUMAN RESO	01	\$719.00
1415-0975	MELISSA ALVAREZ	EDUCATIONAL REIMBURSEMENT SPRING 2014	HUMAN RESO	01	\$685.00
1415-0976	CLEAN SCENE SERVICES	STANDING ORDER FOR SHARPS DISPOSAL SERVICE	HEALTH SCI	01	\$600.00
1415-0977	SUE BABCOCK	PIANO TUNING SERVICES	ARTS: PERF	01	\$1,100.00
1415-0978	SHARI HERZFELD	TRAVEL REIMBURSEMENT TO CACCN/COADN NEWPORT BEACH	CAREER & T	01	\$832.68
1415-0979	U.S. POSTAL SERVICE	POSTAGE FOR SPRING 2015	CONTINUING	01	\$10,000.00
1415-0981	WELDON, WILLIAM & LICK	CUSTOM PARKING TICKETS(60,000)	FACILITIES	01	\$2,293.50
1415-0983	PLUMBING & INDUSTRIAL SUPPLY	WATER HEATER REPLACEMENT @ CDC	FACILITIES	01	\$395.00
1415-0985	DL IMAGING	WELCOME BANNER(4)	PRESIDENT'	01	\$3,097.84
1415-0988	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	BUSINESS D	01	\$1,132.25
1415-0990	RIO HONDO COLLEGE BOOKSTORE	STANDING ORDER FOR PURCHASE OF SUPPLIES	MARKETING	01	\$250.00
1415-0996	EMCOR SERVICE MESA ENERGY SYS	SERVICE MAIN HVAC CONTROLS @ ADMINSTRATION BLDG.	FACILITIES	01	\$1,024.00
1415-0998	CALIFORNIA RESOURCE MGMT ASSOC	REGISTRATION FEES	ENVIRONMEN	01	\$600.00
1415-0999	OFFICE SOLUTIONS BUSINESS	COLOR PAPER INVENTORY	CONTRACT M	01	\$1,783.24
1415-1003	SODEXO AMERICA LLC	CATERING SERVICES STARRS RECEPTION	MESA	01	\$751.23
1415-1004	WEST VIRGINIA UNIVERSITY	ANNUAL MEMBERSHIP RENEWAL	CAREER & T	01	\$2,500.00
1415-1005	DOOLEY ENTERPRISES, INC.	INSTRUCTIONAL SUPPLIES	PUBLIC SAF	01	\$39,490.70
1415-1009	AARDVARK CLAY	STANDING ORDER FOR PURCHASE OF SUPPLIES	ARTS: PERF	01	\$1,200.00
1415-1010	GETTY IMAGES (US), INC.	IMAGE PACK SUBSCRIPTION	MARKETING	01	\$799.00
1415-1012	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	HEALTH SCI	01	\$610.74
1415-1013	CERTIFIED TRANSPORTATION SERVI	BUS TRANSPORTATION TO UCLA TAP CONFERENCE	TRANSFER C	01	\$750.60
1415-1014	CERTIFIED TRANSPORTATION SERVI	BUS TRANSPORTATION CSULA TOUR	TRANSFER C	01	\$604.65
1415-1016	STATE BOARD OF EQUALIZATION	CONSUMER USE TAX 3RD QUARTER	ACCOUNTING	01	\$2,231.00
1415-1016	STATE BOARD OF EQUALIZATION	CONSUMER USE TAX 3RD QUARTER	ACCOUNTING	33	-\$526.00
1415-1017	STATE OF CALIFORNIA EMPL DEV	SUI QUARTERLY CONTRIBUTION - 3RD QUARTER	ACCOUNTING	01	\$5,914.04
1415-1017	STATE OF CALIFORNIA EMPL DEV	SUI QUARTERLY CONTRIBUTION - 3RD QUARTER	ACCOUNTING	33	\$59.51
1415-1022	GORM INC.	CUSTODIAL SUPPLIES	FACILITIES	01	\$9,976.06
1415-1027	LENOVO	COMPUTER WORKSTATION(4)	HEALTH SCI	01	\$3,608.64
1415-1028	OFFICE SOLUTIONS BUSINESS	PAPER INVENTORY	CONTRACT M	01	\$340.08
1415-1029	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	BEHAVIORAL	01	\$555.57
1415-1030	BANK OF THE WEST BUSINESS CARD	AMERICAN RED CROSS CPR/FIRST AID CERTIFICATION	FOSTER PAR	01	\$432.00
1415-1033	JOSE ARROYO	TRAVEL REIMBURSEMENT CAPED CONVENTION SANTA CLARA	STUDENT AF	01	\$704.04
1415-1035	FLINN SCIENTIFIC INC.	INSTRUCTIONAL SUPPLIES	PHYSICAL S	01	\$544.00
1415-1037	VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES	PHYSICAL S	01	\$506.00
1415-1041	NICOLE STRICKLAND	REIMBURSEMENT FOR PURCHASE OF NURSING SUPPLIES	HEALTH SCI	01	\$676.77
1415-1044	JOHNSON HEALTH TECH - NORTH AM	INSTRUCTIONAL EQUIPMENT	PHYSICAL E	01	\$9,326.04
1415-1045	CDW-G	FUSING ASSEMBLY	INFORMATIO	01	\$337.05

Board Report Detail

-v4.0

Req Type(s): REQCON REQBPO REQPO; Req Date between 10/01/14 & 10/31/
g between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
1415-1046	TRANSTAR INDUSTRIES, INC.	INSTRUCTIONAL SUPPLIES	CAREER & T	01	\$1,785.50
1415-1050	NE SYSTEMS, INC.	NAS SERVER - EXAGRID UPDATE	INFORMATIO	41	\$6,635.40
1415-1051	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	EXT. OPPOR	01	\$473.27
1415-1053	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	PHYSICAL S	01	\$923.58
1415-1055	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGES(6)	LIBRARY/LE	01	\$1,105.26
1415-1056	SARGENT'S SPORTING GOODS	INSTRUCTIONAL SUPPLIES - SOFTBALL	PHYSICAL E	01	\$1,370.13
1415-1057	FROMUTH TENNIS	INSTRUCTIONAL SUPPLIES - TENNIS	PHYSICAL E	01	\$650.43
1415-1058	TOMARK SPORTS, INC.	INSTRUCTIONAL SUPPLIES - SOFTBALL	PHYSICAL E	01	\$521.63
1415-1059	BADEN SPORTS	INSTRUCTIONAL SUPPLIES - BASEBALL	PHYSICAL E	01	\$507.10
1415-1060	SARGENT'S SPORTING GOODS	INSTRUCTIONAL SUPPLIES - BASEBALL	PHYSICAL E	01	\$1,177.04
1415-1061	COMPETITIVE AQUATIC SUPPLY	INSTRUCTIONAL SUPPLIES - SWIMMING	PHYSICAL E	01	\$336.38
1415-1064	TOMARK SPORTS, INC.	INSTRUCTIONAL SUPPLIES - BASEBALL	PHYSICAL E	01	\$2,840.37
1415-1065	SODEXO AMERICA LLC	STANDING ORDER FOR PURCHASE OF LUNCH VOUCHERS	EXT. OPPOR	01	\$5,000.00
1415-1066	DICK'S SPORTING GOODS	INSTRUCTIONAL SUPPLIES - SOFTBALL	PHYSICAL E	01	\$653.87
1415-1067	ASSESSMENT TECHNOLOGIES INST.	TEAS V COMPUTER TESTS (54)	HEALTH SCI	01	\$2,430.00
1415-1068	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	CAREER & T	01	\$529.72
1415-1070	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	CAREER & T	01	\$294.29
1415-1071	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	CAL WORKS	01	\$308.78
1415-1073	GST	TONER CARTRIDGES(10) FOR IT DEPT	INFORMATIO	01	\$967.27
1415-1074	AIRE FILTER PRODUCTS	AIR FILTERS(32) FOR STUDENT SERVICES BLDG	PUBLIC SAF	01	\$467.40
1415-1076	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	STUDENT SE	01	\$263.47
1415-1078	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	ASSESSMENT	01	\$1,858.05
1415-1079	EMPIRE CLEANING SUPPLY	CUSTODIAL SUPPLIES	FACILITIES	01	\$388.31
1415-1082	ITC SYSTEMS	CODED COPY CARDS(5000)	LIBRARY/LE	01	\$3,370.00
1415-1083	AD-INFIN-ITEM	PROMOTIONAL ITEM - IMPRINTED LANYARDS(200)	MESA	01	\$377.18
1415-1084	GST	LASER JET PRINTER	CAREER & T	01	\$1,005.09
1415-1085	AD-INFIN-ITEM	BAGS AND TUMBLERS FOR ALL STAFF RETREAT	PRESIDENT'	01	\$778.12
1415-1086	JT PRINT IT!	T-SHIRT(20)GOLD & WRISTBAND(100) FOR STAFF RETREAT	PRESIDENT'	01	\$273.60
1415-1087	MIKE MUNOZ	TRAVEL REIMBURSEMENT SSSP TRAINING IN SACRAMENTO	COUNSELING	01	\$573.36
1415-1089	UTILITY BACKFLOW TESTING	ANNUAL BACKFLOW TESTING	FACILITIES	01	\$2,640.00
1415-1091	MIKE MUNOZ	TRAVEL REIMBURSEMENT LEADERSHIP CONF SCOTSDALE, AZ	COUNSELING	01	\$933.37
1415-1097	DELPHIN COMPUTER SUPPLIES	TONER CARTRIDGES(17)	COUNSELING	01	\$714.50
C1415-0165	ADULT EDUCATION SOLUTIONS, INC	CONSULTANT SERVICES	GRANT DEVE	01	\$12,500.00
C1415-0166	DICOR CONTRACTORS	REPLACE RESTROOM SINKS AT ADMIN BLDG, 1st FL.	UNFORSEEN	01	\$4,492.50
C1415-0167	AMEC E&I, INC.	GEOTECHNICAL INSPECTION SVS RETAINING WALL PROJECT	BOND PROJE	42	\$11,478.96
C1415-0168	TONY MASSADI INSPECTIONS	INSPECTION SVS REPLACEMENT RETAINING WALL	BOND PROJE	42	\$11,424.00
C1415-0169	LPA, INC.	LANDSCAPE DESIGN SVS BID #1163 PE COMPLEX	BOND PROJE	42	\$4,622.38
C1415-0171	JR UNIVERSAL CONSTRUCTION, INC	GEN CONTRACTING SVS BID #2030 FITNESS CTR UPGRADIN	BOND PROJE	42	\$78,928.12
C1415-0172	DEL TERRA CONSTRUCTION GROUP	DSA CLOSEOUT CERTIFICATION SERVICES	BOND PROJE	42	\$3,600.00
C1415-0173	VMA COMMUNICATIONS	MONTHLY MARKETING SERVICES AUGUST 2014	MARKETING	01	\$4,000.00
C1415-0174	WALTER ALLEN III	CONSULTANT SERVICES	PUBLIC SAF	01	\$6,591.87
C1415-0175	VMA COMMUNICATIONS	MONTHLY MARKETING BILLABLES AUGUST 2014	MARKETING	01	\$2,712.00
C1415-0176	McCALLUM GROUP, INC.	PROFESSIONAL SERVICES JULY,AUGUST & SEPTEMBER 2014	PRESIDENT'	01	\$6,600.00
C1415-0177	3M COMPANY	LRC SECURITY SYSTEM SERVICE AGREEMENT	CONTRACT M	01	\$3,152.00
C1415-0178	JOINT APPRENTICESHIP TRUST	JOINT APPRENTICESHIP TRUST LOCAL 5 SEPTEMBER 2014	APPRENTICE	01	\$10,111.23
C1415-0179	SARS SOFTWARE PRODUCTS, INC.	ANNUAL SARS-GRID MAINTENANCE RENEWAL	INFORMATIO	01	\$6,400.00
C1415-0180	EMCOR SERVICE MESA ENERGY SYS	REPLACE CLEAVER BROOKS PRESSURE RELIEF VALVE	FACILITIES	01	\$2,041.00
C1415-0181	VECTOR SECURITY	REPLACE INTRUSION ALARM, BOARD APPROVED 9/10/14	BOND PROJE	42	\$3,352.85

Board Report Detail

-v4.0

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C1415-0182	MARCELINA VALENZUELA	CONSULTANT SERVICES	FOSTER PAR	01	\$1,500.00
C1415-0183	ELLUCIAN COMPANY L.P.	CONSULTANT SERVICES	ACCOUNTING	01	\$8,640.00
C1415-0184	CEO CHEF	CONSULTANT SERVICES	PRESIDENT'	01	\$3,000.00
C1415-0185	CEO CHEF	CONSULTANT SERVICES	PRESIDENT'	01	\$3,000.00
C1415-0186	IBE DIGITAL	ANNUAL MAINTENANCE AGREEMENT HEALTH SCIENCE COPIER	HEALTH SCI	01	\$950.00
C1415-0187	AUGUSOFT, INC.	LUMENS PRO ANNUAL SUBSCRIPTION RENEWAL	CONTINUING	01	\$11,000.00
C1415-0188	CAROLYN SIMON	CONSULTANT SERVICES	CONTINUING	01	\$2,760.00
C1415-0189	PEOPLEADMIN	SOFTWARE LICENSE FEE	HUMAN RESO	42	\$22,130.00
C1415-0190	FAST-TRACK CONSTRUCTION	CONSTRUCTION SERVICES BID #2024 ANNEX PROJECT	BOND PROJE	42	\$29,165.00
C1415-0191	FAST-TRACK CONSTRUCTION	REPLACEMENT RETAINING WALL PROJECT BID #2027	BOND PROJE	42	\$85,451.00
C1415-0192	MAIL FINANCE INC.	LEASE POSTAGE/MAILING SYSTEM FOR 60-MONTHS	CONTRACT M	01	\$3,505.00
C1415-0193	FAST-TRACK CONSTRUCTION	SOFTBALL FIELD GUARDRAIL RETAINING WALL BID #2028	BOND PROJE	42	\$27,550.00
C1415-0194	CERIDIAN CORPORATION	EAP COVERAGE	HUMAN RESO	01	\$2,267.45
C1415-0195	QUATRO DESIGN GROUP	DESIGN SERVICES VETERANS MEMORIAL PROJECT	BOND PROJE	42	\$2,400.00
C1415-0196	PMSM ARCHITECTS	ARCHITECTURAL SVS SOCCER FIELD RENOVATION PROJECT	BOND PROJE	42	\$598.25
C1415-0197	AMEC E&I, INC.	GEOTECHNICAL INSPECTION SVS REPLACEMENT RETAINING	BOND PROJE	42	\$5,365.68
C1415-0198	SOUTHWEST MGMT. CONSULTANTS	PROFESSIONAL SERVICES SEPTEMBER & OCTOBER 2014	PRESIDENT'	01	\$1,250.00
C1415-0199	LYLA EDDINGTON	CONSULTANT SERVICES	CAREER & T	01	\$27,500.00
C1415-0200	MARIPOSA LANDSCAPES, INC	TREE TRIMMING AROUND SOFTBALL FIELD	FACILITIES	01	\$6,750.00
C1415-0201	VASQUEZ & COMPANY LLP	AUDIT OF FINANCIAL STATEMENTS	PRESIDENT'	01	\$15,000.00
C1415-0202	ATKINSON, ANDELSON, LOYA,RUUD	LEGAL SERVICES - SEPTEMBER 2014	PRESIDENT'	01	\$0.00
C1415-0202	ATKINSON, ANDELSON, LOYA,RUUD	LEGAL SERVICES - SEPTEMBER 2014	PRESIDENT'	41	\$611.63
C1415-0202	ATKINSON, ANDELSON, LOYA,RUUD	LEGAL SERVICES - SEPTEMBER 2014	PRESIDENT'	42	\$8,235.53
C1415-0203	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES SEPTEMBER 2014	PRESIDENT'	01	\$1,981.50
C1415-0204	PROMETHEUS DEVELOPMENT GROUP	CONSULTANT SERVICES	STUDENT AF	01	\$500.00
C1415-0205	REYNA GRANDE	CONSULTANT SERVICES	STUDENT AF	01	\$250.00
C1415-0206	CONDENSED CURRICULUM INT., INC	OPHTHALMIC ASSISTANT COURSE	CONTINUING	01	\$3,996.00
C1415-0208	AMEC E&I, INC.	GEOTECHNICAL INSPECTION SVS BID #3039 PE BLDG	BOND PROJE	42	\$3,505.72
C1415-0209	SVA ARCHITECTS, INC.	SCHEMATIC DESIGN SERVICES BOOKSTORE & PRINT SHOP	BOND PROJE	42	\$4,322.48
C1415-0210	DOLINKA GROUP, LLC	CONSULTANT SERVICES	ACCOUNTING	41	\$735.00
C1415-0211	ELLUCIAN COMPANY L.P.	CONSULTING SERVICES	INFORMATIO	01	\$1,584.00
C1415-0212	SOUTHWEST CARPENTERS TRAINING	CARPENTERS JATC FUND SEPTEMBER 2014	APPRENTICE	01	\$55,132.22
C1415-0213	EXANTE360 LLC	DESIGN CONSULTATION, DIGITAL SECURITY SURVEILLANCE	BOND PROJE	42	\$48,640.00
C1415-0214	SO CAL SCHOOL OF INTERPRETATIO	CONSULTANT SERVICES	CONTINUING	01	\$1,389.75
C1415-0215	SO CAL SCHOOL OF INTERPRETATIO	CONSULTANT SERVICES	CONTINUING	01	\$3,706.00
					=====
					\$876,537.41

Board Report Detail

v4.0

Site: 0568; Req Type(s): REQCON REQBPO REQPO; Req Date between 10/01
 1/14; Costing between \$250.00 thru \$9,999,999.99

PO #	Vendor Name	Requisition Information	Order Site	Req Fund Code	Req Fund Order Amt
C1415-0167	AMEC E&I, INC.	GEOTECHNICAL INSPECTION SVS RETAINING WALL PROJECT	BOND PROJE	42	\$11,478.96
C1415-0168	TONY MASSADI INSPECTIONS	INSPECTION SVS REPLACEMENT RETAINING WALL	BOND PROJE	42	\$11,424.00
C1415-0169	LPA, INC.	LANDSCAPE DESIGN SVS BID #1163 PE COMPLEX	BOND PROJE	42	\$4,622.38
C1415-0171	JR UNIVERSAL CONSTRUCTION, INC	GEN CONTRACTING SVS BID #2030 FITNESS CTR UPGRADIN	BOND PROJE	42	\$78,928.12
C1415-0172	DEL TERRA CONSTRUCTION GROUP	DSA CLOSEOUT CERTIFICATION SERVICES	BOND PROJE	42	\$3,600.00
C1415-0181	VECTOR SECURITY	REPLACE INTRUSION ALARM, BOARD APPROVED 9/10/14	BOND PROJE	42	\$3,352.85
C1415-0190	FAST-TRACK CONSTRUCTION	CONSTRUCTION SERVICES BID #2024 ANNEX PROJECT	BOND PROJE	42	\$29,165.00
C1415-0191	FAST-TRACK CONSTRUCTION	REPLACEMENT RETAINING WALL PROJECT BID #2027	BOND PROJE	42	\$85,451.00
C1415-0193	FAST-TRACK CONSTRUCTION	SOFTBALL FIELD GUARDRAIL RETAINING WALL BID #2028	BOND PROJE	42	\$27,550.00
C1415-0195	QUATRO DESIGN GROUP	DESIGN SERVICES VETERANS MEMORIAL PROJECT	BOND PROJE	42	\$2,400.00
C1415-0196	PMSM ARCHITECTS	ARCHITECTURAL SVS SOCCER FIELD RENOVATION PROJECT	BOND PROJE	42	\$598.25
C1415-0197	AMEC E&I, INC.	GEOTECHNICAL INSPECTION SVS REPLACEMENT RETAINING	BOND PROJE	42	\$5,365.68
C1415-0208	AMEC E&I, INC.	GEOTECHNICAL INSPECTION SVS BID #3039 PE BLDG	BOND PROJE	42	\$3,505.72
C1415-0209	SVA ARCHITECTS, INC.	SCHEMATIC DESIGN SERVICES BOOKSTORE & PRINT SHOP	BOND PROJE	42	\$4,322.48
C1415-0213	EXANTE360 LLC	DESIGN CONSULTATION, DIGITAL SECURITY SURVEILLANCE	BOND PROJE	42	\$48,640.00
					=====
					\$320,404.44

