

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES
Regular Meeting, Wednesday, May 14, 2008, 6:00 p.m.
3600 Workman Mill Road, Whittier, CA 90608**

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

Members Absent: Mr. 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
Ms. Beverly Reilly, President, Academic Senate
Mr. Greg Garza, President, CSEA
Ms. Cristela Solorio Ruiz, President, ASB
Ms. Sandy Sandello, Recorder

I. CALL TO ORDER

A. Board Tours Facility (5:00 p.m.)

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

Ms. Acosta-Salazar called the meeting to order at 6:03 p.m.

C. Pledge of Allegiance

Ms. Leia Hernandez led the pledge of allegiance.

D. Roll Call

Mr. Couso-Vasquez was reported absent due to illness. Ms. Martinez arrived at 6:15 p.m.

E. Open Communication for Public Comment

Beverly Reilly handed out copies of River's Voice to the Board of Trustees.

F. Approval of Minutes: April 16, 2008

88.

It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees accepted the minutes of April 16, 2008 as presented.

- G. Commendations**
- **Academic Retirees**
 - **Jan Coe, Library**
 - **Perry Sites, Arts & Cultural Program**
 - **Student Commendation (Diego Martinez)**
- H. Presentations**
- **Sabbatical Leave (MaryAnn Pacheco)**
Presentation was not made.
 - **State Legislative Update (Patrick McCallum)**
 - **Metro Gold Line Extension**

Ms. Acosta-Salazar recessed the meeting for a ten minute break at 7:10 p.m.
Ms. Acosta-Salazar reconvened the meeting at 7:20 p.m.

II. CONSENT AGENDA

89. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved the Consent Agenda with the exclusion of Agenda Item II.B.5. which was moved to the Action Agenda.

A. FINANCE & BUSINESS

1. Finance & Business Reports

a. Purchase Order Report

The Purchase Order Report reviewing 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 Warrant Report for the month of April, 2008.

c. Quarterly Report

The Quarterly Financial Status Report for the period ending March 31, 2008.

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

The Board of Trustees approved the following Board and Staff members to attend the following educational conferences and meetings listed below;

Allen Leung to attend the 20th Biennial Conference on Chemical Education in Bloomington, IN, July 26-August 1, 2008.

Mike Dighera to attend DACUM Training in Columbus, OH, June 15-21, 2008.

Mike Munoz to attend the Celebrating Our Past and Shaping the Future in Washington, D.C., July 19-23, 2008.

John Frala to attend the NACAT 2008 Conference in Williamsport, PA, July 21-25, 2008.

Mike Slavich to attend the NACAT 2008 Conference in Williamsport, PA, July 21-25, 2008.

Steve Tomory to attend the NACAT 2008 Conference in Williamsport, PA, July 21-25, 2008.

Yolanda Emerson to attend the Compliance Systems in Higher Education in Austin, TX, June 1-4, 2008.

Jennifer Bartz to attend the Compliance Systems in Higher Education in Austin, TX, June 1-4, 2008.

John Frala to attend the Atech/AIPC Invitational Workshop in Walton, KY, June 9-11, 2008.

3. Hazardous and E-Waste Collection and Roundup

Annually, the Environmental Programs Division - County of Los Angeles in conjunction with the Sanitation Districts of Los Angeles County and the County of Los Angeles Department of Public Works, requests the use of Parking Lot "A" at 3600 Workman Mill Road in Whittier for the annual Household Hazardous and Electronic Waste Roundup. Staging and preparation for the Roundup will begin August 8, 2008 at 8:00 a.m. The Roundup is advertised by the County of Los Angeles for the public to begin delivering their household hazardous and electronic waste to the site between the hours of 8:00 a.m. and 4:00 p.m. for August 9, 2008. Cleanup and closeout is not to exceed 24 hours following termination of the Roundup.

