

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES
Regular Meeting, Wednesday, March 19, 2008, 6:00 p.m.
Rio Hondo College
3600 Workman Mill Road, Whittier, CA 90608**

Members Present: Ms. Angela Acosta-Salazar, Presiding,
Mr. André Quintero (arrived at 6:15 p.m.),
Mr. Gary Mendez,
Ms. Maria Elena Martinez
Ms. Leia Hernandez (Student Trustee)

Members Absent: Mr. Garry Couso-Vasquez

Staff Members: Dr. Ted Martinez, Jr., Superintendent/President
Dr. Paul Parnell, VP, Academic Affairs
Ms. Teresa Dreyfuss, VP Finance & Business
Mr. Henry Gee, VP Student Services
Mr. Gil Puga, President, Academic Senate
Mr. Greg Garza, President, CSEA
Ms. Jennifer Fernandez, President, RHCFA
Ms. Cristela Ruiz, President, ASB
Ms. Sandy Sandello, Recorder

I. CALL TO ORDER

A. Call to Order

Ms. Acosta-Salazar called the meeting to order at 6:09 p.m.

B. Pledge of Allegiance

Mr. Rudi Miranda, former Student Trustee led the pledge of allegiance.

C. Roll Call

Trustee Couso-Vasquez was reported absent.

D. Open Communication for Public Comment

Various students addressed their concerns regarding the service they were receiving from the Financial Aid and Admissions & Records departments.

- E. **Approval of Minutes:** February 20, 2008; February 23, 2008; February 27, 2008

55. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees accept the minutes of February 20, 2008, February 23, 2008 and February 27, 2008 as presented.

F. **Presentation**

- **Sabbatical Leave (Beverly Reilly)**

G. **Commendation**

- **Tenured Faculty (Angela Medina - Communications)**
- **POST Excellence in Training Award - Rio Hondo College Police Academy**

H. **CLOSED SESSION**

Ms. Acosta-Salazar recessed the meeting to Closed Session at 6:55 p.m. Ms. Acosta-Salazar reconvened the meeting at 7:30 p.m. No action was taken in Closed Session.

(Pursuant to Section 54957.6)

- **CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator: Teresa Dreyfuss

Employee Organization: CSEA

Unrepresented: Management/Confidential

II. **CONSENT AGENDA**

56. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approve the Consent Agenda with the inclusion of the additional travel item - Robert Feliciano or designee.

A. **FINANCE & BUSINESS**

1. **Finance & Business Reports**

a. **Purchase Order Reports**

The Board reviewed purchases for the preceding 60 days. 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. The purchases have been processed in accordance with Board Policy No. 3600.

b. **Payroll Warrant Report**

The Payroll report for the month of February, 2008 was approved.

2. **Authorization for Out-of-State Travel & Conferences**

The Board of Trustees approved the following Board and staff to attend the following educational conferences and meetings:

Tom Callinan to attend the Conference on College Composition and Communication, April 2 – 8 2008 in New Orleans, LA.

Henry Gee to attend the Conference on Tech Prep Demonstration Project Directors Meeting, June 15-18, 2008 in Alexandria, VA.

Dee Granillo-Torres to attend the WASFAA 2008 Conference, April 6-8, 2008, in Seattle, WA.

Patricia Malave to attend the WASFAA 2008 Conference, April 6-8, 2008, in Seattle, WA.

Henry Gee to attend the AACC Annual Conference, April 5-9, 2008 in Philadelphia, PA.

Serina Gutierrez to attend the WASFAA 2008 Conference, April 6-8, 2008, in Seattle, WA.

Robert Feliciano (or designee) to attend the American Criminal Justice Association National Convention, April 6- 12, 2008 in Kansas, City, MO.

3. **Apprenticeship Instructors**

The college has entered into a program with the Carpenters Joint Apprenticeship and Training Fund Committee for Southern California to provide instruction. The District will employ the instructors and the committee will provide the instructor's salary and benefits. The college is recommending the employment of the following individuals.

- Juan Flores
- William Gosnell

4. **Revenue Agreement**

Use of Weapons Firing Range – The following agency requires the services of the Rio Hondo College weapons firing range. They agree to pay \$300 per session (8 hour block) or \$150 per half session (4 hour block). The term of the agreement shall be through June 30, 2010.