PAYROLL WARRANT REPORT

OCTOBER 2014

Administrative salary

C1D-C	\$	265,921.51	
			\$ 265,921.51

Full time Faculty & Educational Salary

C2D-C	\$	1,632,401.58	
303-C	\$	15,198.00	
			\$ 1,647,599.58

Faculty Hourly

C5D-C	\$	1,095,285.97	
C5D-N	\$	12,029.26	
274-C	\$	65,025.90	
274-N	\$	622.88	
289-C	\$	(509.22)	
			\$ 1,172,454.79

Classified Monthly

E4F-N	\$	590,870.36	
E4G-N	\$	528,036.00	
296-N	\$	(657.00)	
297-N	\$	452.60	
			\$ 1,118,701.96

Classified Hourly

H1F-C	\$	1,216.20	
H1F-N	\$	54,042.56	
H1G-C	\$	253.38	
H1G-N	\$	64,147.40	
281-N	\$	52.75	
287-N	\$	1,651.61	
			\$ 121,363.90

\$ 4,326,041.74

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

District: (880) RIO HONDO

CHANGE THE PERIOD

Fiscal Year: 2014-2015

Quarter Ended: (Q1) Sep 30, 2014

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Teresa Dreyfuss
CBO Phone: 562-908-3403

CBO Signature:
Date Signed:

Chief Executive Officer Name: Teresa Dreyfuss

CEO Signature:
Date Signed:

Electronic Cert Date: 11/05/2014

District Contact Person
Name: Teresa Dreyfuss
Title: Superintendent/President
Telephone: 562-908-3403
Fax: 562-908-3462
E-Mail: tdreyfuss@rioondo.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu
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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

District: (880) RIO HONDO

CHANGE THE PERIOD

Fiscal Year: 2014-2015

Quarter Ended: (Q1) Sep 30, 2014

As of June 30 for the fiscal year specified

Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
-------------------	-------------------	-------------------	------------------------

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

Line	Description	Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	60,985,542	62,971,126	70,004,672	72,409,730
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	60,985,542	62,971,126	70,004,672	72,409,730
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	66,673,607	62,233,081	65,308,639	71,113,974
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	259,524	409,070	502,201	67,615
B.3	Total Unrestricted Expenditures (B.1 + B.2)	66,933,131	62,642,151	65,810,840	71,181,589
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-5,947,589	328,975	4,193,832	1,228,141
D.	Fund Balance, Beginning	10,436,457	5,009,432	5,072,398	9,266,228
D.1	Prior Year Adjustments + (-)	520,564	-266,009	-2	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,957,021	4,743,423	5,072,396	9,266,228
E.	Fund Balance, Ending (C. + D.2)	5,009,432	5,072,398	9,266,228	10,494,369
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	7.5%	8.1%	14.1%	14.7%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	13,800	13,396	12,800	13,400

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

As of the specified quarter ended for each fiscal year					
	2011-12	2012-13	2013-14	2014-2015	
H.1	Cash, excluding borrowed funds	16,443,459	29,442,213	35,853,802	
H.2	Cash, borrowed funds only	0	0	0	
H.3	Total Cash (H.1 + H.2)	32,497,820	29,442,213	35,853,802	

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)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	72,409,730	72,409,730	28,263,770	39%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	72,409,730	72,409,730	28,263,770	39%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	71,113,974	71,113,974	12,897,550	18.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	67,615	67,615	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	71,181,589	71,181,589	12,897,550	18.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,228,141	1,228,141	15,366,220	
L.	Adjusted Fund Balance, Beginning	9,266,228	9,266,228	9,266,228	
L.1	Fund Balance, Ending (C. + L.2)	10,494,369	10,494,369	24,632,448	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14.7%	14.7%		

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			Academic			Classified		
	Total Cost Increase	% *	Total Cost Increase	Total Cost Increase	% *	Total Cost Increase	Total Cost Increase	% *	
a. SALARIES:									
Year 1:									
Year 2:									
Year 3:									
b. 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**
 This year? **NO**
 Next year? **NO**

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

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 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 Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None

be

Accepted and approved - Action No. 112

Not approved

Yes No

Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0

OUT-OF-STATE TRAVEL AND CONFERENCES
 AGENDA ITEM II. A. 2.
 11/12/2014 Page 1 of 1

EMPLOYEE	CONFERENCE NAME & LOCATION	DATES	REASON FOR ATTENDING	DAYS AWAY FROM COLLEGE	APPROX. COST/ FUNDING SOURCE	PRESENTER	PARTICIPANT
Henry Gee	National Association of Student Personnel Administration NASPA New Orleans, LA	March 21-25, 2015	Conference attendee	3	\$2,550.00 District		X
Jan La Turno	American Mathematical Association of Two Year Colleges Annual Conference Nashville, TN	Nov 13-18, 2014	Conference attendee	1	\$1,424.00 Self		X
Mariano Zaro	2014 Feria Internacional del Libro/International Book Fair Guadalajara, Mexico	Dec 2-7, 2014	Conference attendee	1	\$750.00 Staff Development Bal: \$455.83-Self	X	
Madeline Shapiro Vicky Santana Gary Mendez Mary Ann Pacheco Norma E. Garcia Student Trustee: Jaime "JJ" Magallon							

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

3. Licensing Agreement & Hosting Services - Blackboard, Inc.

Blackboard is an e-learning platform used by the Virtual College. Instructors use Blackboard to post and distribute course content such as syllabuses and handouts, to communicate with students via announcements and email messages, to assess student learning through quizzes and online assignments. Blackboard streamlines the course creation process and helps RHC instructors connect with our students.

<u>Year 1</u>	<u>Year 2</u>
11/7/2014 – 11/6/2015	11/7/2015 – 11/6/2016
\$149,221.00	\$149,221.00

The cost for this two (2) year licensing agreement will not exceed \$298,442.00 paid through the General Fund.

RECOMMENDATION: That the Board of Trustees approve a two year Licensing Agreement, with Blackboard Inc., beginning November 7, 2014 and continuing through November 6, 2016 in an amount not to exceed \$298,44.002 from the General Fund and authorize the Administration to sign the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

4. Amendment #2 to Revenue Agreement – John Deere Power Systems

On October 18, 2012 the Board approved a John Deere Power Systems revenue agreement for its Natural Gas Engine training course as Action Item III.A.13. On July 10, 2013 the Board approved Amendment #1 extending the term of the agreement through June 13, 2014.

Amendment #2 extends the term of the agreement another 12-months through June 13, 2015.

This is an employer fee based course valued at \$5,600.00.

RECOMMENDATION: That the Board of Trustees approve amending revenue agreement with John Deere Power System by extending the term through June 13, 2015 and authorize the Administration to sign the appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

5. Memorandum of Understanding (MOU) with Mt. San Antonio Community College District – Providing Analysis and Testing of System for Data Retrieval

As fiscal agent for SB 1070 Career Technical Education Pathways Program Grant, Rio Hondo College will partner with the Mt. San Antonio College to support the transition of their articulation data from an existing database into the proposed system. It also includes the analysis and testing of the system for data retrieval. The pilot project will serve as a model for data collection system (s) for regional use and will form the basis for staff development activities within the LA County Ring Colleges Consortium. (Cerritos College; Citrus College; El Camino College; Glendale Community College; Mt. San Antonio College; Pasadena College; Rio Hondo College; Santa Monica College).

The date of services will be from November 17, 2014 through February 28, 2015. Payment is not to exceed \$4,000.00 from the SB 1070 Career Technical Education Pathways Program Grant for the LA County Ring.

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

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Yes No

Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

6. Xerox Copier Lease

The Public Safety Department has two Xerox copiers that are on lease. Neither of the two copiers is networkable so they are unable to receive files from workstations. The copier located at the Administration of Justice Annex building is at month 26 of a 36-month lease and the one at the Fire Training Center is at month 16 of a 36-month lease. Xerox will not charge a penalty or add the remaining months to the new lease.

Approval is requested to enter into new 60-month FMV (fair market value) lease agreement through the Xerox Corporation for two new networkable copiers model WC4250SG. Electronic files allow for cleaner and more detailed copies. The copier for the Fire Training Center will have a high capacity paper feeder.

Lease and maintenance for the two copiers is estimated to be \$14,807.00 over the 5-year term that will be paid through the General Fund.

The College will piggyback its lease through the State of California Department of General Services California Multiple Award Schedule (CMAS) contract #3-01-36-0030A awarded to Xerox Corporation. This piggybackable award is in compliance with Public Contract Code §20652.

RECOMMENDATION: That the Board of Trustees approves the lease of two (2) copier system for the Public Safety Department from Xerox Corporation. Amount not to exceed \$14,807 from the General Fund and authorizing the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Mr. Gary Mendez , seconded by Ms. Mary Ann Pacheco,
and carried, that the Consent Agenda with the following revisions:

None

be

Accepted and approved - Action No. 112

Not approved

Yes

No

Delayed for further study

Vote:

3

0

Student Trustee Advisory Vote:

1

0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

7. Household Hazardous and Electronic Waste Collection and Roundup

Annually, the City of Santa Fe Springs in conjunction with the Sanitation Districts of Los Angeles County and the County of Los Angeles Department of Public Works, requests the use the Santa Fe Springs Public Safety Fire Training Center site for the annual Household Hazardous and Electronic Waste Roundup. Waste includes but is not limited to all types of electronics, pesticides, cleaning solvents, automotive fluids, waste oil, paint and related products, hobby and art chemicals, batteries and similar items.

Staging and preparation for the Roundup will begin January 16, 2015 at 12:00 noon. The Roundup is advertised by the County of Los Angeles for the public to begin delivering their electronic waste to the site between the hours of 8:00 a.m. and 4:00 p.m. for January 17, 2015. Cleanup and closeout is not to exceed 24-hours, following termination of the Roundup.

RECOMMENDATION: That the Board of Trustees approve the agreement with the County of Los Angeles to conduct a Household Hazardous and Electronic Waste Collection and Roundup at Santa Fe Springs Public Safety Fire Training Center on January 17, 2015 authorizing the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None

be

Accepted and approved - Action No. 112

Not approved

Yes No

Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
 BOARD OF TRUSTEES
 Regular Meeting, November 12, 2014, 6:00 p.m.
 AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

8. Cleaning Central Plant Cooling Tower - Titan Water Technology, Inc.

The Central Plant cooling tower should be cleaned twice annually to remove the buildup of calcium deposits and sediment in that collects over time in the tower basin. This service will assist to maximize the operating efficiency and to prolong the life of the equipment.

Two vendors qualified to perform this service provided quotes. Titan Water Technology, Inc. presented the lowest cost proposal of \$4,600.00 which includes labor for the seven (7) technicians required to perform the cleaning of the cooling tower, equipment, and materials. This service will be performed twice over 12-months.

<u>Contractor</u>	<u>Proposal Cost</u>
Titan Water Technologies, Inc.	\$4,600.00
EMCOR Services, Mesa Energy Systems, Inc.	\$5,960.00

RECOMMENDATION: That the Board of Trustees award contract to Titan Water Technology, Inc., for cleaning Central Plant Cooling Tower in the amount of \$4,600.00 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 Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

9. Replace Variable Frequency Drive (VFD) at Air Handle #1 at the Administration Building – EMCOR Services, Mesa Energy Systems, Inc.

The air conditioning at the first floor administration building has experienced variations of temperature with thermostat controls unable to provide consistent temperatures in rooms. Staff investigated and found that the variable frequency drive (VFD) is worn out and requires replacement for energy savings, to allow for thermostat controls for heating and cooling, and to protect the life of the air handler motor which is currently trying to compensate for the failure of the VFD.

EMCOR Services provided a quote for \$4,217.00 to provide and install a new VFD at the Administration Building Air Handler #1 and set the device to manufacturer's specifications.

EMCOR Services, Mesa Energy Systems,	\$4,217.00
Key Mechanical Service Company	\$5,947.52
BP AIR Air Conditioning & Heating, Inc.	\$9,974.00

RECOMMENDATION: That the Board of Trustees approve the proposal of \$4,217.00 to replace the variable frequency drive (VFD) at Air Handler #1 at the Administration Building by EMCOR Services, Mesa Energy Systems, Inc. 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 Mr. Gary Mendez , seconded by Ms. Mary Ann Pacheco,
and carried, that the Consent Agenda with the following revisions:

None

be

Accepted and approved - Action No. 112

Not approved

Yes

No

Delayed for further study

Vote:

3

0

Student Trustee Advisory Vote:

1

0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

10. Install Bird Spikes at Administration of Justice Building above West Exterior Stairs – ISOTECH Pest Management

Crows and pigeons have been nesting at the Administration of Justice Building on the west side creating a health problem.

Previously, the College contracted with Isotech Pest Management to install an electronic bird deterrent at the top of the high windows and it has been effective in that area. Birds have moved to the beams over the exterior stairs at the west side of the building and the vendor reports that bird spikes will be effective in that area. Isotech recommends bird spikes as the solution at the beams over the west exterior stairs to deter birds at this area and proposed to provide and install the bird spikes at the beams.

Staff recommends awarding contract to Isotech in the amount of \$1,750.00 from the Bond Fund.

RECOMMENDATION: That the Board of Trustees award contract to Isotech Pest Management to supply and install bird spikes at Administration of Justice Building above the west exterior stairs in the amount of \$1,750 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 Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

11. Memorandum of Understanding (MOU) with Montebello Unified School District – Providing Dual Enrollment Courses at ATC High School

Rio Hondo Community College District will partner with Montebello Unified School District to provide the following dual enrollment classes at ATC High School Located at 1200 W. Mines Avenue, Montebello.

- American Sign Language (ASL149)
- Beginning Acting (THTR110)
- Engineering Design Graphics (ENGT122)
- Speech (SPCH101)
- Two Dimensional Design Drawing (ART 120)

Other classes may be added as determined by need and approval by the two districts.

The term will begin on January 1, 2015 and continue through June 30, 2015.

RECOMMENDATION: That the Board of Trustees approve the MOU with Montebello Unified School District as summarized above and authorize the Administration to execute appropriate documents on behalf of the District.

Disposition by the Board:

It was moved by Mr. Gary Mendez , seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE AND BUSINESS

12. Revenue Agreement – Michael Kors Distribution

Rio Hondo Community College District – RHC Career & Technical Education Division will provide OSHA/Forklift and Basic Safety Training for the Michael Kors Distribution Company. This training includes industrial safety, the uses and purposes of various types of material handling equipment, such as: gas and electric forklifts, electric stand-up reach forklifts, order selectors and electric pallet jacks.

The term will begin November 13, 2014 and continue through June 30, 2015. Michael Kors Distribution will pay the District an amount not to exceed \$20,000.00.

RECOMMENDATION: That the Board of Trustees approve revenue agreement with Michael Kors Distribution as outlined above and authorize the Administration to execute a contract on behalf of the District.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

II. CONSENT AGENDA

A. FINANCE & BUSINESS

13. Continuing Education

- a. Notary Public Seminars, Inc. – To present to the Community, Real Estate Courses including workshops on Real Estate related topics: How to Become a Notary, Notary Renewal, Becoming a Loan Signing Agent and many more related workshops. Dates of service: November 13, 2014 – June 30, 2015. Payment will be 60% to the 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 Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Yes No

Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, November 12, 2014, 6:00 p.m.**

II. CONSENT AGENDA

A. FINANCE & BUSINESS

14. Consultants

- b. GameTrain Learning, Inc. – To facilitate a four (4) hour Minecraft workshop that will serve as an introduction to game-based learning and Minecraft. Date of service: November 21, 2014. Payment not to exceed \$250.00 from the Deputy Sector Navigator Energy Efficiency and Utilities Grant.**
- c. Lanny Richardson – To develop a program and collaborate recruitment for an inter-region HVAC Six College collaboration for common HVAC student outcomes, stackable credentials and industry recognized completer credentials and certifications. Dates of service: November 13, 2014 to December 15, 2014. Payment not to exceed \$11,682.00 from the Deputy Sector Navigator (DSN) Grant 13-160-003-1402.**
- d. Next Vista for Learning – To provide a workshop for industry healthcare educators, community college health faculty, and high school health academy teachers. The focus of the workshop is technology and how it can be applied to enhance instruction. The program is co-sponsored with the Organization of Healthcare Educators (OHE). OHE is providing logistics. The Deputy Sector Navigator (DSN) grant will provide the speaker. Date of service: November 21, 2014. Payment not to exceed \$4,500.00 from Deputy Sector Navigator Grant.**

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

Disposition by the Board:

It was moved by Mr. Gary Mendez , seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None be

X Accepted and approved - Action No. 112

 Not approved

 Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

B. PERSONNEL

The following recommendations are submitted within budget allocations:

1. Academic

a. Employment

Special Assignments, Fall 2014

The following instructor will receive a \$200 stipend, paid by Title V Grant, for participating in professional development "Student Engagement in a Changing Technological Climate" workshop and creating at least two new assignments/activities to incorporate into his Reading 022 and/or 023 courses to enhance student success:

KOELLE, Steve, Communications and Languages

Part-time, Fall 2014

STOIAN, Razvan, Health Science & Nursing

Hourly As Needed, Intersession 2015

Cal WORKS

ALDRICH, Christine

Career Technical Education

FRALA, John
RIOS, Maria

HERZFELD, Shari
TOMORY, Steve

Communications and Languages

CHANDLER, Jim

Counseling & Student Success

ALVARADO, Guadalupe
FLORES-OLSON, Troy
GUZMAN, Sergio
PARRA, JOHN
RIVERA, Mary
THOMAS, Julius

DE LA MORA, Martha
GRAHAM, Song
HUINQUEZ, Jorge
PICHARDO-DIAZ, Dorali
SAUCEDA, Henry
TORRES-GIL, Belen

EOPS

CLARK, Dennyse
O'BRIEN, Katie

GARCIA, Yvette
REYES, Diana
RODRIGUEZ, Jose

Kinesiology, Dance & Athletics

CLARK, Dennyse

Library

ARENAS-VELLANOWETH, Vivian	BABOU, Robin
BIDWELL, Jennifer	BARBA, Benjamin
ENRIGHT, Adele	BOURGAIZE, Karen
OLDHAM, Carolyn	ENRIGHT, William
SINGH, Bindiya	SEVILLA-MARZONA, Judy
	TRUONG, Irene

Math & Sciences

SPIELER-PERSAD, Gisela

Student Success and Retention

GUZMAN, Sergio	PITASSI, Matthew
	O'BRIEN, Katie

Veterans Services

DURAN-KATNIK, Sylvia

Hourly as Needed, 2014-15Counseling & Student Success

VILLANUEVA, Viviana

Public Safety

LEE, Robert

Part time, Spring 2015Behavioral & Social Sciences

FANTINI, Nestor

Business

BATES, Robert

Communications and Languages

CAMPOS, Megan	MONAHAN, Laura
MOOREHEAD, Antonio	SPENCE, Cynthia

Math & Sciences

CHAU, Evelyn

b. Family Care and Medical Leave

BENNETT, John, full-time faculty in Public Safety has requested a Family Care and Medical Leave to be taken intermittently through December 31, 2014

SPRINGER, Jo Ann, full time faculty in Communications and Languages has requested a Family Care and Medical Leave effective October 15, 2014 through March of 2015

2. Management and Confidential

a. Retirement

PEARSON, Judy, Director of Admissions. Her last day of employment is December 30, 2014 with her first day of retirement being December 31, 2014

b. Resignation

FOSTER, Dyrell, Dean, Student Affairs. His last day of employment is December 5, 2014

3. Classified

a. Employment, 2014-2015

Regular Classified

CALLEJAS, Guisela, P.E. & Athletic Equipment Attendant, 45%, 8 months, Kinesiology, Dance & Athletics, effective October 15, 2014

RUFF, Denzel, P.E. & Athletic Equipment Attendant, 45%, 8 months, Kinesiology, Dance & Athletics, effective November 4, 2014

Substitute, 2014-2015

GOMBERG, Greg, Warehouse Storekeeper, Purchasing, effective October 13, 2014

BARAJAS, Alicia, Children's Center Aide, Child Development Center, effective July 1, 2014

ESTRADA, Evette, Children's Center Aide, Child Development Center, effective October 1, 2014

b. Promotion

CARRERA, Anatolio, from Grounds Maintenance Worker, to Sr. Grounds Maintenance Worker, effective October 20, 2014

c. Resignation

HERNANDEZ, Federico, Sr. Grounds Maintenance Worker, Facilities Services – never worked.