Household hazardous waste includes but is not limited to: pesticides, cleaning solvents, automotive fluids, waste oil, paint and related products, hobby and art chemicals, batteries, and similar items. Electronic waste includes but is not limited to: computers, printers, cables, televisions, VCRs, stereos, and similar items.

The County of Los Angeles will submit a certificate of liability insurance to cover the event. The Sanitation District will contract with an environmental disposal service to collect waste at the site. The Sanitation District and the County of Los Angeles will assume all legal permits and liability.

4. Community Services

- a. Kris Hall – To present "Medical Billing Certificate Program". Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.

- b. Curtis Adney – To present “Natural A’s” and “What Were You Born To Do?”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- c. Dianna Fortin – To present “Basic Fresh Floral Design”, “Intermediate Floral Design”, “Advanced Floral Design” and “Floral Shop Operation Management”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- d. Quayum Abdul – To present “Candle Making” and “Soap Making”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- e. Dr. John C. Drew – To present “Grant Writing Fundamentals”, “Grant Writing Intermediate”, “How to Create a Board that Really Works” and “Fundraising Fundamentals”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- f. Christina J. Wantland aka Cricket Wantland – To present “Business Etiquette Program for Adults”, “Professional Business Savvy”, “Classes for Children: Etiquette and Dining Programs”, “Dining Skills for Children”, “Teen Etiquette” and “Dining Skills for Teens”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- g. Maria Gonzalez – To present “Conversational Spanish” and “Conversational Spanish for Children”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- h. Christine Silvestri – To present “L.A. Fashion District, Downtown Los Angeles”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 50% to Rio Hondo and 50% to consultant.
- i. James Wigen – To present “Stock Market Impacting Your Financial/Retirement Plan?” and “Investing for Beginners”. Dates of service will be July 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.

5. **Approval of Clinical Affiliation Agreement – Citrus Valley Medical Center**

This item was pulled from the Consent Agenda.

6. Grant Renewal and Additional Augmentation

- a. Industry Driven Regional Collaborative Grant (IDRC) – The California Community Colleges Chancellor's Office (CCCCO) awarded an Industry Driven Regional Collaborative grant to Rio Hondo Community College in the amount of \$488,104 for the period July 1, 2008 through August 31, 2010. Pushed by environmental concerns and a desire for decreased dependency on foreign oil, increasingly stringent governmental regulations and advances in computer technology, industrial equipment manufacturers have been forced to develop new alternative fuel technologies. This project will address this dilemma by developing and implementing a much needed Industrial Equipment Maintenance (IEM) Degree Program. It will modify and develop curriculum, train incumbent workers, new employees and community college faculty, and aggressively market the new IEM Technology Training under the direction of an advisory committee comprised of industry and regulatory agencies.
- b. Amendment to the California Transportation and Logistics Institute Grant – On October 17, 2007, the Rio Hondo Community College District Board of Trustees approved Action #181 for the California Transportation and Logistics Institute – Community Based Job Training (CBJT) Grant in the amount of \$50,000 as item III.A.5. The California Community Colleges Chancellor's Office (CCCCO) amends the California Transportation and Logistics Institute Grant 07-064-04 by increasing the performance funding period 18 months and adding \$100,000 to the grant for a total encumbrance of \$150,000. Performance under this grant must be completed by December 31, 2009.

B. PERSONNEL

1. Academic

a. Employment

Hourly as Needed, 2008-2009

COFFIELD, Steve, Public Safety
SUEN, Chin, Public Safety

NISHIMURA, Steven, Public Safety
NORIEGA, Jennette, Math/Sciences

Part Time, 2008

HUINQUEZ, Jorge, Coordinator, Project Teach/Title V
WASHINGTON, Lesli, Physical Education

b. Retirement

COE, Jan, full-time Librarian, her last day of employment is May 30, 2008

SITES, Perry, full-time instructor in Arts & Cultural, his last day of employment is May 30, 2008

2. **Management and Confidential**

a. Employment

Categorically Funded, (E.C.87470)

If continued funding should not be available, appropriate notice will be served prior to the end of funding:

CABOT, Norayma, Director, Child Development Center, effective July 1, 2008 through June 30, 2009

FISHER, Zolita, Director, Upward Bound/Student Support Services effective July 1, 2008 through June 30, 2009

3. **Classified**

a. Employment

MUIR, Russell, Athletic Trainer, Physical Education, 12 months, 100%, effective July 1, 2008

Substitute, 2008-2009

VARGAS, Jose, Custodian, Facilities Services, effective April 11, 2008
GONZALEZ, Judith, Custodian, Facilities Services, effective April 14, 2008
MASSAROTTI, Cherrisse, Clerk Typist III, Communications & Lang., effective June 2, 2008

VARGAS, Miriam, Custodian, Facilities Services, effective April 15, 2008

Short Term, 2008

SGROI, Carlo, PA Training & Operations Specialist, Public Safety, ending date June 30, 2008

VERDUGO, Leona, Clerk Typist III, Math & Sciences, ending date June 30, 2009

Continued Employment, Regular Classified

The following employees will continue in the designated capacity with dedicated funding through June 30, 2009. If continued funding should not be available, appropriate 45-day notice shall be served prior to the end of funding:

ALVAREZ, Melissa, Research Date Technician, Career Technical Education
CABALLERO, Irma, EOP&S Evaluator, EOP&S/C.A.R.E.
CAPLIS, Claire, Sr. Secretary, Business & Community/Economic Devp.

Continued Employment, Regular Classified (continued)

CASTELLANOS, Patricia, Clerk Typist III, EOP&S/C.A.R.E.
 CORRALES, Lydia, Clerk Typist III, Career Technical Education
 FREDERICKSON, Suzanne, Instructional High Tech Access
 Microcomputer Lab Technician, Disabled Students
 GARCIA, Norma, Educational Advisor, Upward Bound/Student.Support Ser.
 GONZALEZ, Teresa, Student Services Assistant, College Outreach
 HUYEN, Dung, Account Clerk II, Accounting
 LAM, Xuan, Accounting Technician, Accounting
 LASSITER, Marian, Clerk Typist III, Project Teach, Title V
 LEE, Jennifer, Clerk Typist III, Business & Community/Economic Devp.
 MUNOZ-LOPEZ, Marta, Student Services Assistant, Cal WORKS
 MIKHAEEL, Holly, Student Services Assistant, College Outreach
 PASTRANO, Hannah, Student Activities Assistant, Student Development
 PEREZ, Teresa, Instructional Assistant, Public Safety
 RAYAS, Rebecca, Clerk Typist III, Cal WORKS
 REYES-LUERA, Gloria, Account Clerk II, Accounting
 RIVAS, Rosemary, Account Clerk II, Accounting
 RODRIGUEZ, Gerson, Paraprofessional Tutor, EOP&S/C.A.R.E.
 TAPIA, Erika, Student Services Assistant, College Outreach
 THOMSEN, Tina, Clerk Typist III, Health Science
 TRAN, Johnny, Account Clerk II, Accounting
 VALADEZ, Juan, Paraprofessional Tutor, EOP&S/C.A.R.E.
 VAZQUEZ, Christopher, EOP&S Specialist, EOP&S/C.A.R.E
 VERDUGO, Laura, C.A.R.E. Specialist, EOP&S/C.A.R.E
 VILLA, Monica, Student Services Assistant, College Outreach
 WILLSEY, Sally, EOP&S Tutorial Technician, EOP&S/C.A.R.E
 YRIARTE, Michelle, Clerk Typist II, Cal WORKS

b. Leave of Absence

ROSALES, Joshua, Research Specialist, Institutional Research and Planning, has requested a 25% temporary leave of absence effective September 22, 2008 through June 15, 2009.

c. Layoff, Regular Classified

The following individuals were hired with designated categorical funds that expire June 30, 2008. The following individuals have received their 45-day notice of layoff:

HERNANDEZ, Caesar, Instructional Assistant-Drafting/CAD/GIS Specialist, Technology