- a. California Highway Patrol - Santa Fe Springs

5. **Contract Education Revenue Agreement – United Pumping Services**

Rio Hondo College will conduct three (3); 8-hour Department of Transportation (DOT) training sessions for United Pumping Services, Inc. Training will be billed at \$1,600 per each 8-hour session. Training sessions will be located onsite at United Pumping, 14000 E. Valley Blvd., Industry, CA 91746. Rio Hondo Faculty will teach the sessions and will be paid a stipend based upon their instructional rate. Revenue generated from this agreement is estimated to be \$2,400.

B. PERSONNEL

1. **Academic**

a. **Employment**

Part-Time, Spring 2008

ROJO, Juanita, Health Science

Hourly As Needed, Spring 2008

MONTRELLA, John, Mathematics

SCHULTZ, Corey, Physical Science

Non-Credit, Spring 2008

RICARTE, Jr., Romeo, Community Services

2. **Management**

a. **Resignation**

CHABRAN, Gail, resigning as the Dean of Communications and Languages and returning as a faculty member effective July 1, 2008.

3. **Classified**

a. **Employment**

ALLEN, Pauline, Library Media Clerk, 11.25%, 11.5 months, effective March 1, 2008

VILLALOBOS, Vanessa, Registration Clerk, Admissions and Records, 47.5%, 12 months, effective February 19, 2008

Short Term, 2008

ANDERSON, Dorie, Sr. Instructional Assistant/Translator for Deaf, ending date June 30, 2008

BURDETT, Kathy, Clerk Typist III, Social Science, ending date June 30, 2008

LIMON, Olivia, Instructional Assistant, Disabled Students, ending date May 30, 2008

Substitute, 2008

BERUMEN, Silvina, Children's Center Aide, Child Development Center, ending date June 30, 2008

b. Transfer

CASTELLANOS, Patricia, Clerk Typist III, from EOP&S to Counseling Department, effective March 3, 2008

FRAGA, Maria, Sr. Secretary to Assistant Buyer in Purchasing Department, effective March 31, 2008

c. Resignation

NORRIS, Christina, Clerk Typist III in Arts & Cultural, her last day of employment was February 19, 2008.

d. Leave of Absence

BARRIOS Monica, Children's Center Aide, has requested a four-week Unpaid Leave of Absence effective April 28, 2008

4. Unrepresented (CP 5155), 2008a. EmploymentHourly

BENITEZ, Evelyn, Coaching Spec.
NUNO, Adriana, Tutor II, LAC
URTEAGA, Debra, Tutor II, LAC

DAMRON, Kristen, Coach. Specialist
SANDOVAL, Antonio, Tutor II, LAC
VO, Luan, Tutor II, LAC

5. Academic Rank

The Academic Rank Committee of the Academic Senate has met to review the applications for faculty for advancement in academic rank. The applications for academic rank are in compliance with the Academic Rank Policy and have been verified by staff in the Office of Human Resources

Professor

Michael Forrest
Steve Hebert
Robert Holcomb
Ned Lazaro
Allen Leung
Aimee Mindes
Firouz Mosharraf
Steve Moshier
Vann Priest
Tracy Rickman
Warren Roberts
Mike Salazar
Judy Sevilla-Marzona
Mike Slavich
Nguyen Vu
George Wang
Adam Wetsman

Physical Science
Physical Education
Communications & Languages
Social Science
Physical Science
Physical Science
Mathematics
Arts and Cultural
Physical Science
Public Safety
Technology
Physical Education
Library
Automotive Technology
Mathematics
Mathematics
Social Science

Associate Professor

Cameron English
 Alfred Forrest
 Mathew Koutroulis
 Jannine Livingston
 Gail Modyman
 Sondra Moe
 Ted Preston

Mathematics
 Student Health Services
 Physical Science
 Arts and Cultural
 Health Science
 Social Science
 Social Science

Assistant Professor

Ada P. Brown

Arts & Cultural

C. ACADEMIC AFFAIRS**1. Curriculum Items****a. New Courses that are Part of an Existing Program**

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

ANTHR 115: Introduction to Medical Anthropology (Social Science)

Degree Applicable; (3 Units)
 Transfers to: CSU

Justification: This course is intended to be an elective choice for Nursing majors and will be submitted to fulfill a general education requirement in social science.