VILLEGAS, Cindy, Sr., Financial Aid Assistant, Financial Aid. Her last day of employment was November 5, 2014

d. Layoff, Regular Classified

The following individual was hired with designated categorical funds that expire on November 30, 2014. This individual will receive a reduction in schedule in 60 days as per Ed. Code 88017:

CORRALES, Alfred, Tool Room Attendant, part-time in Career Technical Education from 47.5%, 12 months, to 25%, 11 months

The following individual will receive a 60-day notice of layoff:

SU, Juan, Tool Room Attendant, part-time, Career Technical Education

4. Unrepresented (AP 7130), 2014-2015

a. Employment

Hourly

Arts & Cultural

MARTINENKO, Serge, Model

Health Sciences & Nursing

ARTEAGA, Adriana, Tutor II

Student Success & Retention (Basic Skills)

ARZATE, Robert, Tutor II

Students

ASTURI, Berlyn, Kinesiology, Dance	AYALA, Alina, Math & Sciences
CARPENA, David, Assessment Ctr.	CHAVEZ, Deborah, Kinesiology, Dance & Athletics
CORNEJO, Vanessa, Cal WORKS	CUCUTA, Gloria, Math & Sciences
CUEVA, Mary, Student Life	DENNIS, Jillian, Arts & Cultural
DUONG, David, Career Tech., Ed.	GARAY, Walter, Math & Sciences
GONZALEZ, Adela, Foster Care	HERNANDEZ, Amanda, Career Devp. Center
LAMOS, Jose, Transfer Center	LARA, Manuel, Arts & Cultural
LIU, Sinei, Math & Sciences	LIZARDO, Ashley, Ed. Partnerships
LOZA, Samirah, Transfer Center	MACIAS, Janet, Comm./Lang.
MEZA, Lillian, Kinesiology, Dance	MILLER, Tina, Accounting
MYLES, SaiShawn, Math & Sci.	NGUYEN, Justina, Math & Sciences
OCEGUEDA, Mayra, EOPS	OTIS, Jason, Math & Sciences
PENUNURI, Justin, Human Res.	PEREZ, Zachary, Facilities Services
REGIN, Nailea, Math & Sciences	RUVALCABA, Reyna, Library
TORRES, Lisette, Assess. Ctr.	VARGAS, Jorge, Math & Sciences
VASQUEZ, Michael, Facilities Ser.	WOMACK, Shadene, Math & Sciences

Volunteers

CRUZ, Cynthia, Arts & Cultural GONZALEZ, Atenea, Arts & Cultural

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

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda with the following revisions:

None _____ be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes **No**

Vote: 3 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

C. PRESIDENT'S OFFICE

1. Employment Contract for Vice President, Finance and Business

Based on the Government Code Section 53262 (a) "All contracts of employment with a Superintendent, Deputy Superintendent, Assistant Superintendent, Associate Superintendent, Community College President, Community College Vice President, Community College Deputy Vice President, General Manager, City Manager, County Administrator, or other similar chief administrative officer or Chief Executive Officer of a local agency shall be ratified in an open session of the governing body which shall be reflected in the governing body's minutes." Below is the summary of the employment contract for the Vice President Finance and Business:

Vice President – Finance and Business

Contract Expires: 11/10/15
Salary: \$171,058/annual
Auto allowance: \$5,640/annual

Recommendation: That the Board of Trustees ratify the contract as outlined above.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda II.C.1 with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

II. CONSENT AGENDA

C. PRESIDENT'S OFFICE

2. Wage Reclassification

With the retirement of the Director of Admission and Records effective December 2014, the District compared salary classification with local single Community College Districts. Based on the results of the classification survey, we are recommending that the salary range for the Director of Admission and Records wage range be adjusted from a 54 to a 51 prior to advertising for a permanent position in the future. This is approximately an 8% savings at step one on the management salary schedule.

RECOMMENDATION: That the Board of Trustees approve the Board agenda as outlined above and approve the new wage range for the Director of Admission and Records effective January 1, 2015.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda II.C.2 with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014 6:00 p.m., Board Room
AGENDA

II. CONSENT AGENDA

D. 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 Course that is Part of an Existing Program

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

CARP 060A: Cabinet, Millwork and Assembly

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060B: Plastic Laminates

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060C: Door and Door Frames

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060D: Stair Trim

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060E: Commercial Fixtures

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060F: Fitting Rooms/Partitions

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060G: Exit & Electrical Security Devices

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060H: Solid and Stone Surfaces**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060I: Hand/Power Tool Usage**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060J: Power Tools and Stationary Equipment**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060K: Print Reading and Stock Billing**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060L: Material and Hardware Applications**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060M: Production Casework and Assembly**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060N: Laminates and Overlays**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060P: Jigs, Fixtures and Accessories**

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.

CARP 060R: Millwork and Specialty Applications

(CTE)

Degree Applicable; (1.5 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060S: Computerized Project Planning and Estimating**

(CTE)

Degree Applicable; (2 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060T: Computer Applications CAD-CAM**

(CTE)

Degree Applicable; (2 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060V: Building Information Modeling Concepts**

(CTE)

Degree Applicable; (2 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**CARP 060W: Building Information Modeling Computer Applications**

(CTE)

Degree Applicable; (2 Units)

Justification: Provide the required related and supplemental instruction for State Indentured Carpenter Union Apprentice.**HS 050L: Nurse Assistant Pre-Certification Training Course Lab**

(Health Sciences & Nursing)

Degree Applicable; (2.5 Units)

Justification: This is a required clinical course in the Nursing Assistant Pre-Certification training program.**HS 051L: Certified Nurse Assistant Acute Care Training Course Lab**

(Health Sciences & Nursing)

Degree Applicable; (1 Unit)

Justification: This is a required clinical course in the Certified Nurse Assistant Acute Care training program.**HS 052L: Home Health Aide Training Course Lab**

(Health Sciences & Nursing)

Degree Applicable; (1 Unit)

Justification: This is a required clinical course in the Home Health Aide training program.

KINA 192: Women's Intercollegiate Sand Volleyball Team

(Kinesiology)

Degree Applicable; (3 Units)

Justification: This class is designed to prepare our athletes for intercollegiate competition in sand volleyball. Emphasis will be placed on all aspects of the sport as well as the academic requirements for transfer and maintaining eligibility. Our athletes will be monitored and encouraged to advance in their academic and athletic skills throughout the course.

PHIL 115: Symbolic Logic

(Behavioral & Social Sciences)

Degree Applicable; (3 Units)

Justification: This course will be part of the AA-T degree in Philosophy. Per the TMC students who do not have Symbolic Logic prior to transferring may be required to take it at the four-year transfer institution.

THTR 173: Rehearsal and Performance: The Style Play

(Arts & Cultural Programs)

Degree Applicable; (3 Units)

Justification: This course will provide students with the experience of working on a play with a specific and detailed style. The students will be able to apply the same techniques to plays of differing styles in the future. This course will be part of the AS degree in Theatre Arts.

THTR 186: Touring Theatre: The American College Theatre Festival

(Arts & Cultural Programs)

Degree Applicable; (2-4 Units)

Justification: This class is needed so our students can be prepared to compete at ACTF. It is a class they need to learn the rules, prepare their material, showcase it and then go on tour. This supports our emphasis on touring as one of the great teaching and learning opportunities.

b. New Non-Credit Course

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

HS 030: Nursing Skills Lab

Non-Degree Applicable; (10-200 Hours)

NESL 034: ESL Multi-Level I

Non-Degree Applicable; (24-50 Hours)

c. Unit Changes

The following courses have been recommended for unit changes to reflect an increase/decrease in course content:

ART 233: Freehand Drawing III**Unit Change: FROM: 3 Units TO: 3.25 Units**

HEFR 043: Construction Mathematics**Unit Change: FROM: 6 Units TO: 3 Units****HS 050: Nurse Assistant Pre-Certification Training Course****Unit Change: FROM: 5.5 Units TO: 4 Units****HS 051: Certified Nurse Assistant Acute Care Training Course****Unit Change: FROM: 2 Units TO: 1.5 Units****HS 052: Home Health Aide Training Course****Unit Change: FROM: 2 Units TO: 1.5 Units****SPCH 110: Forensics: Speech and Debate Team****Unit Change: FROM: 2 Units TO: 1-4 Units****THTR 159: Stage Crew Activity****Unit Change: FROM: 0.5 - 3 Units TO: 1-3 Units****THTR 215: Acting: A Course in Auditioning and Cold Reading****Unit Change: FROM: 1 Unit TO: 3 Units****d. New Programs**

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

Career Certificate – Entry Network Technician**(9 Units)****Career Certificate –Network Technician****(15 Units)****Career Certificate – Desktop Technician****(10 Units)****Career Certificate – PC Repair Technician****(7 Units)****Certificate of Achievement – California State University General Education - Breadth****(Minimum 39 Units)****Certificate of Achievement – Intersegmental General Education Transfer Curriculum****(Minimum 37 Units)****Associate of Science Degree – Information Systems with the Network Administrator Option****(34 Units)****Certificate of Achievement – Information Systems with the Network Administrator Option****(34 Units)**

Associate of Science Degree – Information Systems with the System Administrator Option
(31 Units)

Certificate of Achievement – Information Systems with the System Administrator Option
(31 Units)

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

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Ms. Mary Ann Pacheco, and carried, that the Consent Agenda II.D.1 with the following revisions:

None be

Accepted and approved - Action No. 112

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

III. ACTION ITEM

A. PRESIDENT'S OFFICE

1. Revision of Board Policies 2350 -Speakers at Board Meetings
(Final Adoption)

The following Board Policy was approved for first reading at the Board meeting on October 8, 2014 and is recommended for final adoption.

BP 2350 Speakers at Board Meetings

RECOMMENDATION: That the Board of Trustees approve Board Policy 2350 for final adoption.

Disposition by the Board:

It was moved by Ms. Mary Ann Pacheco, seconded by Mr. Gary Mendez, and carried, that Report No. III.A.1 with the following revisions:

None be

Accepted and approved - Action No. 113

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

SPEAKERS AT BOARD MEETINGSBP No.
2350

Board Adopted: 3/13/02; 11/12/03

Page 1 of 2

- I. Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.
- II. Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.
- III. Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment. **The following protocol shall be used for responding to needs or complaints expressed in Board meetings during public comment on non-agenda items (*Board approved Board Protocols at 8/10/13 Board retreat*):**
 - A. **The Board President will thank the speaker(s) and acknowledge that the need or complaint has been heard by the Board.**
 - B. **If appropriate, the Board President may make a brief statement about the issue.**
 - C. **The Board President will ask the Superintendent/President if there are any comments from the administration.**
 - D. **The Board President will ask the Superintendent/President to look into the issue and report back to the Board. The Board President will determine what form the report will take (e-mail, formal written report, etc.).**
 - E. **After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda for discussion or action.**
- IV. Those wishing to speak to the Board are subject to the following:
 - A. The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
 - B. Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

SPEAKERS AT BOARD MEETINGS

**BP No.
2350**

Board Adopted: 3/13/02; 11/12/03

Page 2 of 2

- C. Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

- V. Persons wishing to speak to an agenda item shall complete a written request to do so at the beginning of the meeting at which they wish to speak. Cards are provided for this. The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

- VI. No member of the public may speak without being recognized by the President of the Board.

- VII. Each speaker will be allowed a maximum of 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. At the discretion of a majority of the Board, these time limits may be extended.

- VIII. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

- IX. Source/Reference

Policy Government Code Section 54950, et seq., Education Code Section 72121.5, former 1005.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

III. ACTION ITEM

A. PRESIDENT'S OFFICE

2. Revision of Board Policies 2716 and 3200 (First Reading)

The following Board Policies have been revised and have gone through the review process which included President's Council Administrative Council, and Planning and Fiscal Council. They are recommended for first reading.

BP 2716	Political Activity
BP 3200	Accreditation

RECOMMENDATION: That the Board of Trustees approve Board Policies 2716 and 3200 for first reading.

Disposition by the Board:

It was moved by Mr. Gary Mendez, seconded by Student Trustee Magallon, and carried, that report No. III.A.2, with the following revisions:

_____ None _____ be

Accepted and approved - Action No. 114

Not approved

Delayed for further study

Yes No

Vote: 3 0

Student Trustee Advisory Vote: 1 0

POLITICAL ACTIVITY

BP No. 2716

Board Adopted: 3/15/06; 1/9/13

Page 1 of 1

- I. Members of the Board of Trustees shall not use District funds, services, supplies, or **any other District assets (PFC) resources** equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing Board.
- II. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ***the possible effects of*** District bond **issues or other ballot** measures.
- III. Source/Reference:
Education Code Sections 7054; 7054.1; 7056; Government Code 8314.

ACCREDITATION

BP No. 3200

Board Adopted: 2/18/09; 10/14/09

Page 1 of 1

- I. The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges (**ACCJC**) and of other District programs that seek special accreditation.
- II. The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.
- III. The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.
- IV. The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken, or to be taken, in response to recommendations in an accreditation report.
- V. The Board will designate the Superintendent/President as intermediary between the District and the Board of Trustees in the development of accreditation materials.
- VI. All written draft accreditation materials authored by various campus constituents and the Board of Trustees shall be submitted to the Superintendent/President.

Final accreditation materials shall be available for review by the District and the Board of Trustees prior to submission to the relevant accreditation agencies.

- VII. Source/Reference:

Accreditation Eligibility Requirement 21, Standard IV.B.1.i
Title 5 Section 51016

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

III. ACTION ITEM

A. PRESIDENT'S OFFICE

3. Deletion of Board Policy 1400, Acknowledged Employee Organizations Rights

The following Board Policy is no longer applicable in that the District abides by the bargaining agreements for employee organizations.

This policy is not included or recommended by CCLC Policy Subscription service. It is recommended that the following policy be deleted:

BP 1400 Acknowledged Employee Organizations Rights

RECOMMENDATION: That the Board of Trustees approve the deletion of Board Policy 1400, Acknowledged Employee Organizations Rights..

Disposition by the Board:

It was moved by Ms. Mary Ann Pacheco, seconded by Mr. Gary Mendez, and carried, that report No. III.A.3, with the following revisions:

None be

Accepted and approved - Action No. 115

Not approved

Yes No

Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0

ACKNOWLEDGED EMPLOYEE ORGANIZATIONS RIGHTS

BP No.
1400

Board Adopted: 3/16/77; 1/11/78; 1/10/79; 3/13/02; 11/12/03

Page 1 of 1

- I. Employee organizations which have been properly acknowledged by the Board of Trustees shall have the right to represent their members on all matters not covered by Section 3543.2 of the Government Code. In the event an employee organization is recognized or certified as the exclusive representative, it shall have the additional right to meet and negotiate on all matters within scope and on behalf of all employees in the unit for which it is the exclusive bargaining agent.
- II. The Superintendent/President, as the chief executive officer of the Board, and/or any designee(s), shall represent the Board in all relations other than "meet and negotiate" matters, with officially acknowledged employee organizations, unless otherwise directed by action of the Board.
- III. Use of District facilities such as specific bulletin boards, and mailboxes is limited to items clearly designating the name of the employee organization authorizing the distribution of the information. Employee organizations shall not use District postage stamps or the District postage machine.
- IV. Employees shall not absent themselves from scheduled work activities to attend organization meetings.
- V. Source/Reference
Former Board Policy 101

DELETE

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA

III. ACTION ITEMS

B. FINANCE AND BUSINESS

1. Annual Bond Audit Reports

California Constitution Article XIII A (13A) requires an annual audit be made for the Bond by a Certified Public Accountant or Public Accountant who is licensed by the State Board of Accountancy.

The Board agenda package includes a copy each of the Bond Financial Audit Report and Performance Audit Report, for the period ending June 30, 2014. Upon Board approval, the Reports will be forwarded to the Citizens Oversight Committee for its meeting on December 16, 2014.

RECOMMENDATION: That the Board of Trustees accepts the Bond Financial Audit Report and Performance Audit Report for Fiscal Year ending June 30, 2014.

Disposition by the Board:

It was moved by Ms. Vicky Santana, seconded by Ms. Mary Ann Pacheco, and carried, that report No. III.B.1, with the following revisions:

None _____ be

Accepted and approved - Action No. 116

Not approved

Yes No

Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0



**Rio Hondo Community College District
Measure A General Obligation Bonds
Performance Audit
Year Ended June 30, 2014
*With Report of Independent Auditors***

**Rio Hondo Community College District
Measure A General Obligation Bonds
Performance Audit
Year Ended June 30, 2014
*With Report of Independent Auditors***

**Rio Hondo Community College District
Measure A General Obligation Bonds
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Report of Independent Auditors

**The Board of Trustees
The Citizens' Oversight Committee
Rio Hondo Community College District
Whittier, California**

We have conducted a performance audit of the Rio Hondo Community College District's (the "District") Measure A General Obligation Bonds Fund for the year ended June 30, 2014.

We conducted this performance audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusion based on our audit objectives.

Our audit was limited to the objectives listed on page 2 of this report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Section 1(b)(3)(C) of Article XIII A of the California Constitution as they apply to the bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements. Our audit does not provide a legal determination of the District's compliance with those requirements.

Management of the District is responsible for establishing and maintaining effective internal control. Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, and outlined in Section 1(b)(3)(C) of Article XIII A of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance with those requirements. Accordingly, we do not express any assurance on the internal control.

The results of our tests indicated that, in all material respects, Rio Hondo Community College District expended Measure A General Obligation Bonds Fund for the year ended June 30, 2014 only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, and outlined in Section 1(b)(3)(C) of Article XIII A of the California Constitution.

Vasquez & Company LLP

Los Angeles, California

October 27, 2014

OBJECTIVES

The objectives of our Performance Audit were to:

- Document the expenditures charged to the Rio Hondo Community College District (the "District") Measure A General Obligation Bonds (hereinafter referred to as the "Project Fund") established for the bonds and the net bond proceeds deposited into the Project Fund.
- Determine whether all expenditures from July 1, 2013 through June 30, 2014, charged to the Project Fund, have been made in accordance with the bond project authorization approved by the voters through the approval of Measure A on March 2, 2004 ("Bond Projects").
- Note any internal control system weaknesses and provide recommendations for improvement.
- Provide the District's Board of Trustees and the Measure A Citizens' Oversight Committee with a performance audit as required under the requirements of the California Constitution and Proposition 39 (Prop 39).

SCOPE OF THE AUDIT

The scope of our Performance Audit covered the period from July 1, 2013 to June 30, 2014. The expenditures tested included all objects and projects codes associated with the Bond Projects. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources were not included in the scope of our audit. Expenditures incurred subsequent to June 30, 2014 were not reviewed or included in the scope of our audit.

BACKGROUND INFORMATION

This performance audit of the Measure A Bond Funds is required under Prop 39, passed by California voters during the November 7, 2000 general election, which amended the California Constitution. Provisions of Prop 39 require an annual, independent performance audit to ensure that the proceeds from the sale of school facilities bonds have been expended on specified projects, and not for teacher and administrator salaries and other school operating expenses.

On March 2, 2004, the voters of Whittier, Santa Fe Springs, Pico Rivera, El Monte, South El Monte and small sections of Norwalk and La Mirada cities approved Measure A, a facilities and equipment bond measure for the District. A Citizens' Oversight Committee was appointed on April 14, 2004 to comply with the California Constitution and Education Code. The purpose of the Committee is to inform the public at least annually regarding the appropriate use of the bond proceeds.

On June 3, 2004, the first series of bonds in the amount of \$58,000,000 was issued. The total proceeds from the Bond issuance were received by the District (less the original bond issuance costs) and were intended to be used to finance the construction, acquisition, furnishing and equipping of District facilities.