VERDUGO, Leona, Clerk Typist III, Technology

4. Unrepresented (CP 5155), 2008-2009

a. Employment

Non-Credit

Community Services

ABDUL, Quayum,
 ALAEI, Shanaz
 BROWN, Linda

ALAEI, Brittany
 BARRAZA, Elizabeth
 BEAU, Leslie

Community Services (continued)

DREW, John	FISKE, Robert
GALLEGOS, Carlos	GONZALEZ, Maria
HANOHANO, Erin	JOVER, Craig
KORF, William	LEDBETTER, Greg
LEVITAN, Les	LEW, Sandra
LIU, Paul	LOPEZ, Vinicio
MARTIN, Ben	MAXFIELD, Ken
OKAMOTO, Tyler	RODRIGUEZ, Soila
SINGLETON, Virginia	TALAVERA, Juan
TERMINEI, Gigi	TREVINO, Robert
USARY, Patricia	YANG, Elaine

Foster Care

ARVIZU, Maria	CALVARUSO, Olivia
MUSHRUSH, Turid	O'NEIL, Jeannie
WALKER, Joseph	

5. Revision of College Procedure 5155 – Wage Rate Increase

This item was pulled from consent and moved to the Action Agenda.

C. ACADEMIC AFFAIRS**1. Curriculum Items**

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

a. New Courses that are Part of an Existing Program

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

**ADN 250: Advanced Pharmacology
(Health Science)**

Degree Applicable; (1 Unit)

Transfers to: CSU

Justification: This is a required course for the Associate Degree Nursing Program. As a result of taking this course, the student will: Develop the advanced pharmacologic skills and knowledge necessary for the safe administration of medications to all patient populations.

**ART 113: The History of Photography
(Art)**

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This course is appropriate for all students interested in photography, art, art history, and culture and for those seeking to fulfill the general education requirement for Fine Arts and Humanities, as well as all Studio Art Majors and Art History majors. With the current expansion of our Photography department, it will be important to provide Photography students with an opportunity to view this art form within a chronological framework and art historical context that complements their lab/studio practice.

**CIT 187: Customer Service for Help Desk Professionals
(Business/Technology)**

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This course is being created as part of a certificate program in PC maintenance. At a CIT business advisory committee meeting including 22 business partners, the content of this course was recommended to provide students with entry-level skills for PC maintenance leading to careers in information technology.

**CIT 290: Cooperative Work Experience/Internship for Computer Information Technology related fields
(Business/Technology)**

Degree Applicable; (1-4 Units)

Transfer to: CSU

Justification: This course allows the student to apply the theory and skills learned in a vocational setting. In addition, it allows employers an opportunity to support student learning and assist with the transition from school to work. This course is in compliance with Title 5 Cooperative Work Experience Program requirements.

**ELEC 061: Fundamentals of Wiring and Cabling
(Applied Technology)**

Degree Applicable; (2 Units)

Justification: Designed to provide the student with the background necessary to install and maintain home technology, including computer networking, lighting controls, security systems, home entertainment systems including video, data, and voice, and heating ventilation and air conditioning control systems. Prepares the student for industry recognized Comp TIA HTI + certification.

**ELEC 062: Fundamentals of Fiber Optics
(Applied Technology)**

Degree Applicable; (2 Units)

Justification: Designed to provide the student with the background necessary to install and maintain home technology, including computer networking, lighting controls, security systems, home entertainment systems including video, data, and voice, and heating ventilation and air conditioning control systems. Prepares the student for industry recognized Comp TIA HTI + certification.

**ELEC 063: Fundamentals of Wireless Communication
(Applied Technology)**

Degree Applicable; (2 Units)

Justification: Designed to provide the student with the background necessary to install and maintain home technology, including computer networking, lighting controls, security systems, home entertainment systems including video, data, and voice, and heating ventilation and air conditioning control systems. Prepares the student for industry recognized Comp TIA HTI certification.