ET 270: Wastewater Treatment Plan Operations I (Physical Science)

Degree Applicable; (3 Units)
 Transfers to: CSU

Justification: This is the initial course of a series of water treatment courses designed to train individuals, who are working in or who seek employment in the waste water treatment field. It is one area of emphasis in the Environmental Technology Associate of Science degree for students who are interested in filling the growing need for wastewater treatment plant operators.

ET 290: Cooperative Work Experience/Internship for Environmental Technology related fields (Physical Science)

Degree Applicable; (1-4 Units)
 Transfers to: CSU

Justification: This course is intended for students whose job is related to the field of Environmental Technology and allows employers an opportunity to support student learning as well as assist with the transition from school to work. ET 290 is also in compliance with Title 5 Cooperative Work Experience Program requirements. Will be an elective in the Associate of Science degree in Environmental Technology.

**HS 045: Math for the Health Care Professional
(Health Science)**

Degree Applicable; (1 Unit)

Justification: This course is an elective for the Vocational Nursing Program and the Health Information Technology Program. It allows students pursuing a career in health care the opportunity to enhance fundamental math skills and strengthen math skills required for health care delivery.

b. New Credit Courses

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

**HEM 040: Introduction to Heavy Equipment Maintenance
(Business/Technology)**

Degree Applicable; (4 Units)

Justification: This course is first in a series of Heavy Duty Equipment Maintenance classes and is designed for the student who wants to enter the field of Heavy Duty Equipment Maintenance and repair. It is one of several new courses that will be part of a certified/degree required by the IDRC (Industry Driven Regional Collaborative) Grant.

**HEM 041: Introduction to Heavy Equipment Maintenance
Electrical Fundamentals
(Business/Technology)**

Degree Applicable; (4 Units)

Justification: This course is part of a series of courses for students who are interested in working in the Heavy Equipment Maintenance and repair Industry. This course is one of several new courses that will be part of a certified/degree required by the IDRC (Industry Driven Regional Collaborative) Grant.

c. New Certificate of Achievement that is Part of an Existing Program (Over 18 Units)

The following certificate of achievement has been recommended for inclusion in our offerings and catalog:

**Surveying, Mapping & Drawing Certificate
(Business/Technology)
(24 Units)**

Justification: The purpose of the Surveying, Mapping & Drawing certificate is to prepare students to work in the surveying field. With a Surveying, Mapping & Drawing certificate the student will have the potential for rapid advancement to positions of greater responsibilities in the areas of civil construction, surveying and other infrastructure related design projects.

This certificate is targeted for individuals that would not be pursuing the AS degree and is a companion to the Certificate in Civil Design and Drawing that is currently at the Chancellor's office waiting for approval.

d. Unit Change

The following courses have been recommended for a unit change to reflect an increase in course content:

**BIOL 203: Principles of Zoology
(Biological Science)
(From 4 Units to 5 Units)**

**BIOL 204: Principles of Botany
(Biological Science)
(From 4 Units to 5 Units)**

*UC transfer process in progress for courses where applicable

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Consultant Services

57. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approve the consultant services item as listed.
- a. Karen Dixon – To present workshops such as “Adoption, Legal Guardianship and Fostering”, “Connecting Youth to Lifelong Relationships”, “Working With Abused Children”, “Getting Help, Finding and Using Community Resources”, “Parenting Styles”, “Promoting Better Attachment with Youth”, “Mental Health Disorders”, “Educational Outcomes”, “Independence City” and other related topics in foster care, youth and parenting. Dates of service are March 20, 2008 through June 30, 2008. Payment is not to exceed \$1,400 from FKCE and \$350 from ILP-A/YESS.
 - b. Nicole Gray – To present a training workshop for the Math faculty. Date of service is April 4, 2008. Payment is not to exceed \$1,000 from Staff Development.
 - c. Ana M. Vargas – To supervise and facilitate Foster Kinship Care education classes for foster and relative caregivers on topics such as Teaching Children to do Chores”, “Family Resources”, Ages and Stages”, Teaching Your Child Good Habits”, “First Aid Safety Issues” and other topics related to foster care. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$335 from FKCE.