BACKGROUND INFORMATION (CONTINUED)

On September 26, 2005, the District's Board of Trustees adopted a resolution to issue general obligation refunding bonds (the "Refunding Bonds") to finance the advance refunding of a portion of the District's outstanding Series A Bonds starting August 1, 2015. On November 3, 2005, a bond in the amount of \$47,117,244 was issued which consisted of current interest bonds of \$43,750,000 and capital appreciation bonds of \$3,367,244.

Concurrent with the issuance of the Refunding Bonds, the District deposited part of the proceeds in the amount of \$46,371,376 from the Refunding Bonds funds into an escrow fund securing the respective maturities of the Series A Bonds to be refunded. The remaining portion in the amount of \$4,732,103 was deposited to the revenue bond construction fund. The advanced refunding met the requirements of an in-substance defeasance. Accordingly, the refunded portion of the 2004 Series A bonds were removed from the District's financial statements. The defeasance of the 2004 Series A debt resulted in a difference between the reacquisition price and the net carrying amount of the old debt. This difference is reported in the District's financial statements as a deduction from bonds payable and is being amortized on a straight-line basis over the life of the bonds.

On March 11, 2009, the District issued \$64,996,844 of Measure A, Series B Bonds to fund the acquisition, construction, furnishing, equipping and improvement of capital facilities. Proceeds are to be used in the same purposes specified in the bond proposition submitted at the election.

On December 21, 2010, the District's Board of Trustees adopted a resolution to issue \$60,040,980 of Measure A, Series C Bonds for financing of the furnishing, equipping, acquisition, construction and improvement of District capital facilities for some or all of the purposes authorized at the 2004 election.

AUDIT PROCEDURES PERFORMED

We obtained the general ledger and the project expenditure summary reports and related details prepared by the District for the fiscal year ended June 30, 2014 for the Project Funds. We obtained the actual invoices and other supporting documentation for a sample of expenditures to determine compliance with Proposition 39 and Measure A. Accordingly, we performed the following procedures:

- Reviewed Prop 39 provisions, Article 13A, Section 1(b)(3)(C) of the California Constitution, Measure A bond literature and any other documents deemed necessary.
- Interviewed District staff and documented the internal controls and procedures established for the administration of Measure A bond funds.
- Selected a sample of expenditures and reviewed documentation to ensure that funds were properly expended on the specific projects outlined on the publicized list and met the procurement requirements, as applicable.
- Reviewed sample of vendor invoices paid with Measure A bond funds to determine that expenditures were properly authorized and processed according to established internal control procedures and recorded under an approved project.

AUDIT PROCEDURES PERFORMED (CONTINUED)

- Compared total project expenditures to budgets to determine if there were any expenditures in excess of appropriation.
- Verified that the funds were used for the construction, acquisition, furnishing and equipping of District facilities and not for teachers and school administrators' salaries or other operating expenses of the District.

RESULTS OF PROCEDURES

The District is obliged to put forward several projects for use with the bond funding. For the year ended June 30, 2014, the District incurred total expenditures of \$4,166,277 bringing the total project-to-date expenditures to \$157,695,347 as of June 30, 2014. Please refer to Schedule 1 for the summary of project expenditures with the corresponding budget comparison.

Each project has been given a specific project identification number within the District's Building program.

Program management costs have been incurred and shared by all projects. The following outlines results of testing related to material expenditures incurred for the year ended June 30, 2014.

Project 1 – Fire Fighter Training Facility in Santa Fe Springs

Expenditures incurred were for the design services, land lease payment, infrastructure upgrade, paving and construction of confine spike.

Project 2 – Police Training Facility for Rio Hondo Police Academy

Expenditures incurred relate to payment of architectural design services and pre-construction management fees.

Project 3 – Nursing and Health Programs Facilities

There were no expenditures incurred.

Project 4 – State-of-the-Art Technology Laboratories

There were no expenditures incurred.

Project 5 – Student Services and Student Activities Building

Expenditures were incurred for the architectural design services.

Project 6 – Not applicable

Project 7 – Upgrade Campus Lighting and Alarm System

Expenditures were incurred for the purchase, installation and wiring of NUTech Fire Alarm System.

Project 8 – Replace/Repair Building Components

Expenditures were incurred for various materials, repairs, painting, removal and disposal of asbestos on different campus structures.

Project 9 – Campus-wide Efficiency Repairs

Expenditures were incurred for the installation of fire hydrants in various buildings.

RESULTS OF PROCEDURES (CONTINUED)

Project 10 – Campus Building Improvements

Expenditures incurred relate to campus-wide improvements of various buildings.

Project 11 – Information Technology Upgrade

Expenditures were incurred for the implementation and purchase of a Management Information System and purchase and installation of networking equipment.

Project 12 – Campus-wide Infrastructure, Roads, Walks and Walls

Expenditures were incurred for improvement of roadways, walkways, grounds, parking, fencing, signage and overall campus access, including purchase of land on the North side of the campus for a perimeter road around the campus.

Project 13 – Campus Equipment and Furnishings

Expenditures incurred relate to purchase and installation of equipment and furnishings at facilities being constructed, repaired or improved.

Project 14 – El Monte and South Whittier

Expenditures were incurred for the purchase of land, construction and improvements of El Monte and South Whittier Educational Centers to expand the ability of the District to deliver instruction and services to the communities in the South El Monte, El Monte and South Whittier areas.

Project 15 – Facilities Master Plan

Expenditures are for the implementation components of the Facilities Master Plan, such as environmental impact reports, soil testing, aerial photography and other compliance reports.

Project 16 – Demolition of Obsolete Facilities

Expenditures were incurred for the demolition of obsolete facilities.

Project 17 – Relocation/Acquisition of Temporary Facilities

This includes expenditures incurred for rental of mobile classes and redesign for swing space.

Project 18 – Child Development Center

Expenditures incurred were for the initial planning of the Child Development Center.

Project 19 – Central Plant

This includes expenditures incurred for construction and construction management.

Project 20 – Lot A Bridge

This includes expenditures incurred to build a pedestrian bridge connecting Lot A to the rest of the College.

Project 21 – Landscape

This includes expenditures incurred for planning and design of campus-wide landscape.

Project 22 – Seismic Retrofit

This includes expenditures incurred for hiring a consultant to review the structure of several campus buildings.

RESULTS OF PROCEDURES (CONTINUED)

Project 23 – Facilities Building/Garage/Fuel Tank

This includes expenditures incurred to remove and relocate garage and fuel tank of the facilities building in order to accommodate the central plant site.

Project 24 – Learning Resource Center (LRC) - Bond Portion

This includes expenditures incurred for the cost of bond portion of construction, construction management and furniture acquisition.

Project 25 – Applied Technology Remodel-Bond Portion

This includes expenditures incurred for tenant improvements and OCIP program.

Project 26 – P.E. Complex – Bond Portion

This includes expenditures incurred for the design services.

Project 27 – Fine Arts Complex – Bond Portion

This includes expenditures incurred for construction of the new Fine Arts building and renovation of Wray Theater.

Project Management

This includes expenditures incurred to the project management firm for services rendered in overseeing the building programs of the District. It also includes purchase of equipment and supplies.

Consultants

This includes expenditures incurred for amounts paid to the project consultants for marketing, legal, labor administration and compliance.

Other Expenditures (including Contingencies)

This includes expenditures that would benefit most of the projects and could not be allocated directly to any specific project.

CONCLUSION

The results of our tests indicated that, in all material respects, Rio Hondo Community College District has properly accounted for the expenditures of the funds held in Revenue Bond Construction Fund-Measure A General Obligation Bonds and that such expenditures were made on authorized bond projects for the year ended June 30, 2014. Further, it was noted that the funds held in the Revenue Bond Construction Fund and expended by the District were not used for teachers and school administrators' salaries or other operating expenditures.

**Rio Hondo Community College District
Measure A General Obligation Bonds
Schedule of Findings and Recommendations
Year ended June 30, 2014**

There were no findings and recommendations for the year ended June 30, 2014.

**Rio Hondo Community College District
Measure A General Obligation Bonds
Schedule 1 – Summary of Project Expenditures**

Project		Budget	July 1, 2004 to June 30, 2013	July 1, 2013 to June 30, 2014	Cumulative Total
Project 1	Fire fighter training facility in Santa Fe Springs	\$ 8,300,000	\$ 3,034,334	\$ 184,544	\$ 3,218,878
Project 2	Police training facility for Rio Hondo Police Academy	21,900,000	13,432,346	4,051	13,436,397
Project 3	Nursing and health programs facilities	-	-	-	-
Project 4	State-of-the-art technology laboratories	2,500,000	-	-	-
Project 5	Student services and student activities building	20,000,000	19,645,086	37,256	19,682,342
Project 6	Not applicable	-	-	-	-
Project 7	Upgrade campus lighting and alarm system	*	-	9,854	9,854
Project 8	Replace/repair building components	*	-	-	-
Project 9	Campus-wide efficiency repairs	*	-	-	-
Project 10	Campus building improvements	* 6,000,000	2,491,733	55,219	2,546,952
Project 11	Information technology upgrade	16,000,000	15,368,362	16,013	15,384,375
Project 12	Campus-wide infrastructure, roads, walks and walls	33,800,000	21,125,392	131,025	21,256,417
Project 13	Campus equipment and furnishings	4,000,000	252,264	146,041	398,305
Project 14	El Monte and South Whittier	8,425,000	7,799,779	249,965	8,049,744
Project 15	Facilities master plan	16,575,000	1,314,331	989	1,315,320
Project 16	Demolition of obsolete facilities	2,500,000	285,288	-	285,288
Project 17	Relocation/acquisition of temporary facilities	5,000,000	1,259,530	-	1,259,530
Project 18	Child development center	2,000,000	81,521	-	81,521
Project 19	Central plant	16,500,000	13,676,595	38,739	13,715,334
Project 20	Lot A bridge	1,500,000	152,662	-	152,662
Project 21	Landscape (1)	6,000,000	3,772,977	1,870	3,774,847
Project 22	Seismic retrofit (1)	4,700,000	728,090	2,400	730,490
Project 23	Facilities building/garage/fuel tank	2,000,000	1,826,528	-	1,826,528
Project 24	Learning Resource Center (LRC) - bond portion	10,000,000	9,646,314	7,364	9,653,678
Project 25	Applied technology remodel-bond portion	4,400,000	4,261,952	41,703	4,303,655
Project 26	P.E. complex-bond portion	10,000,000	7,073,515	2,602,327	9,675,842
Project 27	Fine Arts Complex-bond portion	6,800,000	387,422	18,325	405,747
	Program management	14,232,500	13,183,663	383,920	13,567,583
	Consultants/Surveyors/Geotech and soil testing	12,784,000	11,388,188	210,603	11,598,791
	Other expenditures	18,083,500	1,341,198	24,069	1,365,267
		\$ 254,000,000	\$ 153,529,070	\$ 4,166,277	\$ 157,695,347

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**Rio Hondo Community College District
Measure A General Obligation Bonds
Audited Financial Statements
Year ended June 30, 2014
With Report of Independent Auditors**

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McGLADREY ALLIANCE



V&V VASQUEZ
& COMPANY LLP
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS CONSULTANTS

Rio Hondo Community College District
Measure A General Obligation Bonds
Audited Financial Statements
Year ended June 30, 2014
With Report of Independent Auditors

**Rio Hondo Community College District
Measure A General Obligation Bonds
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**Rio Hondo Community College District
Measure A General Obligation Bonds
Introduction and Citizens' Oversight Committee Member Listing
June 30, 2014**

The Rio Hondo Community College District (the "District") operates Rio Hondo College in Whittier, California.

On March 2, 2004, the voters of the District approved by more than 55% Measure "A", authorizing the issuance and sale of \$245,581,122 in General Obligation Bonds for the purpose of financing the construction, acquisition and improvement of the capital facilities within the District.

The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability provisions. Specifically, the District must conduct an annual independent performance audit to ensure that funds have been expended only on the specific projects listed as well as an annual, independent financial audit of the proceeds from the sale of the bonds until all of the proceeds have been expended for facilities projects. Upon passage of Proposition 39, an accompanying piece of legislation, AB1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond Proposition pursuant to the 55% majority authorized in Proposition 39 including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

On April 14, 2004, the Board of Trustees of the District established the Citizens' Oversight Committee of the District's Measure A Bond. The Committee shall perform the following duties: (1) inform the public concerning the District's expenditure of the bond proceeds (2) review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for purposes set forth in the Measure A; and (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses and (3) present to the Board, in public sessions, an annual written report which shall include the following; a statement indicating whether the District is in compliance with the requirements of Article AllIA, Section 1(b)(3) of the California Constitution; and a summary of the Committee's proceedings and activities for the year.

The following members comprise the Citizens' Bond Oversight Committee as of June 30, 2014.

<u>Members</u>	<u>Title</u>	<u>Representation</u>
Richard Garner	Chairman	Senior Citizen
Dr. Joseph Rivera	Vice Chairman	Business Organizations
Fernando Centeno Jr.	Member	Non-designated
Tobby Chavez	Member	Rio Hondo Advisory Board
Dr. Francisco Hidalgo	Member	Non-designated
Almeda Rodriguez	Member	Non-designated
Alejandro Izarraraz	Member	Non-designated
Luis Czuba	Member	Non-designated
Amber Salazar	Member	Non-designated
Verna De Los Reyes	Member	Taxpayers/Homeowners Association
Jaime "JJ" Magallon	Member	Associated Student Body

Report of Independent Auditors

**To the Board of Trustees of
Rio Hondo Community College District**

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure A General Obligation Bonds Fund of Rio Hondo Community College District (the "District") which comprise the balance sheet as of June 30, 2014 and the related statement of revenues, expenditures and changes in fund balance for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District's Measure A General Obligation Bonds Fund as of June 30, 2014, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2014, on our consideration of the District's Measure A General Obligation Bonds Fund internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's Measure A General Obligation Bonds Fund internal control over financial reporting and compliance.

Other Matters

As discussed in Note 1, the financial statements present only the Measure A General Obligation Bonds Fund of the District and do not purport to present fairly the financial position of the District as of June 30, 2014, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

A handwritten signature in black ink that reads "Vasquez & Company LLP". The signature is written in a cursive, flowing style.

Los Angeles, California
October 27, 2014

**Rio Hondo Community College District
Measure A General Obligation Bonds
Balance Sheet
June 30, 2014**

ASSETS

Cash and cash equivalents	\$ 42,118,979
Interest receivable	149,662
Prepaid expenses	<u>14,880</u>
Total assets	\$ <u>42,283,521</u>

LIABILITIES AND FUND BALANCE

Liabilities	
Accounts payable	\$ 314,457
Accrued liabilities	<u>499</u>
Total liabilities	314,956
 Fund balance	
Restricted	<u>41,968,565</u>
Total liabilities and fund balance	\$ <u>42,283,521</u>

See notes to financial statements.

**Rio Hondo Community College District
Measure A General Obligation Bonds
Statement of Revenues, Expenditures and Changes in Fund Balance
Year ended June 30, 2014**

Revenues	
Interest and investment income	\$ <u>279,038</u>
Expenditures	
Capital outlay	<u>4,166,277</u>
Deficiency of revenues over expenditures	(3,887,239)
Fund balance at beginning of year	<u>45,855,804</u>
Fund balance at end of year	\$ <u>41,968,565</u>

See notes to financial statements.

NOTE 1 GENERAL INFORMATION

The Rio Hondo Community College District (the "District") operates Rio Hondo College in Whittier, California.

On March 2, 2004, the District voters authorized \$245,581,122 in General Obligation Bonds (Measure A) for the purpose of financing the construction, acquisition and improvement of the capital facilities within the District. Measure A was approved by more than the required minimum of 55% of the vote. The District's Board of Trustees established the Citizen's Oversight Committee. The Committee's oversight duties include ensuring compliance with the conditions of Measure A.

The District has established a separate revenue bond project fund (Fund #35) and revenue bond construction fund (Fund #42) to account for the activities of the Measure A bonds, (collectively the bond fund). These activities are limited to the financing of the construction, acquisition, furnishing and equipping of the District facilities and are not intended to be a complete presentation of the District's financial position or results of operations.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standard Board (GASB).

Measurement Focus and Basis of Accounting

The District accounts for financial transactions in accordance with policies and procedures of the California School Accounting Manual. This manual, according to Section 84030 of the State of California Education Code, is to be followed by all California Community College districts.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Measure A Bond Funds and Refunding Bonds are categorized as governmental fund types. Governmental fund types are presented using the flow of current financial resources measurement focus. With this measurement focus, operating statement increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets and unreserved fund balance as a measure of available spendable resources.

The governmental fund types use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are "measurable" and "available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. A one-year availability period is used for revenue recognition. Expenditures are recorded when the related fund liability is incurred.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

Funds invested in the Los Angeles County Treasurer's investment pool are considered cash equivalents. GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, provides that amounts held in external investment pools be reported at fair value. However, cash in the County Treasury is recorded at the value of the pool shares held, which approximates the fair value of the underlying cash and investments of the pool.

Fund Balance

In the fund financial statements, governmental funds report balance as nonspendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

Nonspendable fund balance - amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.

Restricted fund balance - amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance - amounts that can only be used for specific purposes determined by formal action of the District's highest decision making authority and that remain binding unless removed in the same manner.

Assigned fund balance - amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decision making or by a body or an official designated for that purpose.

Unassigned fund balance - the residual classification for the District's General Fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amount restricted, committed or assigned to those purposes.

Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when commitments are paid. All encumbrances are liquidated as of June 30.

NOTE 3 CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2014 primarily represents investments in Los Angeles County Treasury.

As provided for by Education Code, Section 41001, substantially all of the District's cash balances of most funds are required to be deposited with the Los Angeles County Treasurer for the purpose of increasing interest earned through County Treasurer's investment activities.

The Los Angeles County Treasurer is authorized by California Government Code Section 53648 et seq to deposit cash and invest excess funds in time deposits, United States government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial papers, negotiable certificates of deposits, and repurchase or reverse repurchase agreements.

The County pools these funds with those of other districts in the County and invests the cash. These pooled funds are carried at fair value. The fair value of the District's deposits in this pool as of June 30, 2014, as provided by the pool sponsor, was \$42,118,979. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The pooled treasury has regulatory oversight from the Los Angeles County Treasury Oversight Committee in accordance with California Government Code requirements.

The California Code and the District's investment policy do not contain legal or policy requirements other than the following provision for deposits. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under law. The market value of pledged securities in the collateral pool must equal at least 110% of the total deposits by public agencies. California law also allows financial institutions to secure an entity's deposits by pledging first trust deed mortgage notes having a value of 150% of deposits.

NOTE 4 ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2014 in the amount of \$149,662 represents the amount due from the County Treasurer for interest earnings for the quarter ended June 30, 2014.

NOTE 5 GENERAL OBLIGATION BONDS ISSUES

On June 3, 2004, the first Series A of the Measure A General Obligation Bonds was issued in the amount of \$58,000,000. The bond, rated "AAA" by Standard & Poor's at the time of issuance, will mature on August 1, 2029 and bears interest rates ranging from 3.00% to 5.25%.

NOTE 5 GENERAL OBLIGATION BONDS ISSUES (CONTINUED)

On September 26, 2005, the District's Board of Trustees adopted a resolution to issue general obligation refunding bonds (the "Refunding Bonds") to finance the advance refunding of a portion of the District's outstanding Series A Bonds starting August 1, 2015. On November 3, 2005, bonds in the amount of \$47,117,244 were issued which consisted of current interest bonds of \$43,750,000 and capital appreciation bonds of \$3,367,244.

Concurrent with the issuance of the Refunding Bonds, the District deposited part of the proceeds in the amount of \$46,371,376 from the Refunding Bonds into an escrow fund securing the respective maturities of the Series A Bonds to be refunded. The remaining portion in the amount of \$4,732,103 was deposited to the revenue bond construction fund. The advance refunding met the requirements of an in-substance defeasance. Accordingly, the refunded portion of the 2004 Series A bonds was removed from the District's financial statements. The defeasance of the 2004 Series A debt resulted in a difference between the reacquisition price and the net carrying amount of the old debt. This difference is reported in the District's financial statements as a deduction from bonds payable and is being amortized on a straight-line basis over the life of the bonds.