ELEC 064: Home Technology Integration Technologies

(Applied Technology)

Degree Applicable; (4 Units)

Justification: Designed to provide the student with the background necessary to install and maintain home technology, including computer networking, lighting controls, security systems, home entertainment systems including video, data, and voice, and heating ventilation and air conditioning control systems. Prepares the student for industry recognized Comp TIA HTI + certification.

**ENGT 266: Pressure Piping Applications
(Business/Technology)**

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This course has been generated at the request of industry leaders and is part of the intermediate skill level set necessary for employment in program related careers and successful fulfillment of advanced level program requirements.

**ET 271: Wastewater Treatment Plant Operations II
(Physical Science)**

Degree Applicable; (3 Units)

Transfers to: CSU

Justification: This course will provide students with the knowledge and skills to work in the wastewater treatment field. Members of the Environmental Technology Advisory Committee recommend the development of water treatment courses to fill the growing need for wastewater treatment plant operators. Additionally, this course is the second course of a series of water treatment/management courses designed to prepare environmental students to specialize in a water treatment/management specialty area.

b. New Certificate of Skill Proficiency that is Part of an Existing Program (Under 18 Units)

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

Logistics Management
(17 Units)

Justification: This curriculum is designed to prepare students for employment as logistics planners, transportation analysts, inventory planners, and purchasing analysts. The Certificate of Skill Proficiency will allow the student to develop organizational skills which can lead to advancement in operations management, transportation, purchasing, materials management, and related areas.

c. Unit Changes

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

**AUTOT 107: Introduction to Automotive Light Service
(Automotive Technology)**
(From 2 Units to 3 Units)

**AUTOT 180: Advanced Automotive Diagnosis
(Automotive Technology)**
(From 4 Units to 3 Units)

**HUSER 230: Drug Studies Seminar and Internship
(Social Science)**
(From 2-4 Units to 3 Units)

d. Deletion from Curriculum

The following certificate of achievement has been recommended for deletion from our curriculum because it is no longer offered and all courses have been deleted from curriculum:

Health Information Technology Coding
(17 Units)

*UC transfer process in progress for courses where applicable

III. ACTION ITEMS

B. PERSONNEL

5. Revision of College Procedure 5155 – Wage Rate Increase

This item was pulled from the Consent Agenda and moved to the Action Agenda.

90. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved the revised hourly rate CP 5155 as stated, for Rio Hondo Community College District.

Mr. Quintero stepped out at this point of the meeting.

A. FINANCE & BUSINESS

1. Consultant Services

91.

It was moved by Mr. Mendez, seconded by Ms. Martinez, and carried unanimously, that the Board of Trustees approved the Consultant Services as outlined below and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

- a. 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 May 1, 2008 through June 30, 2008. Payment is not to exceed \$200 from FKCE.
- b. Linda Hughes – To serve as a Facilitator for Foster/Kinship care education classes for foster and relative caregivers on topics such as “Family Resources”, “Helping Kids Manage Angry Feelings”, “Bullying and Aggressive Behavior” and other topics related to foster care and parenting. Dates of service will be May 15, 2008 through June 30, 2008. Payment is not to exceed \$500 from FKCE.
- c. Maribel De Leon – To work under the direction of the Director of GEAR UP. Will assist in organizing, coordinating and promoting GEAR UP parent/student activities. Dates of service will be July 1, 2008 through June 30, 2009. Payment is not to exceed \$65,000 from a GEAR UP grant.
- d. Maricruz Campos- To serve as the Academic Consultant for Mountain View High School. Responsible for individual counseling to GEAR UP students and evaluate/interpret assessment results. Dates of service will be July 1, 2008 through June 30, 2009. Payment is not to exceed \$95,000 from a GEAR UP grant.
- e. Mark R. Facer – To serve as a Consultant/Project Director to continue the Industry Driven Grant, especially with the Quinn Corporation. Dates of service will be May 15, 2008 through June 30, 2009. Payment is not to exceed \$100/hour or \$15,000 from an IDRC grant.
- f. John Drew – To serve as a Consultant to write application for funding under the U.S. Department of Education, Office of Postsecondary Education’s Minority Science and Engineering Improvement Program (MSEIP). Dates of service will be May 15, 2008 through June 30, 2008. Payment is not to exceed \$6,000 from General Fund/Basic Skills One Time Funds.
- g. Dr. Dean Colli aka Colli & Associates Educational Consultants – To present workshops related to Enrollment Management Consultation Services. Dates of service will be May 15, 2008 through December 31, 2008. Payment is not to exceed \$5,000 from General Fund.