- d. Lori Switanowski – To present Foster Kinship Care education classes to foster and relative caregivers on topics such as “Drugs/Alcohol Effect on Children”, “Arnold Gets Angry”, “Drugs and the Brain” and “Improving Communication” and topics related to foster care. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$630 from FKCE.
- e. Lee Ann Paddock – To present workshops to Foster Kinship caregivers on F-Rate Pre-Service topics and other foster care related topics. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$200 from FKCE.
- f. Beatriz Lopez – To supervise and facilitate Foster Kinship Care education classes for foster and relative caregivers on topics such as “Talking to Our Kids About Drugs”, “Raising Kids with Care” and other topics related to foster care. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$300 from FKCE.
- g. Linda Hughes – To serve as a facilitator for Foster Kinship Care education classes for foster and relative caregivers on topics such as “Family Resources”, “Resources”, “Helping Kids Manage Angry Feelings”, “Bullying and Aggressive Behavior” and other topics related to foster care and parenting. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$300 from FKCE.
- h. Mary Hibbard – To present workshops to Foster and Kinship Care providers on topics such as “The Missing Link”, “The Teen Brain”, “Kids Attitude”, “Teenage Pregnancy Prevention”, “Separation, Loss and Attachment Issues” and other related topics to foster care and parenting. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$630 from FKCE.
- i. Jose Gutierrez – To present workshops to Foster and Kinship Care providers on topics such as “Putting Reading First”, “Teaching Your Child Good Habits”, “Ages and Stages”, “First Aid Safety Issues”, 16 hour and D-Rate training on children with emotionally and psychological disabilities and 16 hour F-Rate training on medically and physically fragile children, and other topics related to foster care and parenting. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$1,920 from FKCE.

- j. Martha O. Godinez – To present workshops for Foster and Kinship Care providers in Spanish and English on topics such as “Permanency/Adoptions”, “Anger Management”, “Information Highway” and other related topics in foster care, youth and parenting. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$560 from FKCE.
- k. Christina Maria Auer- Arriaga – To present workshops to Foster and Kinship Care providers on topics such as “Helping Kids Manage Angry Feelings”, “Bullying and Aggressive Behavior” and other topics related to foster care and parenting. Dates of service are April 1, 2008 through June 30, 2008. Payment is not to exceed \$210 from FKCE.
- l. RBF Consultants – To provide engineering consulting services to prepare structural calculations, investigate field conditions, and verify that construction is in conformance with approved plans and specifications in order to complete DSA closeout of the Child Development Center, which is required prior to proceeding with the submittal of design drawings for the CDC modifications as part of the Rio Hondo Parkway construction project. RBF was the original structural engineer of record and is familiar with the project. Dates of service are March 20, 2008 through August 31, 2008. Payment is not to exceed \$6,500 from bond funds.
- m. Gibbs, Giden, Locher, Turner & Senet, LLP – To provide legal consulting services related to a subcontractor substitution request. Bernards, the general contractor on the L/LRC project has requested permission to replace one of its subcontractors. The subcontractor has objected to the substitution request. As such, the District is required to hold a hearing on the requested substitution. Staff recommends utilizing the services of GGLTS to act as the neutral third party to conduct the hearing Of the requested substitution. Dates of service are March 20, 2008 through June 30, 2008. Payment is not to exceed \$2,000 from bond funds.
- n. Datatel - Consultant at a retreat of the Planning and Fiscal Council. Services include review of a basic strategic planning framework, development of critical performance indicators necessary to track the success of Rio Hondo College’s goals and objectives, development of a college-wide planning infrastructure in preparation for implementation of action planning and work unit reporting process, development of planning process calendar of annual activities, development of documentation, exhibits, web materials, resources and samples to assist college personnel in learning and sustaining the new strategic planning process. Dates of service are March 20, 2008 through June 30, 2008. Payment is not to exceed \$10,000 from the General Fund.

- o. Laura Hope – Assist the Basic Skills Committee on the implementation of the Basic Skills plan. Dates of service are March 20, 2008 through June 30, 2008. Payment is not to exceed \$1,000.
- p. Rachel Mudge – To present a training workshop for the Math faculty. Dates of service are March 20, 2008 through April 4, 2008. Payment is not to exceed \$1,000 from Basic Skills.