On March 11, 2009, the District issued \$64,996,844 of Measure A, Series B Bonds to fund the acquisition, construction, furnishing, equipping and improvement of capital facilities. The Series B bonds which were rated "AAA" by Standard & Poor's at the time of issuances consist of \$60,190,000 Current Interest Bonds and \$4,806,844 Capital Appreciation Bonds. Interest on the Current Interest Bonds is payable semiannually on February 1 and August 1, commencing February 1, 2010. Current Interest Bonds bear interest at rates ranging from 3.0% to 5.0% and the bonds mature on August 1, 2030. Capital Appreciation Bonds bear compounded interest at rates ranging from 6.60% to 6.69% and mature August 2033.

On December 21, 2010, the District's Board of Trustees adopted a resolution to issue \$60,040,980 of Measure A, Series C Bonds for financing of the furnishing, equipping, acquisition, construction and improvement of District capital facilities for some or all of the purposes authorized at the 2004 election. The Series C bonds consist of \$18,806,028 Capital Appreciation Bonds and \$41,234,952 Convertible Capital Appreciation Bonds. Capital Appreciation Bonds accrete interest from the date of delivery, compounded semiannually on February 1, and August 1 of each year, commencing February 1, 2011, and will be payable solely at maturity, with accretion rates ranging from 6.99% to 12.00%. The bonds mature on August 1, 2038. The Convertible Capital Appreciation Bonds will initially be issued as capital appreciation bonds and will convert to current interest bonds on August 1, 2024, the conversion date. Prior to the conversion date, these bonds will not pay interest, but will accrete in value from their initial principal amounts on the delivery date to the conversion date. Capital accretion rates range from 6.625% to 6.850%. Prior to the conversion date, interest will be compounded on each February 1 and August 1, commencing February 1, 2011. No payment of interest will be made prior to or on the conversion

NOTE 5 GENERAL OBLIGATION BONDS ISSUES (CONTINUED)

date. Following conversion, the bonds will pay current interest based on the conversion value, such interest will be payable semiannually on each February 1 and August 1, commencing February 1, 2025, ranging from 6.625% to 6.850%. The bonds mature August 1, 2042.

The Bonds represent an obligation of the District payable solely from ad valorem property taxes levied and collected by the County of Los Angeles on properties within the District. The Board of Supervisors of the County of Los Angeles is empowered and is obligated to annually levy ad valorem taxes upon all property subject to taxes, without limitation as to rate or amount, except for certain personal property which is taxable at limited rates for the payment of interest and principal of the bonds.

NOTE 6 COMMITMENTS AND CONTINGENCIES

As part of tax laws surrounding tax-exempt bonds, investment earnings, with certain adjustments, on unexpended bond proceeds are limited to the interest rate paid on the bond debt. Arbitrage (i.e., excess investment earnings) is required to be rebated to the federal government every five years for as long as the bonds are outstanding. As of June 30, 2014, no arbitrage liability was deemed necessary.

NOTE 7 SUBSEQUENT EVENTS

The District has evaluated events or transactions that occurred subsequent to the balance sheet date through October 27, 2014, the date the accompanying financial statements were available to be issued, for potential recognition or disclosure in the financial statements. The District determined that no subsequent matters required disclosure or adjustments to the accompanying financial statements.

**Report of Independent Auditors on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with Government Auditing Standards**

**To the Board of Trustees of
Rio Hondo Community College District**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure A General Obligation Bonds Fund (the Bond Fund) of Rio Hondo Community College District (the District) which comprise the balance sheet as of June 30, 2014 and the related statement of revenues, expenditures and changes in fund balance for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Bond Fund of Rio Hondo Community College District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate for the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bond Fund of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Bond Fund of the District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Bond Fund of the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bond Fund of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bond Fund of the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Vasquez & Company LLP".

**Los Angeles, California
October 27, 2014**

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www.vasquezcpa.com

Vasquez & Company LLP has over 40-years experience in performing audit, accounting & consulting services. Vasquez is a member of the McGladrey Alliance. The McGladrey Alliance is a premier affiliation of independent accounting and consulting firms. McGladrey Alliance member firms maintain their respective names, autonomy and independence and are responsible for their own client fee arrangements, delivery of services and maintenance of client relationships.

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**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Regular Meeting, November 12, 2014, 6:00 p.m.
AGENDA**

III. ACTION ITEM

C. STUDENT SERVICES

1. Approval of Student Equity Plan

California Community Colleges are required to submit a Student Equity Plan and have it approved by the Chancellor's Office as a condition for receiving an allocation of Student Equity Funds.

Attached is a copy of the Student Equity Plan for Rio Hondo College. Upon Board approval, the plan will be signed by the appropriate personnel and forwarded to the Chancellor's Office prior to the deadline.

RECOMMENDATION: That the Board of Trustees approve the Student Equity Plan for the 2014-2015 year.

Disposition by the Board:

It was moved by Student Trustee Magallón, seconded by Ms. Vicky Santana, and carried, that Report No. III.C.1 with the following revisions:

None be

X Accepted and approved - Action No. 117

 Not approved

Yes No

 Delayed for further study

Vote: 3 0

Student Trustee Advisory Vote: 1 0

Rio Hondo College

Student Equity Plan



November 6, 2014

RIO HONDO COLLEGE - STUDENT EQUITY PLAN

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 - ESL and Basic Skills Completion

 - Degree and Certificate Completion

Goals and Activities

- Access

- Course Completion (*Retention*)

- ESL and Basic Skills Completion

- Degree and Certificate Completion

- Transfer

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***Rio Hondo College
Student Equity Plan
Signature Page***

District: Rio Hondo Community College District **Date Approved by Board of Trustees:** 11/12/14

College President: _____
Teresa Dreyfuss

Vice President of Student Services: _____
Henry Gee

Vice President of Instruction: _____
Kenn Pierson, Ph.D.

Academic Senate President: _____
Vann Priest, Ph.D.

Student Equity Coordinator/Contact Person: _____
Henry Gee, Vice President, Student Services

STUDENT EQUITY TASKFORCE MEMBERS

Faculty

Sergio Guzman	Counseling
Juana Mora (co-chair)	Chicano/a Studies
Firouz Mosharraf	Mathematics
Tyler Okamoto	English as a New Language (ENLA)
Carol Sigala	Child Development

Classified Staff

Ethel Battles	Disabled Students Programs & Services (DSP&S)
Eva Menchaca	Assessment
Jim Sass	Institutional Research & Planning
Monica Villa	Outreach & Educational Partnerships

Students

Darinka Becerra	Associated Students of Rio Hondo College (ASRHC)
Hiram Castro	Associated Students of Rio Hondo College (ASRHC)
Valeria Guerrero	Associated Students of Rio Hondo College (ASRHC)
Leslie Gutierrez	Associated Students of Rio Hondo College (ASRHC)
Jon Hernandez	Associated Students of Rio Hondo College (ASRHC)
Joey Lujan	Associated Students of Rio Hondo College (ASRHC)

Administrators

Dyrell Foster (co-chair)	Dean, Student Affairs
Henry Gee	Vice President, Student Services
Rebecca Green	Dean, Behavioral & Social Sciences
Mike Munoz	Dean, Counseling & Student Success
Barbara Salazar	Interim Associate Dean, Student Success & Retention

Executive Summary

EXECUTIVE SUMMARY

Rio Hondo College

Rio Hondo College officially opened its doors for instruction in 1963 and celebrated its 50th anniversary in 2012-2013. As a comprehensive community college, Rio Hondo offers many strong career-technical programs, such as nursing, fire and police academies, automotive and alternative fuels, a full transfer curriculum, and basic skills courses and services. The College also offers a rich complement of community service programs on campus and at satellite locations.

Rio Hondo College has developed an impressive educational complex which enrolls approximately 20,000 students per semester. The Rio Hondo Community College District encompasses several communities in the southeast section of Los Angeles County. It is a dynamic urban and suburban area which also includes commercial, industrial, educational institutions, and enterprises. The primary communities are El Monte, Whittier, South El Monte, Pico Rivera, Santa Fe Springs, and Los Nietos. The nearby communities of Norwalk, La Mirada, Downey, La Puente, and the City of Industry are also an integral part of the College District. The area provides easy access to cultural, recreational, and diverse ethnic and cultural opportunities.

Student Equity Planning Process

The Student Equity Taskforce met in April, May, and July 2014. The taskforce reviewed student success data regarding access, course completion, ESL and basic skills completion, degree & certificate completion, and transfer. An analysis of campus based data determined which disadvantaged student populations are impacted by college policies, activities, and procedures.

The taskforce developed a draft of specific goals, activities, and outcomes to address identified equity issues and disparities in student completion and success. Feedback was gathered from various constituent groups on campus, including, but not limited to: Academic Senate, Academic Deans, Student Services Programs Leadership Council, Planning and Fiscal Council, Basic Skills Committee, and the Associated Students of RHC. Through this process (and by working with other key individuals from categorical and special programs), a budget allocation was developed, based on the activities within the plan. The Student Equity Plan was approved by the Rio Hondo College Board of Trustees on November 12, 2014.

Target Groups

The student body reflects the diversity of the surrounding communities and is approximately Hispanic 67.2%, White Non-Hispanic 10.2%, Unknown 9.7%, Asian 8.1%, African-American 2.2%, Filipino 1.4%, Multi-Ethnicity 0.8%, American Indian/Alaskan Native 0.2%, Pacific Islander 0.1%.

Recent research demonstrates that adults 25 or more years old, disabled students, Foster Youth, Hispanics, African-American, Filipino, American Indian/Alaskan Native, and Pacific Islander students consistently score in the lowest levels in success measures such as course completion, degree & certificate completion, and transfer. Although American Indian/Alaskan Native and Pacific Islander student populations represent only .2% and .1%, respectively, of the entire student population of Rio Hondo College, we have included them in our success efforts.

Highlights of Major Research Findings

- No disproportionate impact based on gender
- Success outcomes based on age is where the most disproportionately impacted outcomes are found
- Younger students tend to have greater success in basic skills course and sequence completion than older students; older students tend to have greater success in vocational course completion than younger students
- Asian student population is the highest performing sub-group across most success indicators
- The highest success rate for students who complete a English degree applicable course is 54.69% (Asian); The lowest performing sub-groups are: American Indian/Alaskan Native (22.22%); Pacific Islander (31.25%); African American (33.63%); and Hispanic (38.06%)
- The highest success rate for students who complete a Math degree applicable course is 31.34% (17-19 years old). The lowest performing sub-groups are 50 or more years old (17.01%); and 25 to 49 years old (19.19%). For students with disabilities the success rate is 20.18%.
- The highest degree/certificate completion rate is 60.74% (Asian); the lowest performing sub-groups are American Indian/Alaskan Native (34.09%) & Hispanic (34.36%). The degree/certificate completion rate for students with disabilities is 27.4%
- The highest transfer rate is 52.78% (Asian); the lowest performing sub-groups are Filipino (11.11%) & Hispanic (20.65%); the transfer rate for students with disabilities is 14.89%; the transfer rate for CalWorks students is 17.95%.

Goals

- Increase diversity to better reflect the district's service area population
- To improve overall course completion rates among disproportionately impacted students.
- Increase the percentage of students in basic skills and ESL/ENLA classes who complete a degree-level math and/or English course.
- Increase the degree and certificate completion rates for students from disproportionately impacted student populations.
- Increase the transfer rates for students from disproportionately impacted student populations.
- Monitor access and achievement through identified strategies and criteria

Highlights of Major Activities

The following activities will target identified disproportionately impacted student groups at Rio Hondo College:

- Recruit under-enrolled student populations specifically Hispanics and Pacific Islanders from feeder high schools
- Develop "Next Steps" workshops and an on-line video tutorial for students who have recently applied to RHC; content will include (Assessment, Orientation, and Counseling information, as well as Access Rio and financial aid information).
- Develop an "Assessment Test Prep for Success" video to allow students to prepare for the assessment test so that they are less likely to need to take basic skills level courses.
- Provide additional support for Freshmen Welcome Days
- Develop an effective matriculation and support service ("re-entry") program for adult students (25 or more years old)

- Increase the number of students who receive a financial aid disbursement during the first disbursement of the term
 - Allow students who missed the first disbursement to purchase textbooks from the bookstore
 - Develop intervention for at-risk BOGW students who receive a warning about dismissal from financial aid
- Provide one-on-one tutoring for at-risk students in specific programs (i.e. EOP&S, CalWorks, DSP&S, TRIO, & athletes)
- Provide counseling support and other support services for current and former Foster Youth
- Provide additional counseling support to students DSPS, Veterans, EOP&S, & CalWorks
- Provide support services for students in the Puente program
- Provide instructional support services in basic skills math by providing tutoring in the classroom
- Expand Math Review & Re-Test Program to students in other affiliated programs (i.e. EOP&S, DSP&S, Foster Youth, adult students 25 or more years old)
- Increase tutoring for basic skills courses
- Implement new (extended and Math-intensive) Springboard program with re-test component
- Implement a “Writers’ Resource Center” that provides tutoring support for students enrolled in any course
- Expand Gateway tutoring (supplemental instruction) program to general education courses
- Provide students with a letter of recognition for completion of significant milestones (i.e. Basic Skills sequence completion; 30 units completed)
- Develop and provide faculty with copies of a “Student Success Guide” that includes information about all of the campus resources and support services. Encourage to faculty to distribute the guide to students in their classes.

- Provide experiential learning opportunities such as service learning, internships, and volunteer experiences to students; this includes promoting courses that have a service learning or internship component. Track volunteer efforts of students through an official RHC co-curricular transcript to enhance student leadership opportunities.
- Develop and implement separate Women and Men of Color leadership/motivational conferences for students to build academic self-confidence, self-efficacy, and sense of community.
- Provide student engagement opportunities specifically for students from disproportionately impacted student populations to encourage connections within the campus community.
- Implement transfer college tours which support disproportionately impacted students to participate in a tour to visit 4-year universities throughout the state.
- Implement the Summer Scholars Transfer Institute (SSTI), which supports disproportionately impacted students to participate in a 10 day academic experience at UC Irvine.
- Implement a Transfer Academy for new students to enhance early transfer awareness and connections with universities
- Implement a Transfer Pathways program including a “Transfer to CSU in 2 Years” program and the “Pathway to Law School Program”.
- Conduct focus groups with students from disproportionately impacted groups to better understand their experiences, successes and challenges, at RHC.

Resources

The 2014-15 Student Equity allocation of \$845,031 from the Chancellor’s Office will be used to support the majority of equity activities identified in this plan. District general funds and personnel will be used to support the oversight, management, and implementation of many of these activities. In addition, the student equity plan and activities are coordinated with other campus planning efforts and student success initiatives to leverage resources such as the Student Success & Support Program (SSSP), the institutional program planning process, the Educational Master Plan, the Basic Skills Initiative, and the Title V HSI Grant activities.

More specifically, the College has engaged in efforts to successfully coordinate the SSSP plan. Both the Co-Chairs of Student Success and Support Program and Student Equity committees serve on each committee. This allows for seamless planning and integration of program goals, activities, and leveraging of resources. In addition, both SSSP and Student Equity Co-Chairs meet regularly through the SSSP/Student Equity Co-Chairs meeting to ensure ongoing alignment and monitoring of both plans.

Contact Person/Student Equity Coordinator

Henry Gee, Vice-President, Student Services currently serves as the contact person for Student Equity at Rio Hondo College. His contact information is: hgee@riohondo.edu; (562) 908-3489.

Campus-Based Research

CAMPUS-BASED RESEARCH

A. ACCESS. Compare the percentage of each population group that is enrolled to the percentage of each group in the adult population within the community served.

Gender

Gender: RHC 2012-13 Compared to Census Area

Gender	RHC	Census	Proportion
Female	43.6%	50.6%	0.86
Male	55.8%	49.4%	1.13
Unknown	0.6%	0.0%	N/A

Data Sources: CCCC Data Mart; U.S. Census Bureau 2010.

Ethnicity

Ethnicity: RHC 2012-13 Compared to Feeder High Schools and Census Area

Race/Ethnicity	RHC	Feeder HS	Proportion	Census	Proportion
African American	2.2%	0.7%	3.16	0.7%	3.03
American Indian/Alaska Native	0.2%	0.2%	0.85	0.2%	0.97
Asian	8.1%	5.1%	1.59	8.7%	0.93
Filipino	1.4%	0.8%	1.68	1.2%	1.13
Hispanic	67.2%	86.8%	0.77	75.8%	0.89
Pacific Islander	0.1%	0.2%	0.59	0.1%	1.17
White	10.2%	6.1%	1.68	12.5%	0.82
Two or More Races	0.8%	0.1%	10.75	0.6%	1.24
Unknown Ethnicity	9.7%	0.0%	N/A	0.1%	76.63

Data Sources: CCCC Data Mart; California Department of Education, Data Quest; U.S. Census Bureau.

Age

Age: RHC 2012-13 Compared to Census Area and California CC System

Age Group	RHC	Census	Proportion	CCC System	Proportion
Under 20 years old	26.0%	30.8%	0.84	24.1%	1.08
20 to 24 years old	33.5%	7.7%	4.35	31.8%	1.05
25 to 39 years old	27.1%	21.3%	1.27	26.7%	1.02
40 or more years old	13.3%	40.4%	0.33	17.4%	0.77

Data Sources: CCCC Data Mart; U.S. Census Bureau.

Disability Status

Disability Status: RHC 2012-13 Compared to Census Area (ACS, Ages 18-34) and California CC System

	RHC	Census	Margin of Error	Proportion	CCC System	Proportion
Disability Status	3.9%	3.5%	1.5%	1.12	2.6%	1.49

Data Sources: CCCC Data Mart; U.S. Census Bureau, 2008-2012 American Community Survey 5 Year Estimates.

Economically Disadvantaged

Economically Disadvantaged : RHC Compared to Feeder High Schools and Census Area

RHC	Feeder High Schools			Census		
Economically Disadvantaged	Free/Reduced-Price Meals	Proportion	Compensatory Education	Proportion	Living in Poverty	Proportion
68.9%	67.2%	1.03	63.3%	1.09	18.2%	3.78

Data Sources: CCCC Student Success Scorecard; Education Data Partnership; U.S. Census Bureau, 2008-2012 American Community Survey 5 Year Estimates.

NOTE: The CCCC criteria for economically disadvantaged are different from those for free/reduced-price meals and compensatory education in the K-12 system. The CCCC criteria also differ from those for poverty.

Veterans

Veterans: RHC Fall 2013 Compared to California CC System

Category	RHC	CCC System	Proportion
Number of Students	17,567	1,573,696	
Number of Veterans	292	27,080	
Percentage of Veterans	1.66%	1.72%	0.97
Full-Time Equivalent Students (FTES)	5,671	520,860	
Veterans FTES	126	10,187	
Percentage of Veterans FTES	2.23%	1.96%	1.14
Proportion: % Veterans FTES to % Veterans	1.34	1.14	1.18

Data Source: CCCC Data Mart

Foster Youth

RHC Count & Percentage of Foster Youth

Foster Youth	Non-Foster Youth	Foster Youth Percentage
173	13,713	1.3%

Data Source: Cal-PASS

CAMPUS-BASED RESEARCH

B. COURSE COMPLETION. Ratio of the number of credit courses that students by population group actually complete by the end of the term compared to the number of courses in which students in that group are enrolled on the census day of the term.

Overview

Course Completion data for Gender, Ethnicity, and Age Group were drawn from CCCCO Data Mart for the four course categories: Basic Skills, Degree Applicable, Transferable, and Vocational. Only those analyses indicating disproportionate impact are included below.

RHC often used two reference subgroups for calculating the “80 Percent Index.” The “Prescribed” reference subgroup is the one with the highest success rate. This subgroup’s success rate is highlighted in dark green. The “Common Sense” reference group is the highest-scoring subgroup with substantial enrollment. For example, under Ethnicity for Vocational course success, the highest-scoring subgroup is Pacific Islander with an enrollment of 10 students. While Pacific Islander was the “Prescribed” reference group, Asian with 1,178 students served as the “Common Sense” reference group.