2. Facility Rental – Tennis Courts

92. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approve facilities use agreement with the School of Tennis for use of tennis courts at 2501 Portrero Avenue, South El Monte at the rate of \$3.00 per court/hour for classes and practice and \$7.00 per court/hour for competition matches paid from Bond funds authorizing the Administration to sign the appropriate documents on behalf of the District.

3. Award of Bid #1137 – Renovation of Portables T-123 and T-124

93. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees award contract for Renovation of Portables T-123 and T-124 Project to Vargas Structures, Inc., in the amount of \$115,340 funded by Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

Mr. Quintero returned at this point of the meeting.

4. Appointment to Rio Hondo College Citizens' Oversight Committee

It was moved by Ms. Martinez, seconded by Ms. Hernandez, that the Board of Trustees appoint the nominees or reappoint members to the Citizen's Oversight Committee. Ms. Martinez withdrew her motion. The motion died for lack of a second.

5. Information Technology Consultant Services – Vantage Technology Consulting Group

94. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried, that the Board of Trustees award the professional service contract for Information Technology Design Services, as outlined, to Vantage Technology Consulting Group in an amount not to exceed \$200,000 plus reimbursables, from Bond funds and authorized the Administration to sign the appropriate contracts. Mr. Quintero voted no.

6. Subcontractor Substitution Request – Library/Learning Resource Center

95. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees accept the recommendation of the hearing officer and approve the substitution of the listed subcontractor, Golden State Roofing.

7. Installation of Water Lines – San Gabriel Valley Water Company

96. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees authorized staff to execute agreements for the project listed with the San Gabriel Valley Water Company in the amount listed, funded by Bond/State funds.

B. PRESIDENT'S OFFICE

1. Fellow of the College/Distinguished Service Award

97. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees designated Dr. Frank O'Kelley and Congresswoman Linda Sanchez as the Distinguished Service Award recipient for 2008.

2. Approval of Board Policy 7365 – First and Final Adoption

98. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved the new Board Policy 7365 for first and final adoption.

3. Approval of Revision 2715 – Code of Ethics/Standards Practice (Final Adoption)

99. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried that the Board of Trustees approved the revision of Board Policy 2715 for final adoption.

IV. INFORMATION ITEMS

1. Fiscal Year 2008 / 2009 Budget Calendar

2. Building Program

V. STAFF AND BOARD COMMENTS

VI. CLOSED SESSION

Ms. Acosta-Salazar recessed the meeting to Closed Session at 8:35 p.m. Ms. Acosta-Salazar reconvened the meeting at 9:40 p.m. and reported that the following action was taken in Closed Session:

Pursuant to Section 54956.8:

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
 - 3017 Tyler Avenue, El Monte, California

No action taken on this item.

(Pursuant to Section 54956.9)

- **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (One Case)**

No action taken on this item.

(Pursuant to Section 54957)

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

No action taken on this item.