2. Architectural Services – Martinez Architect Fees for Addition Services, Applied Technology Building Renovation

58. It was moved by Mr. Mendez, seconded by Ms. Martinez, and carried unanimously, that the Board of Trustees increase the contract amount of Martinez Architects for additional services in the amount of \$85,842 for a revised total contract amount of \$985,842 from State Funds and authorized the Administration to execute appropriate documents on behalf of the District.

3. Approve Instructional Services Agreements

59. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved Instructional Service Agreements as outlined and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

4. Vehicle Donation

60. It was moved by Mr. Quintero, seconded by Ms. Hernandez and carried unanimously, that the Board of Trustees accepted the donation of a model year 2003 Ford Crown Victoria 4 door sedan from the City of Irwindale Police Department for use by Public Safety.

5. Vice President's and Administrators/Managers Wage Increase for Fiscal Year 2007/08

61. It was moved by Mr. Quintero, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees approved a salary increase of 4.53% for Vice Presidents and Management, retroactive from July 1, 2007 for fiscal year 2007/2008.

B. PRESIDENT'S OFFICE

1. Approval of Job Description – Director of Grant Development & Management

62. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved the job description – Director Grant Development & Management as presented.

2. Restructuring of Academic Affairs Division

63. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved the restructuring of Academic Affairs Division as outlined.

3. CCCT Board Election - 2008

64. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously that the Board of Trustees cast a vote for each of the ten vacancies on the CCCT Board of Directors.

IV. INFORMATION ITEMS

1. **Building Program**
 - **Bond Expenditure Report**
2. **Discussion of Ethics Policy**
3. **Discussion of Board Meeting schedule**

V. CLOSED SESSION

Ms. Acosta-Salazar recessed the meeting to Closed Session at 9:00 p.m. The meeting was reconvened at 10:25 p.m. and the following action was reported out of Closed Session.

(Pursuant to Section 54957)

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

No action taken on this item.

- **PUBLIC EMPLOYEE APPOINTMENTS**

- Sociology Instructor

65. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent/President to take the appropriate action to employ Brian Brutlag as a sociology Instructor.

- Philosophy Instructor

66. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent/President to take the appropriate action to employ Scott Dixon as a Philosophy Instructor.

- Nursing Instructors (2 positions funded by the District)

67. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent /President to take the appropriate action to employ Shelly Ferrari as a Nursing Instructor pending reference checks.

68. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees directed the Superintendent/President to take the appropriate action to employ Lydia Perez as a Nursing Instructor pending reference checks.

- Nursing Instructor (1 categorically funded position)

69. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent /President to take the appropriate action to employ Katherine Brandt as a Nursing Instructor/Categorical Funding pending reference checks.

- Photography Instructor

70. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent /President to take appropriate action to employ Ann Marie Mansolino as a Photography Instructor pending reference checks.

- Librarian

71. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent /President to take the appropriate action to employ Shawna Hope Hellenius as a Librarian pending reference checks.

- PE Instructor/Cross County & Track Coach

72. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent /President to take the appropriate action to employ Geoff Todd Skarr as a PE Instructor/Cross Country and Track Coach pending reference checks.

- PE Instructor/Women's Soccer Coach

73. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees directed the Superintendent/President to take the appropriate action to employ Jennifer Mariko Tanaka-Hoshijo as a PE Instructor/Women's Soccer Coach.

- English Instructor (2 positions)

74. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees directed the Superintendent /President to take the appropriate action to employ Daniel Osman as an English Instructor pending reference checks.

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
 - Dean, Communications & Languages

No action taken on this item.

(Pursuant to Section 54957.6)

- **CONFERENCE WITH LABOR NEGOTIATOR**
 - Agency Negotiator: Teresa Dreyfuss
 - Employee Organization: CSEA/RHCFA
 - Unrepresented: Management/Confidential

No action taken on this item.

VI. **STAFF AND BOARD COMMENTS**

VII. **ADJOURNMENT**

Ms. Acosta-Salazar adjourned the meeting at 10:35 p.m. The date of next regular meeting of the Board of Trustees will be held on Wednesday, April 16, 2008, 6:00 p.m. at the City of Pico Rivera, Pico Park, 9528 Beverly Blvd. Pico Rivera, CA.