The final two columns (each headed with “80% RULE”) include some numbers in bold, red type. These indicate rates falling below the 80% standard, thus signifying disproportionate impact. There were no results indicating disproportionate impact for Gender.

Course Completion – ETHNICITY

Basic Skills	Basic Skills	Basic Skills	Proportionality	Prescribed	"Common Sense"
Fall 2013	Enrollment	Success Rate	Index	80% RULE	80% RULE
RIO HONDO TOTAL	4,959	63.08%			
African-American	38	57.89%	0.92	0.76	0.77
American Indian/Alaskan Native	7	71.43%	1.13	0.93	0.95
Asian	272	75.37%	1.19	0.99	1.00
Hispanic	4,442	62.43%	0.99	0.82	0.83
Multi-Ethnicity	34	76.47%	1.21	1.00	1.01
Pacific Islander	4	75.00%	1.19	0.98	1.00
Unknown	17	58.82%	0.93	0.77	0.78
White Non-Hispanic	145	57.93%	0.92	0.76	0.77

Degree Applicable	Degree Applicable	Degree Applicable	Proportionality	Prescribed	"Common Sense"
Fall 2013	Enrollment	Success Rate	Index	80% RULE	80% RULE
RIO HONDO TOTAL	39,899	66.76%			
African-American	624	66.67%	1.00	0.75	0.85
American Indian/Alaskan Native	81	61.73%	0.92	0.69	0.78
Asian	3,437	78.76%	1.18	0.88	1.00
Hispanic	32,281	64.28%	0.96	0.72	0.82
Multi-Ethnicity	383	68.67%	1.03	0.77	0.87
Pacific Islander	15	86.67%	1.30	0.97	1.10
Unknown	721	89.46%	1.34	1.00	1.14
White Non-Hispanic	2,357	76.07%	1.14	0.85	0.97

Transferable	Transferable	Transferable	Proportionality	Prescribed	"Common Sense"
Fall 2013	Enrollment	Success Rate	Index	80% RULE	80% RULE
RIO HONDO TOTAL	33,318	67.51%			
African-American	388	55.41%	0.82	0.71	0.71
American Indian/Alaskan Native	64	60.94%	0.90	0.78	0.78
Asian	2,771	78.06%	1.16	1.00	1.00
Hispanic	27,754	66.15%	0.98	0.85	0.85
Multi-Ethnicity	346	69.94%	1.04	0.90	0.90
Pacific Islander	4	50.00%	0.74	0.64	0.64
Unknown	226	69.47%	1.03	0.89	0.89
White Non-Hispanic	1,765	74.62%	1.11	0.96	0.96

Vocational	Vocational	Vocational	Proportionality	Prescribed	"Common Sense"
Fall 2013	Enrollment	Success Rate	Index	80% RULE	80% RULE
RIO HONDO TOTAL	12,701	77.17%			
African-American	371	79.78%	1.03	0.80	0.89
American Indian/Alaskan Native	29	86.21%	1.12	0.86	0.96
Asian	1,178	89.90%	1.16	0.90	1.00
Hispanic	8,580	71.40%	0.93	0.71	0.79
Multi-Ethnicity	122	74.59%	0.97	0.75	0.83
Pacific Islander	10	100.00%	1.30	1.00	1.11
Unknown	1,222	97.22%	1.26	0.97	1.08
White Non-Hispanic	1,189	84.61%	1.10	0.85	0.94

Course Completion – AGE GROUP

Basic Skills	Basic Skills	Basic Skills	Proportionality	Prescribed	"Common Sense"
Fall 2013	Enrollment	Success Rate	Index	80% RULE	80% RULE
RIO HONDO TOTAL	4,959	63.08%			
1 to 17	220	74.55%	1.18	1.00	1.11
18 & 19	2,679	67.34%	1.07	0.90	1.00
20 to 24	1,244	55.55%	0.88	0.75	0.82
25 to 29	329	56.53%	0.90	0.76	0.84
30 to 34	178	51.69%	0.82	0.69	0.77
35 to 39	136	58.09%	0.92	0.78	0.86
40 to 49	127	65.35%	1.04	0.88	0.97
50 +	46	63.04%	1.00	0.85	0.94

Degree Applicable	Degree Applicable	Degree Applicable	Proportionality	Prescribed	"Common Sense"
Fall 2013	Enrollment	Success Rate	Index	80% RULE	80% RULE
RIO HONDO TOTAL	39,899	66.76%			
1 to 17	808	75.00%	1.12	0.89	0.93
18 & 19	11,547	65.78%	0.99	0.78	0.81
20 to 24	17,605	63.04%	0.94	0.75	0.78
25 to 29	4,529	68.23%	1.02	0.81	0.84
30 to 34	2,041	74.72%	1.12	0.89	0.92
35 to 39	1,197	78.45%	1.17	0.93	0.97
40 to 49	1,330	80.83%	1.21	0.96	1.00
50 +	842	84.20%	1.26	1.00	1.04

Vocational	Vocational	Vocational	Proportionality	Prescribed	"Common Sense"
Fall 2013	Enrollment	Success Rate	Index	80% RULE	80% RULE
RIO HONDO TOTAL	12,701	77.17%			
1 to 17	112	62.50%	0.81	0.68	0.69
18 & 19	2,162	65.86%	0.85	0.72	0.72
20 to 24	5,056	71.99%	0.93	0.79	0.79
25 to 29	1,941	81.20%	1.05	0.89	0.89
30 to 34	1,162	88.64%	1.15	0.97	0.97
35 to 39	715	91.19%	1.18	1.00	1.00
40 to 49	920	90.22%	1.17	0.99	0.99
50 +	633	91.47%	1.19	1.00	1.00

Course Completion: Foster Youth Compared to Non-Foster Youth

Course Performance Outcome	Non-Foster Youth	Foster Youth	Proportion
Successful course completion rate for Foster Youth for most recent academic year at a community college: A, B, C, pass, or credit	64.8%	52.0%	80.2%
Percent of students from one academic year cohort achieving Satisfactory Academic Progress (SAP), defined as not on academic or progress probation	68.9%	34.1%	49.5%
Percent of students achieving a 3.0 GPA or higher - current term and cumulative	27.7%	17.3%	62.5%

Data Source: Cal-PASS

Supplemental Research on Course Completion

Success Rates of New Students Age 20 and Above by COUN151 Course Status

Student Success Indicator	Students Passing COUN151	Students Not Passing COUN151
Earned 30 Units	77.4%	23.6%
Achieved Completion	38.7%	9.4%
Unduplicated Headcount	31	670

Data Source: RHC Student Information System.

Note: The course title of COUN151 is "Career Exploration and Life Planning." The "Students Not Passing COUN151" column includes 657 students who did not attempt the course and 13 who attempted the course but did not pass.

CAMPUS-BASED RESEARCH

C. ESL and BASIC SKILLS COMPLETION. Ratio of the number of students by population group who complete a degree-applicable course after having completed the final ESL or basic skills course compared to the number of those students who complete such a final course.

Overview

ESL/Basic Skills Completion data for Gender, Ethnicity, Age Group, and Disability Status were drawn from CCCCO MIS Data on Demand. Tables labeled “2007-2008 COHORT” present data for the most recent Student Success Scorecard cohort. Those labeled “ALL COHORTS” include five years of Scorecard cohorts. Only those analyses indicating disproportionate impact are included below. In contrast to the Course Completion tables, these tables address progression through a sequence of courses. The “Original Count” is the number of students beginning an ESL/Basic Skills sequence. The “Degree APP Subgroup Count” is the number of students from that group completing a degree-applicable course (thus completing the sequence). The “Degree APP Rate” is the percentage of students completing the sequence. As above, figures in bold, red print indicate disproportionate impact.

ESL

ALL COHORTS	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
AGE AT TERM	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	4,886	2,476	50.68%				
19 or less	2,386	1,329	55.70%	48.83%	53.68%	1.10	1.00
20 to 24	1,370	647	47.23%	28.04%	26.13%	0.93	0.85
25 to 49	1,073	479	44.64%	21.96%	19.35%	0.88	0.80
50 or more	57	21	36.84%	1.17%	0.85%	0.73	0.66

ALL COHORTS	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
ETHNICITY	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	4,886	2,476	50.68%				
Asian	558	359	64.34%	11.42%	14.50%	1.27	1.00
African-American	50	18	36.00%	1.02%	0.73%	0.71	0.56
Filipino	62	24	38.71%	1.27%	0.97%	0.76	0.60
Hispanic	3,615	1,746	48.30%	73.99%	70.52%	0.95	0.75
American Indian/Alaskan Native	14	5	35.71%	0.29%	0.20%	0.70	0.56
Pacific Islander	7	3	42.86%	0.14%	0.12%	0.85	0.67
Two or more Races	0	0	xx	xx	xx	xx	xx
White	188	96	51.06%	3.85%	3.88%	1.01	0.79
Unknown	392	225	57.40%	8.02%	9.09%	1.13	0.89

English

2007-2008 COHORT	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
AGE AT TERM	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	1,434	545	38.01%				
19 or less	856	372	43.46%	59.69%	68.26%	1.14	1.00
20 to 24	343	94	27.41%	23.92%	17.25%	0.72	0.63
25 to 49	224	76	33.93%	15.62%	13.94%	0.89	0.78
50 or more	11	3	27.27%	0.77%	0.55%	0.72	0.63

2007-2008 COHORT	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
ETHNICITY	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	1,434	545	38.01%				
Asian	82	43	52.44%	5.72%	7.89%	1.38	0.99
African-American	18	7	38.89%	1.26%	1.28%	1.02	0.73
Filipino	14	6	42.86%	0.98%	1.10%	1.13	0.81
Hispanic	1,111	404	36.36%	77.48%	74.13%	0.96	0.69
American Indian/Alaskan Native	7	3	42.86%	0.49%	0.55%	1.13	0.81
Pacific Islander	4	0	xx	xx	xx	xx	xx
Two or more Races	xx	xx	xx	xx	xx	xx	xx
White	66	35	53.03%	4.60%	6.42%	1.40	1.00
Unknown	132	47	35.61%	9.21%	8.62%	0.94	0.67

ALL COHORTS	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
ETHNICITY	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	7,612	3,044	39.99%				
Asian	576	315	54.69%	7.57%	10.35%	1.37	1.00
African-American	113	38	33.63%	1.48%	1.25%	0.84	0.61
Filipino	98	44	44.90%	1.29%	1.45%	1.12	0.82
Hispanic	5,660	2,154	38.06%	74.36%	70.76%	0.95	0.70
American Indian/Alaskan Native	27	6	22.22%	0.35%	0.20%	0.56	0.41
Pacific Islander	16	5	31.25%	0.21%	0.16%	0.78	0.57
Two or more Races	xx	xx	xx	xx	xx	xx	xx
White	393	182	46.31%	5.16%	5.98%	1.16	0.85
Unknown	729	300	41.15%	9.58%	9.86%	1.03	0.75

Mathematics

2007-2008 COHORT	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
AGE AT TERM	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	2,239	620	27.69%				
19 or less	1,216	375	30.84%	54.31%	60.48%	1.11	1.00
20 to 24	589	150	25.47%	26.31%	24.19%	0.92	0.83
25 to 49	410	91	22.20%	18.31%	14.68%	0.80	0.72
50 or more	24	4	16.67%	1.07%	0.65%	0.60	0.54

2007-2008 COHORT	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
ETHNICITY	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	2,239	620	27.69%				
Asian	127	64	50.39%	5.67%	10.32%	1.82	1.00
African-American	24	7	29.17%	1.07%	1.13%	1.05	0.58
Filipino	19	6	31.58%	0.85%	0.97%	1.14	0.63
Hispanic	1,702	450	26.44%	76.02%	72.58%	0.95	0.52
American Indian/Alaskan Native	18	3	16.67%	0.80%	0.48%	0.60	0.33
Pacific Islander	8	1	12.50%	0.36%	0.16%	0.45	0.25
Two or more Races	xx	xx	xx	xx	xx	xx	xx
White	145	35	24.14%	6.48%	5.65%	0.87	0.48
Unknown	196	54	27.55%	8.75%	8.71%	0.99	0.55

ALL COHORTS	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
AGE AT TERM	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	11,505	3,046	26.48%				
19 or less	5,733	1,797	31.34%	49.83%	59.00%	1.18	1.00
20 to 24	3,160	751	23.77%	27.47%	24.66%	0.90	0.76
25 to 49	2,465	473	19.19%	21.43%	15.53%	0.72	0.61
50 or more	147	25	17.01%	1.28%	0.82%	0.64	0.54

ALL COHORTS	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
ETHNICITY	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	11,505	3,046	26.48%				
Asian	666	310	46.55%	5.79%	10.18%	1.76	1.00
African-American	163	32	19.63%	1.42%	1.05%	0.74	0.42
Filipino	130	41	31.54%	1.13%	1.35%	1.19	0.68
Hispanic	8,513	2,123	24.94%	73.99%	69.70%	0.94	0.54
American Indian/Alaskan Native	65	10	15.38%	0.56%	0.33%	0.58	0.33
Pacific Islander	31	11	35.48%	0.27%	0.36%	1.34	0.76
Two or more Races	xx	xx	xx	xx	xx	xx	xx
White	842	211	25.06%	7.32%	6.93%	0.95	0.54
Unknown	1,095	308	28.13%	9.52%	10.11%	1.06	0.60

ALL COHORTS	Original	Degree APP	Degree APP	Original Cohort	Outcome Group	Proportionality	Prescribed
DISABLED	Count	Subgroup Count	Rate	% of each subgroup	% of each subgroup	Index	80% RULE
TOTAL	11,505	3,046	26.48%				
Yes	451	91	20.18%	3.92%	2.99%	0.76	0.75
No	11,054	2,955	26.73%	96.08%	97.01%	1.01	1.00

Supplemental Research on ESL/ENLA and Basic Skills Course Completion

Success Rates for Basic Skills Courses

Subject	2010-2011	2011-2012	2012-2013
English Basic Skills	58.1%	60.3%	69.2%
ESL/ENLA Basic Skills	86.3%	87.9%	74.5%
Math Basic Skills	47.1%	49.1%	46.1%
Reading Basic Skills	71.0%	71.4%	71.6%

Data Source: CCCC Data Mart

CAMPUS-BASED RESEARCH

D. DEGREE and CERTIFICATE COMPLETION. Ratio of the number of students by population group who receive a degree or certificate to the number of students in that group with the same informed matriculation goal.

Overview

Degree and Certificate data were drawn from the Student Success Scorecard data in CCCCO MIS Data on Demand. The data set included five demographic variables (Gender, Ethnicity, Age Group, Disability Status, and Economically Disadvantaged), three student outcomes (Persistence, 30 Units, and Completion), and three preparation levels (Prepared, Unprepared, and Overall). The college generated and reviewed data tables addressing all of these combinations, for both the 2007-2008 Scorecard Cohort and the five years of Scorecard cohorts in aggregate.

This process yielded more than 40 data tables indicating disproportionate impact. In the interest of space, an illustrative sample of those tables is included below. There were no noteworthy tables for Gender or Economically Disadvantaged. As above, figures in bold, red print indicate disproportionate impact.

**PERSISTENCE - UNPREPARED
2007-2008 COHORTS**

UNPREPARED	Original	Persistence	Proportionality	Prescribed	"Common Sense"
ETHNICITY	Count	Rate	Index	80% RULE	80% RULE
TOTAL	1,574	67.22%			
Asian	80	76.25%	1.13	0.98	1.00
African-American	12	41.67%	0.62	0.54	0.55
Filipino	12	58.33%	0.87	0.75	0.77
Hispanic	1,160	68.53%	1.02	0.88	0.90
American Indian/Alaskan Native	9	77.78%	1.16	1.00	1.02
Pacific Islander	1	0.00%	xx	xx	xx
Two or more Races	xx	xx	xx	xx	xx
White	92	63.04%	0.94	0.81	0.83
Unknown	208	60.10%	0.89	0.77	0.79

30 UNITS - PREPARED & UNPREPARED 2007-2008 COHORTS

PREPARED	Original	30 Units	Proportionality	Prescribed
ETHNICITY	Count	Rate	Index	80% RULE
TOTAL	268	60.82%		
Asian	28	53.57%	0.88	0.54
African-American	2	100.00%	1.64	1.00
Filipino	7	71.43%	1.17	0.71
Hispanic	143	55.94%	0.92	0.56
American Indian/Alaskan Native	3	100.00%	1.64	1.00
Pacific Islander	1	100.00%	1.64	1.00
Two or more Races	xx	xx	xx	xx
White	25	64.00%	1.05	0.64
Unknown	59	69.49%	1.14	0.69
UNPREPARED	Original	30 Units	Proportionality	Prescribed
ETHNICITY	Count	Rate	Index	80% RULE
TOTAL	1,574	63.47%		
Asian	80	71.25%	1.12	0.80
African-American	12	58.33%	0.92	0.66
Filipino	12	66.67%	1.05	0.75
Hispanic	1,160	61.47%	0.97	0.69
American Indian/Alaskan Native	9	88.89%	1.40	1.00
Pacific Islander	1	0.00%	xx	xx
Two or more Races	xx	xx	xx	xx
White	92	69.57%	1.10	0.78
Unknown	208	68.27%	1.08	0.77

30 UNITS - UNPREPARED ALL COHORTS

UNPREPARED	Original	30 Units	Proportionality	Prescribed
AGE AT TERM	Count	Rate	Index	80% RULE
TOTAL	7,592	62.87%		
19 or less	5,903	65.14%	1.05	1.00
20 to 24	807	51.92%	0.83	0.79
25 to 49	832	51.80%	0.82	0.78
50 or more	50	38.00%	0.60	0.57

COMPLETION - OVERALL ALL COHORTS

ALL COHORTS	Original	Completion	Proportionality	Prescribed
AGE AT TERM	Count	Rate	Index	80% RULE
TOTAL	8,846	39.05%		
19 or less	7,001	41.88%	1.07	1.00
20 to 24	892	28.48%	0.73	0.68
25 to 49	900	28.56%	0.73	0.68
50 or more	53	20.75%	0.53	0.50

ALL COHORTS	Original	Completion	Proportionality	Prescribed
ETHNICITY	Count	Rate	Index	80% RULE
TOTAL	8,846	39.05%		
Asian	731	60.74%	1.56	1.00
African-American	86	40.70%	1.04	0.67
Filipino	128	43.75%	1.12	0.72
Hispanic	5,876	34.36%	0.88	0.57
American Indian/Alaskan Native	44	34.09%	0.87	0.56
Pacific Islander	19	47.37%	1.21	0.78
Two or more Races	xx	xx	xx	xx
White	625	46.88%	1.20	0.77
Unknown	1,337	43.61%	1.12	0.72

ALL COHORTS	Original	Completion	Proportionality	Prescribed
DISABLED	Count*	Rate	Index	80% RULE
TOTAL	8,846	39.05%		
Yes	348	27.59%	0.71	0.70
No	8,494	39.51%	1.01	1.00

*4 are listed as "L" status in original/ 2 in subgroup

COMPLETION - UNPREPARED 2007-2008 COHORTS

UNPREPARED	Original	Completion	Proportionality	Prescribed
DISABLED	Count*	Rate	Index	80% RULE
TOTAL	1,574	33.99%		
Yes	74	21.62%	0.64	0.63
No	1,498	34.51%	1.02	1.00

*2 are listed as "L" status

COMPLETION - UNPREPARED ALL COHORTS

UNPREPARED	Original	Completion	Proportionality	Prescribed
AGE AT TERM	Count	Rate	Index	80% RULE
TOTAL	7,592	35.23%		
19 or less	5,903	37.59%	1.07	1.00
20 to 24	807	26.77%	0.76	0.71
25 to 49	832	27.52%	0.78	0.73
50 or more	50	22.00%	0.62	0.59

UNPREPARED	Original	Completion	Proportionality	Prescribed
ETHNICITY	Count	Rate	Index	80% RULE
TOTAL	7,592	35.23%		
Asian	544	53.13%	1.51	1.00
African-American	77	38.96%	1.11	0.73
Filipino	94	38.30%	1.09	0.72
Hispanic	5,233	31.93%	0.91	0.60
American Indian/Alaskan Native	35	31.43%	0.89	0.59
Pacific Islander	17	47.06%	1.34	0.89
Two or more Races	xx	xx	xx	xx
White	486	43.00%	1.22	0.81
Unknown	1,106	38.07%	1.08	0.72

UNPREPARED	Original	Completion	Proportionality	Prescribed
DISABLED	Count*	Rate	Index	80% RULE
TOTAL	7,592	35.23%		
Yes	338	26.63%	0.76	0.75
No	7,250	35.63%	1.01	1.00

*4 are listed as "L" status in original/ 2 in subgroup

Completion: Foster Youth Compared to Non-Foster Youth

Completion-Related Outcome	Non-Foster Youth	Foster Youth	Proportion
Percent of degree and/or transfer seeking students in one academic year cohort who achieve 30 or more units	46.9%	23.1%	49.2%
Percent of students who complete 9 or more units in a particular CTE program of study or college major	25.6%	16.2%	63.2%
Percent of students from a cohort who are classified as career technical education and who completed an AA or AS, certificate, or industry/local certificate	4.4%	2.9%	66.2%

Data Source: Cal-PASS

CAMPUS-BASED RESEARCH

E. TRANSFER. Ratio of the number of students by population group who complete a minimum of 12 units and have attempted a transfer level course in mathematics or English to the number of students in that group who actually transfer after one or more (up to six) years.

Overview

Transfer data were drawn from CCCCO Data Mart. The figures are for the most recent cohort from the Student Success Scorecard. Figures in bold, red print indicate disproportionate impact.

**TRANSFER - OVERALL
2007-2008 COHORTS**

	Years to Transfer - 6 Years				
	Cohort Year 2007-2008		Proportionality	Prescribed	"Common Sense
	Cohort Student	Transfer Rate	Index	80% RULE	80% RULE
RIO HONDO	1263	23.59%			
GENDER					
Female	657	23.44%	0.99	0.99	
Male	606	23.76%	1.01	1.00	
AGE					
17 or Less	325	33.85%	1.43	1.00	
18 & 19	760	20.79%	0.88	0.61	
20 to 24	97	16.49%	0.70	0.49	
25 to 29	22	9.09%	0.39	0.27	
30 to 34	26	23.08%	0.98	0.68	
35 to 39	14	14.29%	0.61	0.42	
40 to 49	18	22.22%	0.94	0.66	
50 +	1	0.00%	xx	xx	
ETHNICITY					
African-American	8	50.00%	2.12	0.50	0.95
American Indian/Alaskan Native	10	40.00%	1.70	0.40	0.76
Asian	72	52.78%	2.24	0.53	1.00
Filipino	9	11.11%	0.47	0.11	0.21
Hispanic	920	20.65%	0.88	0.21	0.39
Pacific Islander	1	100.00%	4.24	1.00	1.89
Unknown	172	25.00%	1.06	0.25	0.47
White Non-Hispanic	71	23.94%	1.01	0.24	0.45

CalWORKS				
CalWORKS Participant	39	17.95%	0.76	0.75
Not a CalWORKS Participant	1224	23.77%	1.01	1.00
DSPS				
DSPS	47	14.89%	0.63	0.62
None	1216	23.93%	1.01	1.00

Data Source: CCCC Data Mart.



Goals and Activities

GOALS AND ACTIVITIES

A. STUDENT SUCCESS INDICATOR FOR ACCESS

“Compare the percentage of each population group that is enrolled to the percentage of each group in the adult population within the community serve”

Goal	Activity	Timeline	Responsible Person(s)	Expected Outcome
1. Increase diversity to better reflect the district’s service area population.	1.1 Provide college and financial aid informational workshops in the community that target and recruit under-enrolled student populations specifically Hispanics and Pacific Islanders from feeder high schools.	Spring 2015	Outreach and Educational Partnerships; Financial Aid; Marketing & Communications	Offer at least 5 informational college workshops in the community to 100 potential students prior to fall 2015.
	1.2 Develop “Next Steps” workshops and an on-line video tutorial for students who have recently applied to RHC; content will include (Assessment, Orientation, and Counseling information, as well as Access Rio and financial aid information). Send targeted emails to adults 25 or more years old.	Summer 2015	Counseling; Assessment; Financial Aid; Outreach and Educational Partnerships; First Year Success Center; Career Center; Marketing & Communications	25% of all new, incoming students will attend a workshop or view the on-line video tutorial prior to their first semester.
	1.3 Implement Freshmen Welcome Days; a 4-hour session for all incoming recent high school graduates from feeder high schools to acclimate them to the college; provide a workshop track for parents (bi-lingual).	Summer 2015	Outreach and Educational Partnerships; First Year Success; Student Life and Leadership; Career Counseling; Career Center	Achieve a 75% participation rate among all incoming recent HS graduates from within our service area.

GOALS AND ACTIVITIES

B. STUDENT SUCCESS INDICATOR FOR COURSE COMPLETION

“Ratio of the number of credit courses that students by population group actually complete by the end of the term compared to the number of courses in which students in that group are enrolled on the census day of the term”

Goal	Activity	Timeline	Responsible Person(s)	Expected Outcome
2. To improve overall course completion rates among disproportionately impacted students.	2.1 Increase the number of students who receive a financial aid disbursement during the first disbursement of the term; Develop a process to allow students who missed the first disbursement to purchase textbooks from the bookstore. 2.2 Require each new, incoming student to complete an abbreviated educational plan prior to their first semester and a comprehensive educational plan during their first semester at RHC; provide counseling support to students in categorical programs (DSPS, Veterans, CalWorks) and for Foster Youth; send targeted emails to disproportionately impacted students to encourage them to enroll in a Counseling 105 course prior to their first semester.	Fall 2015 Fall 2015	Financial Aid; Bookstore Student Services; Counseling;	Increase the percentage of students who receive financial aid during the first disbursement of the term by 5% compared to the prior year. 100% of new students will have a completed abbreviated educational plan prior to their first semester; and 80% of these students will complete a comprehensive educational plan during their first semester.
	2.3 Develop an effective matriculation and support service program for adult students (25 or more years old).	Fall 2015	Career Center	Increase enrollment (headcount) of 25 or more years old students by 5% compared to the prior fall semester.
	2.4 Implement an annual Career Success Day for Re-entry students ages 25 or more years old to enhance career & education goal clarification.	Fall 2015	Career Center	Re-entry students will receive a pre and post survey to determine degree of enhanced goal clarification.

Activity	Timeline	Responsible Person(s)	Expected Outcome
2.5 Provide one-on-one tutoring for at-risk students in specific programs (i.e. EOP&S, CalWorks, DSP&S, TRIO, athletes); market tutoring services through the student portal to other disproportionately impacted students.	Fall 2015	Communications & Languages; Learning Assistance Center; EOPS/CARE, CalWorks, Trio, Athletics	Increase the percentage of students who use the Learning Assistance Center by 5% from the prior year.
2.6 Provide training for tutors and gateway tutors to learn effective strategies for assisting students from disproportionate impacted groups.	Summer 2015	Learning Assistance Center; Student Success and Retention; Counseling	Increase the percentage of students who use the Learning Assistance Center by 5% from the prior year.
2.7 Provide tutoring in the classroom for a Math 50-70 course and for a Math 70 course.	Spring 2015	Dean Math & Sciences, Math Instructor	Increase success rates for the Math 50-70 course and the Math 70 course by 15% from the prior year.
2.8 Cluster STEM students who need intermediate algebra in one Section. Add Academic Excellence workshops to the course.	Fall 2015	Dean Math & Sciences, Math Instructor	Increase success rate for the intermediate algebra course by 15% from the prior year.
2.9 Offer Academic Excellence Workshops for ALL Students in barrier course Trigonometry	Fall 2015	Dean Math & Sciences, Instructors and Academic Excellence Workshops coordinator.	Increase success rate for participating students by 15% from the prior year.
2.10 Provide training for facilitators/ tutors to learn effective strategies for assisting students from disproportionate impacted groups in Academic Excellence Workshops	Summer 2015	Dean of Math & Sciences, MESA Program director.	Increase the percentage of students who use the Learning Assistance Center by 5% from the prior year.
2.11 Implement an Early Alert Program for at-risk students with appropriate interventions (i.e. counseling, tutoring, and referral to support programs/services)	Fall 2015	Academic Affairs, Student Success and Retention; Counseling; Student Services; Learning Assistance Center; Psychological Services	5% increase in course completion rates among students targeted by the Early Alert Program by 2019.

	Activity	Timeline	Responsible Person(s)	Expected Outcome
	2.12 Implement a mandatory information workshop (or on-line video) for at-risk BOGW students who receive a warning about dismissed from financial aid for not meeting satisfactory academic progress. Upon completion of the workshop, students will be required to meet with a counselor.	Fall 2015	Financial Aid; Student Counseling; Student Services; Psychological Services	5% decrease in the number of students who are dismissed from financial aid compared to the prior year.

GOALS AND ACTIVITIES

C. STUDENT SUCCESS INDICATOR FOR ESL AND BASIC SKILLS COMPLETION

“Ratio of the number of students by population group who complete a degree-applicable course after having completed the final ESL or basic skills course to the number of those students who complete such a final course”

Goal	Activity	Timeline	Responsible Person(s)	Expected Outcome
3. Increase the percentage of students in basic skills and ESL/ENLA classes who complete a degree-level math and/or English course.	3.1 Establish Math Refresher workshops targeted to students in other affiliated programs (i.e. EOP&S, Calworks, Trio, DSP&S, Foster Youth, adult students 25 or more years old)	Summer 2015	Student Success and Retention; Learning Assistance Center; Math and Science; Career Center; Assessment	Increase the proportion of students from the disproportionately impacted age group who complete a Math Refresher workshop and test into a higher-level math course by 20% for each subgroup when compared to the prior year.
	3.2 Develop an “Assessment Test Prep for Success” video to allow students to prepare for the assessment test so that they are less likely to need to take basic skills level courses. Content will include: an orientation to the assessment and placement process, overview of test content, number and type of questions and preparation strategies and materials; email the video to all incoming students after they apply to the college	Summer 2015	Assessment; IT; Counseling; Admissions & Records	Increase the proportion of students from disproportionately impacted groups who view the “Assessment Test Prep” video and test into a higher-level math, English, and/or ESL course by 3% for each subgroup when compared to the prior year.
3.3 Proactively encourage new, incoming students to enroll in ESL and basic skills coursework during their first-year and continuation through completion of the sequence.		Fall 2015-Spring 2016	Counseling; Student & Success and Retention; Student Services; Communication and Languages; Math & Science	80% of these new, disproportionately impacted students will enroll in basic skills math, English, and/or ESL/ENLA within their first-year.

Activity	Timeline	Responsible Person(s)	Expected Outcome
<p>3.4 Increase tutoring for basic skills courses in Learning Assistance Center; market tutoring services through the student portal to disproportionately impacted students.</p>	<p>Fall 2015</p>	<p>Communications and Languages; Learning Assistance Center</p>	<p>Increase the course success rates for students from groups who participate in LAC tutoring sessions by 3% for each subgroup when compared to the prior year.</p>
<p>3.5 Implement new (extended and Math-intensive) Springboard program with re-test component; recruit disproportionately impacted students through the student portal to participate.</p>	<p>Spring 2015</p>	<p>Communications & Languages; Student Success & Retention; Learning Assistance Center; Math & Science; Assessment</p>	<p>Increase the placement into a higher-level Math course for students from groups who complete the Springboard program by 3% for each subgroup when compared to the prior year.</p>

GOALS AND ACTIVITIES

D. STUDENT SUCCESS INDICATOR FOR DEGREE AND CERTIFICATE COMPLETION

“Ratio of the number of students by population group who receive a degree or certificate to the number of students in that group with the same informed matriculation goal”

Goal	Activity	Timeline	Responsible Person(s)	Expected Outcome
4. Increase the degree and certificate completion rates for students from disproportionately impacted student populations.	4.1 Develop a Career & Life Success handbook to assist students with goal clarification and career planning.	Fall 2015	Career Center	Increase the percentage of students, from disproportionately impacted groups, who have an informed goal by 2% for each sub-group when compared to the prior year.
	4.2 Provide professional development training for counselors in the effective use and integration of career and Labor Market information in helping students to develop informed goals for educational planning leading to degree completion.	Fall 2015	Career Center; Counseling; EOP&S; CaIWorks; DSP&S; Veterans	Increase the percentage of students, from disproportionately impacted groups, who have an informed goal by 2% for each sub-group when compared to the prior year.
	4.3 Provide experiential learning opportunities such as service learning, internships, and volunteer experiences for students; includes promoting courses that have a service learning or internship component. Track volunteer efforts through an official RHC co-curricular transcript to enhance student leadership opportunities. Market these opportunities to disproportionately impacted students via the portal.	Fall 2015	Student Life and Leadership; Behavioral and Social Sciences; Career Center; CaIWorks	10% of disproportionately impacted students will participate in at least one experiential learning opportunity (in class or outside of class) each year.
	4.4 Enhance the School to Career connection and awareness for re-entry, veterans, foster youth, and other disproportionately impacted groups.	Fall 2015	Career Center; CaIWorks; EOP&S; Veterans; Behavioral and Social Sciences	Serve at least 100 students per semester.

Activity	Timeline	Responsible Person(s)	Expected Outcome
4.5 Develop and implement separate Women and Men of Color leadership/motivational day-long conferences for students to build academic self-confidence, self-efficacy, and sense of community. Target students from disproportionately impacted groups.	Fall 2015	Student Life and Leadership; Psychological Services; Counseling; Student Services; Student Success and Retention	Serve at least 100 students (men and women) and assess learning outcomes for each conference.
4.6 Implement a "Writers' Resource Center" that provides tutoring support for students enrolled in any course; market tutoring services through the student portal to disproportionately impacted students.	Fall 2015	Dean, Communications and Languages, English Faculty, Student Success and Retention; Learning Assistance Center	Increase the percentage of students from disproportionately impacted student populations who complete a degree/certificate by 2% each year, starting in spring 2016.
4.7 Expand Gateway tutoring (supplemental instruction) program to general education course sections.	Fall 2015	Student Success and Retention; Learning Assistance Center	Increase the percentage of students from disproportionately impacted student populations who complete a degree/certificate by 2% each year, starting in spring 2016.
4.8 Develop a Certificate of Achievement for IGETC and CSU-GE to support students from disproportionate groups.	Fall 2015	Transfer Center; Articulation	Increase the percentage of students from disproportionately impacted student populations who complete a Certificate of Achievement by 2% each year, starting in spring 2016.
4.9 Provide students with a letter of recognition for completion of significant milestones (i.e. Basic Skills sequence completion; 30 units completed)	Fall 2015	Student Success and Retention; Counseling and Student Success; IT; Student Services	40% of students from disproportionately impacted groups will receive a letter of recognition for completion of a significant milestone.

Activity	Timeline	Responsible Person(s)	Expected Outcome
4.10 Conduct an automatic unit analyses to identify students close to completing degrees/certificates; contact students to inform them of why they should earn a degree/certificate and number of units needed to complete it.	Spring 2015	IT; Admissions; Counseling; Student Services	Increase the percentage of students from disproportionately impacted student populations who complete a degree/certificate by 2% each year, starting in spring 2016.
4.11 Send out pre-graduation letters to students who have completed 50-units; inform students of the process to petition for graduation and email them a link to the graduation video; provide degree audit workshops prior to the start of each registration period.	Fall 2015	IT; Admissions & Records; Counseling; Student Services	Increase the percentage of students from disproportionately impacted student populations who complete a degree/certificate by 2% each year, starting in spring 2017.
4.12 Develop and provide faculty with copies of a "Student Success Guide" that includes information about campus resources and support services. Encourage to faculty to distribute to students in their classes.	Fall 2015	Student Affairs; Counseling; Student Services	25% of all faculty (FT/PT) will distribute or make the Student Success Guide available to students in their classes
4.13 Develop an intervention workshop for at-risk students who are likely to be placed on academic probation the following term.	Fall 2015	Counseling; Student Services; EOP&S; CalWorks; DSP&S; Trio; Psychological Services	Decrease the percentage of at-risk students who are dismissed for satisfactory academic progress by 3% when compared to prior year.
4.14 Provide support services for current and former Foster Youth, which include: scholarships, life coaching and other skills workshops, and community service activities.	Fall 2015	Humanities and Social Science; Foundation, Counseling; Financial Aid; Psychological Services	Develop a cohort of at least 30 new students each academic year, beginning in fall 2015.
4.15 Provide student engagement opportunities specifically for students from disproportionately impacted student populations to encourage connections within the campus community.	Fall 2015	Student Life and Leadership; Arts & Cultural Programs	Provide at least 3 events, programs, and/or workshops that are intended to serve disproportionately impacted student populations each year.

GOALS AND ACTIVITIES

E. STUDENT SUCCESS INDICATOR FOR TRANSFER

“Ratio of the number of students by population group who complete a minimum of 12 units and have attempted a transfer level course in mathematics or English to the number of students in that group who actually transfer after one or more (up to six) years”

Goal	Activity	Timeline	Responsible Person(s)	Expected Outcome
5. Increase the transfer rates for students from disproportionately impacted student populations.	5.1 Provide transfer workshops for students from disproportionate populations including: DSP&S, EOP&S/Care, CalWorks, Puente, Trio, Foster Youth, and adults 25 or more years old.	Spring 2015	Transfer Center	Provide at least four workshops for each sub-group during the year to increase early transfer awareness. Target 100 students each year.
	5.2 Provide support for the Puente program including fieldtrips, cultural experiences, and leadership development opportunities.	Summer 2015	Puente Coordinators; Counseling	Increase the percent of transfer ready students who participate in the Puente program by 5% each year, beginning in spring 2017.
	5.3 Implement transfer college tours which support disproportionately impacted students to participate in a tour to visit 4-year universities throughout the state.	Spring 2015	Transfer Center	80% of students who participate in a college tour will apply to more than one university.
	5.4 Implement the Summer Scholars Transfer Institute (SSTI), which supports disproportionately impacted students to participate in a 10 day academic experience at UC Irvine.	Summer 2015	Transfer Center	60% of students who participate in the SSTI program will be transfer ready and apply to more than one university by spring 2018.
	5.5 Implement a Transfer Academy for new students (from disproportionately impacted groups) to enhance early transfer awareness and connections with universities; the program will provide: faculty mentors, workshops, tours, panels and presentations, counseling, educational transfer planning, and early transfer awareness.	Fall 2015	Transfer Center	Increase the percent of transfer ready students from disproportionately impacted groups by 2% each year, beginning in spring 2018. Develop a cohort of 50 students each year where 40% of students who participate will be transfer ready and apply to more than one university.

Activity	Timeline	Responsible Person(s)	Expected Outcome
<p>5.6 Implement a Transfer Pathways program, designed for students from disproportionately impacted groups who have an interest in transferring to a 4-year institution; the program will provide academic support, counseling, and campus tours to transfer prepared students; this will include a "Transfer to CSU in 2 Years" program, and the "Pathway to Law School Program".</p>	<p>Fall 2015</p>	<p>Transfer Center</p>	<p>Increase the percent of transfer ready students from disproportionately impacted groups by 2% each year, beginning in spring 2018. 20% of disproportionately impacted student groups will participate in a Transfer Pathway Program.</p>
<p>5.7 Implement a one-day Transfer Conference to serve 300 students from disproportionately impacted groups; the conference will include meeting with reps from 4-year institutions, workshops, and informational sessions.</p>	<p>Spring 2015</p>	<p>Transfer Center</p>	<p>Increase the percent of transfer ready students from disproportionately impacted groups by 2% each year, beginning in spring 2018.</p>
<p>5.8 Develop a Transfer Guide which includes information to help students begin planning for transfer; target the distribution of the guide to students from disproportionate groups.</p>	<p>Fall 2015</p>	<p>Transfer Center</p>	<p>Increase the percent of transfer ready students from disproportionately impacted groups by 2% each year, beginning in spring 2018. Increase transfer awareness to students from disproportionately impacted groups by 60%.</p>

GOALS AND ACTIVITIES

F. EQUITABLE ACCESS & ACHIEVEMENT

“To the extent that data is available, in their research identifying disproportionate impact, colleges should research and report on the effect of the SSSP requirements related to mandatory participation of new students in SSSP services and enrollment priority on student equity, disaggregating information by ethnicity and gender”

Goal	Activity	Timeline	Responsible Person(s)	Expected Outcome
6. Monitor access and achievement through identified strategies and criteria	6.1 Develop a campus-wide Student Equity Committee through the college governance; develop a process to monitor equitable access and achievement across all success indicators on an on-going basis; ensure disproportionate groups are targeted for equity activities; provide additional program support for equity activities, including travel and conferences, marketing, and professional development.	Spring 2015	Student Affairs	Establish a Student Equity Committee with at least 16 members, representing each of the four constituent groups by spring 2015.
	6.2 Develop effective Marketing & Communication strategies to target disproportionately impacted student groups to promote equity programs and services to enhance student success.	Spring 2015	Marketing and Communications	Marketing and Communication strategies will target disproportionately impacted student groups.
	6.3 Conduct focus groups with students from disproportionately impacted groups to better understand their experiences, successes and challenges, at RHC.	Spring 2015	Student Equity Committee; Student Affairs; Student Life & Leadership; Student Services; Institutional Research and Planning	Interview at least 50 students; use data to better inform the development of this plan and to provide strategies to meet the needs of students.
	6.4 Improve data information systems to identify and track RHC foster youth, students with disabilities, veterans and low-income students on student success indicators.	Summer 2015	IT; Admissions; Student Services; Institutional Research and Planning; Student Equity Committee	Establish a tracking process for special student populations by summer 2016.

Activity	Timeline	Responsible Person(s)	Expected Outcome
6.5 Monitor progress of the priority registered high school students to compare/contrast persistence, success, and completion rates with general student populations.	Summer 2015	IT; Counseling; Student Equity Committee; Student Services; Institutional Research and Planning	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.
6.6 Monitor progress of students who fail to complete mandatory orientation.	Summer 2015	IT; Counseling; Student Equity Committee	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.
6.7 Monitor progress of students who lose priority registration for failing to complete assessment, orientation, initial educational plan, and comprehensive educational plan.	Summer 2015	IT; Counseling; Student Equity Committee; Student Services	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.
6.8 Monitor progress of students who are deemed ineligible to receive the BOGW for not meeting Satisfactory Academic Progress.	Summer 2015	IT; Counseling; Student Equity Committee; Student Services	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.
6.9 Monitor progress of students who have a comprehensive educational plan on file.	Summer 2015	IT; Counseling; Student Equity Committee; Student Services	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.
6.10 Monitor progress of students who are on probation and dismissal each semester.	Summer 2015	IT; Counseling; Student Equity Committee; Student Services	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.
6.11 Analyze the demographics for evening and weekend courses; determine if there are disproportionate impacts regarding availability of support services by conduct a satisfaction survey for this population.	Fall 2015	IT; Academic Affairs; Institutional Research and Planning	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.

	Activity	Timeline	Responsible Person(s)	Expected Outcome
	6.12 Monitor progress of students 25 or more years old who complete Counseling 151.	Summer 2015	IT; Counseling; Student Equity Committee	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.
	6.13 Monitor progress of students who utilize counseling services.	Summer 2015	IT; Counseling; Student Equity Committee; Student Services	Analyze data, disaggregated by gender and ethnicity, and identify strategies and activities to address areas of disproportionate impact.

Budget

SOURCES OF FUNDING

The 2014-15 Student Equity allocation of \$845,031 from the Chancellor's Office will be used to support the majority of equity activities identified in this plan. The budget allocation will link directly to the goals and specific activities identified in the plan. The allocation of resources will also follow the expenditure guidelines provided by the Chancellor's Office.

In addition, district general funds and personnel will be used to support the oversight, management, and implementation of many of these activities. In addition, the student equity plan and activities are coordinated with other campus planning efforts and student success initiatives to leverage resources such as the Student Success & Support Program (SSSP), the institutional program planning process, the Educational Master Plan, the Basic Skills Initiative, and the Title V HSI Grant activities.

More specifically, the College has engaged in efforts to successfully coordinate the SSSP plan. Both the Co-Chairs of Student Success and Support Program and Student Equity committees serve on each committee. This allows for seamless planning and integration of program goals, activities, and leveraging of resources. In addition, both SSSP and Student Equity Co-Chairs meet regularly through the SSSP/Student Equity Co-Chairs meeting to ensure ongoing alignment and monitoring of both plans.

Furthermore, Rio Hondo College demonstrates support for student equity through continued funding for Outreach & Educational Partnerships, Foster/Kinship Care Education (FKCE), Veterans Service Center, and on-going support for categorical programs (DSP&S, EOP&S/CARE, CalWorks). The college also funds many support services and specialized programs, as well as projects funded by the HSI Title V grant and the Basic Skills Initiative, all of which demonstrate the college's commitment to equity and student success, such as:

- Learning Assistance Center - general tutoring in a variety of subjects
- Math Science Center - tutoring for math and science classes
- Gateway Tutoring - Is a program based on an integrated tutoring model, in which trained tutors are assigned to specific instructors to attend class and facilitate group study sessions outside of class
- Alpha Gamma Sigma (AGS) - AGS is a California Community College Honor Society.
- Honors Transfer Program- The Honors Transfer Program provides a unique learning opportunity with challenging courses for the academically talented and highly motivated community college student who is seeking transfer to a four year university.
- Learning Communities - In the Learning Communities program, serious and committed students are placed in a cohort, or learning community for one or two semesters to

promote academic achievement and for a deeper enhancement of existing student success programs. Instructors meet regularly to discuss student progress and to coordinate class lectures and assignments in practical, relevant, and interdisciplinary terms.

- Math Engineering Science Achievement (MESA)- MESA enables educationally disadvantaged students to prepare, transfer and graduate from a four year university majoring in the areas of engineering, the sciences, computer science and mathematics.
- Puente Program- Puente is an interdisciplinary program in writing, counseling and mentoring that prepares underrepresented students for transfer to a four year university. The mission of the Puente Program is to increase the number of students earning a college degree who then return to their communities as mentors and leaders to future generations.
- Springboard Program - Springboard is designed to refresh and strengthen students' basic skills in mathematics and writing.
- Summer Bridge Program - Summer Bridge is designed to empower basic skills level students entering college through preparedness, skill building and develop academic direction. Participants will learn how to become independent, active learners in a college setting as they transition from high school.

The college has also provided funding support to Institutional Research & Planning and Information/Technology Services to further support assessment processes and monitor student success outcomes, efficiently and effectively. Providing on-going professional development opportunities is also an important component to student success that is fully supported by the institution.

Evaluation Schedule and Process

EVALUATION SCHEDULE AND PROCESS

The RHC Institutional Research and Planning (IRP) Office has identified key staff to support the evaluation of student equity activities. An Institutional Researcher serves on the Student Equity Taskforce and is actively engaged and aware of services and activities identified in the equity Plan. The Taskforce has identified specific outcomes for each activity and the IRP Office will develop evaluation methods to ensure effective evaluation of each student equity activity, as identified in this plan. In addition, the IRP office will work closely with Information Technology personnel to obtain additional data regarding student success and to analyze Student Success Services & Programs (SSSP) activities to identify areas of disproportionate impact for as defined in this plan.

The Student Equity Task Force will work with Institutional Research and Planning to develop an annual assessment schedule to report on progress for each activity in reaching stated outcomes. A standard research assessment measure will be used to identify and analyze outcomes in a report prepared each year within the three-year planning period. Based on annual assessment and evaluation findings, supplemental research and/or activities may be developed to ensure successful execution of the Student Equity Plan.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, November 12, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

1. Building Program

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, November 12, 2014, 6:00 p.m.**

IV. INFORMATION ITEMS

2. Revision/New Administrative Procedures 2712, 3200, 7217, and 7346

The proposed Administrative Procedures have been revised and have gone through the review process, which included the President's Council, Administrative Council and the Planning Fiscal Council:

AP 2712	Conflict of Interest and Disclosure
AP 3200	Accreditation
AP 7217	Faculty: Employment of Contract

The following AP is new and has gone through the review process:

AP 7346	Employees Called to Military Duty
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These procedures do not require Board approval and will be implemented once received by the Board.

CONFLICT OF INTEREST AND DISCLOSURE CODEAP No.
2712

Board Reviewed: 5/17/06; 9/9/09; 12/14/11

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- I. Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section XXI referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.
- II. Definitions - The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.
- III. Designated Employees - The persons holding positions listed in the Appendix **Section XXI** are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.
- IV. Disclosure Categories - This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:
 - A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
 - B. The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and
 - C. The filing officer is the same for both agencies.¹¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix **Section XXI** specify

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and district statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government code section 81004.

CONFLICT OF INTEREST AND DISCLOSURE CODEAP No.
2712

Board Reviewed: 5/17/06; 9/9/09; 12/14/11

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which kinds of financial interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those financial interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in **Appendix Section XXI**. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he/she foreseeably can affect materially through the conduct of his/her office.

- V. **Statements of Economic Interests - Place of Filing.** The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²²
- VI. **Statements of Economic Interests - Time of Filing.**
- A. **Initial Statements.** All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within thirty (30) days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within thirty (30) days after the effective date of the amendment.
- B. **Assuming Office Statements.** All persons assuming designated positions after the effective date of this code shall file statements within thirty (30) days after assuming the designated positions, or if subject to State Senate confirmation, thirty (30) days after being nominated or appointed.
- C. **Annual Statements.** All designated employees shall file statements no later than April 1.
- D. **Leaving Office Statements.** All persons who leave designated positions shall file statements within thirty (30) days after leaving office.
- VII. **Statements for Persons Who Resign Prior to Assuming Office -** Any person who resigns within twelve (12) months of initial appointment, or within thirty (30) days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.
- A. Any person who resigns a position within thirty (30) days of the date of a notice from the filing officer shall do both of the following:
1. File a written resignation with the appointing power; and

²² See Government code section 81010 and 2 Cal. Code of Regs. Section 18115 for the statements and forward the originals to the filing officer.

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2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

VIII. Contents of and Period Covered by Statements of Economic Interests

- A. **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property, and business positions held on the effective date of the code and income received during the twelve (12) months prior to the effective date of the code.
- B. **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property, and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the twelve (12) months prior to the date of assuming office, or the date of being appointed or nominated, respectively.
- C. **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income, and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- D. **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income, and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

IX. Manner of Reporting - Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- A. **Investments and Real Property Disclosure.** When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:
 1. A statement of the nature of the investment or interest;

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

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2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 3. The address or other precise location of the real property;
 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).
- B. Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:
1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address, and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- C. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include a salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customer of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

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1. The name, address, and a general description of the business activity of the business entity;
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- D. Business Position Disclosure - When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/ she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- E. Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.
- X. Prohibition on Receipt of Honoraria
- A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.
 - B. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government code section 89506.
- XI. Prohibition on Receipt of Gifts in Excess of ~~\$420~~ **\$440**
- A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$440~~ **\$360** in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.
- Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

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XII. Loans to Public Officials

- A. No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- B. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- C. No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- D. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- E. This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office;
 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such

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persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time;
4. Loans made, or offered in writing, before January 1, 1998.

XIII. Loan Terms

- A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/ her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- B. This section shall not apply to the following types of loans:
 1. Loans made to the campaign committee of the elected officer;
 2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;
 3. Loans made, or offered in writing, before January 1, 1998.
- C. Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

XIV. Personal Loans

- A. Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired;
 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a) The date the loan was made;
 - b) The date the last payment of one hundred dollars (\$100) or more was made on the loan;
 - c) The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous twelve (12) months.
- B. This section shall not apply to the following types of loans:

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1. A loan made to the campaign committee of an elected officer or a candidate for elective office;
 2. A loan that would otherwise not be a gift as defined in this title;
 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due;
 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations;
 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.
- XV. Disqualification - No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family, or on:
- A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
 - B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
 - C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made;
 - D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
 - E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$440~~ ~~\$360~~ or more provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.
- XVI. Legally Required Participation - No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

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- XVII. Disqualification of State Officers and Employees - In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within twelve 12 months prior to the time when the official action is to be taken:
- A. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
 - B. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.
- XVIII Disclosure of Disqualifying Interest - When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.
- XIX. Assistance of the Commission and Counsel - Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.
- XX. Violations - This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal, and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.
- XXI. Designated Positions and Disclosure Requirements
- A. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:
 - Governing Board Members**
 - Superintendent/President**
 - Vice President, Finance and Business**
 - B. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.

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1. Category 1: All investments and business positions in, and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years;
2. Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District;
3. Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years;
4. Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions;
5. Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District;
6. Category 6. All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department;

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

C. DESIGNATED POSITIONS	DISCLOSURE CATEGORIES
Superintendent/President	1, 2, 3, 4, 5, 6,
Vice President, Academic Affairs	2, 3 5, 6
Vice President, Student Services	2, 3 5, 6
Vice President, Finance and Business	1, 2, 3, 4, 5, 6
Dean, Institutional Research and Planning	2, 3 6
Dean, Student Life	2, 3 6

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Dean, Public Safety	4-6
Associate Dean, Public Safety	6
Director, Public Safety	4-6
Director, Human Resources	2, 3-6
Director, Community and Governmental Relations	4-6
Director, Financial Aid, Scholarship, and Veterans' Services	2, 3 6
Director, Marketing and Communications	4-6
Director, Information & Technology Services	1, 2, 3, 4
Director, Contract Management & Vendor Services	1, 2, 3 4, 5
Director of Facilities Services	1, 2, 3, 4
Manager, Maintenance and Operations	2, 3, 6
Assistant Director, Facilities Services	1, 2, 3, 4
Director, Accounting	4, 5
Consultants	1, 2, 3, 4, 5, 6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The **Superintendent/President, or designees**, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The **Superintendent/President, or designees**, determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

XXII. Sources/References

**Government Code Sections 87103€, 87300-87302, 89501, 89502, and 89503;
Title 2, Section 18730**

ACCREDITATIONAP No.
3200

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- I. Rio Hondo College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), an institutional accrediting body recognized by the commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.
- II. In accordance with the standards of ACCJC, the College shall conduct a comprehensive self-study every six years and host a visit by an ACCJC accreditation team. Mandatory reports are prepared and submitted to the Accrediting Commission as required.
- III. Those employees who are responsible for the functions related to the accreditation standards must be involved in the self-study and team visit.
- IV. The process for producing the written document that is the Comprehensive self-study which must include:
 - A. Self study ~~Chair~~ or co-chairs, appointed by the Superintendent/President in accordance with campus procedures. The appointment of the faculty co-chair will be mutually approved by the Superintendent/President and the Academic Senate;
 - B. Accreditation Liaison Officer, appointed by the Superintendent/ President;
 - C. Active, campus-wide involvement of administrators, faculty, classified staff, and students;
 - D. District representatives; and
 - E. A steering committee which is ~~composed~~ **chaired by** ~~of~~ the lead co-chairs of the Accreditation self study committee.
- V. When the self-study is completed, it will be reviewed for submission to ACCJC by the Board of Trustees **and other campus constituencies** a minimum of ~~45~~ **75** days prior to the team visit.
- VI. Source/References:

Accreditation Eligibility Requirement 21, Standard IV.B.1.i.
Title 5 Section 51016

FACULTY: EMPLOYMENT OF CONTRACTAP No.
7217

Board Reviewed: 5/84, 5/91; 12/12/12

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- I. Employment of faculty shall be in compliance with Board of Trustees policies relating to Title V, Title IX, AB 1725, and other legal requirements. All applicants shall be treated identically whether they are current employees or off-campus applicants

II. PROCEDURE

- A. Open faculty positions shall be reviewed and approved for announcement of the vacancy after budget verification from the Vice President of Finance and Business.
- B. Recruitment shall be in accord with applicable state laws. Applications shall be screened for qualifications by the Office of Human Resources. The Director of Human Resources shall be responsible for analysis of job applicants to determine whether the group is significantly underrepresented. If the applicant pool demonstrates significant underrepresentation of monitored groups, the District shall implement additional measures as described in Title V, § 53006.
- C. The Division Dean, together with a minimum of three Rio Hondo faculty members, selected by the Division faculty, shall constitute the Division Selection Committee. Two of the three faculty members should teach in the discipline, assuming there are two or more. **The Division Selection Committee, may at its discretion, add additional committee members such as external experts or classified staff. The Committee shall elect a chair, evaluate the applications, identify those to be interviewed, interview candidates, and provide a written recommendation. (moved to end of paragraph) The Committee shall elect a chair, evaluate the applications, identify those to be interviewed, interview candidates, and provide a written recommendation.** The committee shall make a reasonable effort to forward at least three candidates but no more than five that in its judgment are qualified for the position and worthy of recommendations.
- D. The Division Dean shall provide the written recommendation(s) of the Division Selection Committee to the Vice President of the applicable area.
- E. The Vice President of the applicable area, along with the Division Dean and the Committee Chair (if applicable) will interview the recommended applicants and shall forward the best qualified candidate(s) from the name(s) recommended by the Committee to the Superintendent / President for interview.
- F. The final evaluation and recommendation to employ shall rest with the Superintendent/ President of the College. Should none of the candidates forwarded by the Division Selection Committee be recommended for employment, the Superintendent / President will communicate to the Division Selection Committee Chair his / her justification.
- G. Notification of selection shall be from the Office of Human Resources.

III. CRITERIA

Criteria for selecting personnel for certificated positions shall include the following:

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7217

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- A. Possession of the appropriate California community college instructor credential prior to employment by Rio Hondo Community College District, or
- B. Academic background: A Master's degree or its equivalent in the subject to be taught, or, vocational background including professional preparation and demonstrated appropriate experience as may be applicable.
 1. Possession of a Master's degree from an accredited institution in the discipline of assignment, or
 2. Possession of a Master's degree from an accredited institution in a discipline reasonably related to assignment and possession of a Bachelor's degree from an accredited institution in the discipline of assignment.
 3. For faculty in disciplines where a Master's degree is not generally expected or available, either of the following:
 - a) Possession of a Bachelor's degree from an accredited institution in a discipline reasonably related to assignment plus two years of professional experience, plus appropriate certification to practice or licensure if available; or,
 - b) Possession of an associate degree from an accredited institution in a discipline reasonably related to the faculty member's assignment, plus six years of professional experience, plus appropriate certification to practice or licensure if available.
- C. "Equivalency" to either academic or vocational requirements shall be determined in accordance with **BP 7211 (replaces CP 5165 BP 7210)**.
- D. Individual departments may add information on educational requirements placing emphasis on a specific area.
- E. Other departmental interests may be shown under "Desirable Qualifications". These are limited to job related factors.
- F. All applicants selected for hire must show a sensitivity to an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

EMPLOYEES CALLED TO MILITARY DUTY

AP No. 7346

Board Reviewed: **NEW (CCLC)**

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I. The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

II. Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

III. Salary

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive his/her salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service, regardless of length of service with the District.

In addition, Rio Hondo may provide, on approval of the Governing Board, for not more than 180 calendar days as part of the employee's compensation all of the following:

- A. The difference between the amount of his/her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty. (Ed Code 87018)
- B. All benefits that he/she would have received had he/she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts. (Ed Code 87018)
- C. Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit. (Ed Code 87700)

IV. Health Benefits

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 18 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

EMPLOYEES CALLED TO MILITARY DUTY

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V. Vacation and Sick Leave

Employees on military leave accrue any benefits the District provides to other employees; e.g., if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave, and holiday privileges up to a maximum period of 180 days.

VI. Reinstatement

An employee on active duty military leave shall be entitled to return to the position held by him/her at the time of his/her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

A person employed to take the place of any such employee shall not have any right to the position following the return of the employee to the position. (Ed Code 87700)

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the District for more than one year, but had not yet become a regular academic employee of the District, he/she is entitled to return to the position for the period of time his/her contract of employment had to run at the time he/she entered military service. (Ed Code 87700)

In the case of an academic or classified employee, absence on military leave shall not be construed as a break in the continuity of service.

VII. Sources:

CCLC

Education Code Sections 87018, 87700, and 87832;

Military and Veteran's Code Sections 389 et seq.; 38 U.S. Code Sections 4301 et seq.