RIO HONDO COMMUNITY COLLEGE DISTRICT

Board Policy

DISCIPLINE AND DISMISSAL – CLASSIFIED –UNIT MEMBERS

BP No. 7365

Board: 5/14/08

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Probationary Period and Permanent Status

1. The probationary period of all members of the classified service shall be specified in the union contract.
2. During the probationary period any employee in the classified service shall be subject to disciplinary action, including, demotion or termination, and shall not have a right to a hearing with respect thereto.
3. Upon completion of the probationary period by any member of the classified service, such person is hereby designated as a permanent employee who shall be subject to disciplinary action only for cause as prescribed in these rules and regulations.
 - I. The Superintendent/President shall implement the procedures specified in this policy for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.
 - II. The Board's determination of the sufficiency of cause for disciplinary action of a classified employee shall be conclusive.
 - III. No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arises more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.
 - IV. An employee may be placed on paid administrative leave pending an investigation of misconduct. A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, reduction in pay, demotion, suspension, or discharge, for any of the following grounds.
 - A. Incompetence, inefficiency, inattention to or dereliction of duty, lack of ability or failure to perform the assigned duties in a satisfactory manner, or recklessness in the care and handling of District property.
 - B. Fraud in securing employment or making a false statement that is material to securing employment.
 - C. Willful disobedience and insubordination; a willful failure to obey reasonable directions or observe reasonable rules of college managers or supervisors; insolence or disrespect toward authority.

DISCIPLINE AND DISMISSAL – CLASSIFIED-UNIT MEMBERS

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- D. Dishonesty
- E. Being under the influence of alcohol or illegal drugs or narcotics while on duty.
- F. Excessive absenteeism and/or repeated tardiness, unexcused absence, abuse or repeated misuse of sick leave, or failure to call in or show up to work.
- G. The conviction of either a misdemeanor or a felony involving moral turpitude or immoral conduct and dishonesty. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of novo contender made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this Section.
- H. Evident unfitness for service.
- I. Mental or physical impairment which renders the employee unable to perform the essential functions of the job even with reasonable accommodation.
- J. Acceptance of a bribe to use his/her position in the District to arrange for or provide a benefit for someone.
- K. Willful or repeated violation of laws or regulations governing the District, or of Board policies, procedures or rules prescribed by the District.
- L. Discourteous treatment of the public or of fellow employees, or other willful failure of good conduct tending to injure the public service, or conduct unbecoming a college employee, whether or not it amounts to a crime.
- M. Failure to pay bills resulting in frequent contacts by creditors with the District.
- N. Political activity during the assigned hours of duty.
- O. Immoral conduct.

DISCIPLINE AND DISMISSAL – CLASSIFIED–UNIT MEMBERS

BP No. 7365

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- V. Any permanent employee against whom disciplinary action is initiated by the District shall be given written notice of the specific charges against him/her and the proposed disciplinary action if the disciplinary action involves termination, suspension or demotion.

The notice shall contain a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a statement of the cause for the action taken and if it is claimed that the employee violated a rule or regulation of the District such rule or regulation shall be set forth in the notice.

The notice shall contain a statement of his/her right to a hearing on such charges, the time within which such hearing may be requested, which shall be not less than five (5) business days after service of the notice on the employee, and said notice shall be accompanied by a card or paper, the signing and filing of which with, Human Resources shall constitute a demand for a hearing and a denial of all charges. Failure of the employee to file a request for hearing within the time specified shall constitute a waiver of the employee's right to a hearing.

In dismissal cases, an employee may be placed in unpaid status pending final resolution of the dismissal action if necessary in the best interest of the college. The District must give the employee a written notice that the District is proposing that the employee be placed in unpaid status and invite the employee to an informal hearing with the Human Resources Director or designee to present any reasons why he/she should not be placed in unpaid status or terminated. After the hearing regardless of whether the employee chose to attend, the District may commence the employee's unpaid status. Such action shall be reported to the Board of Trustees.

In suspension cases, the District may impose a suspension of 10 days or less following an informal hearing. If the employee requests a formal hearing, such hearing shall be viewed as an appeal of the suspension. If the employee prevails, the employee shall be reimbursed for the loss of pay.

VI. Conduct of Formal Hearing

A. Hearing Board

The Governing Board shall determine whether any hearing will be conducted before the entire Governing Board, or appoint one or more

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named members of the Governing Board, a Hearing Board, an officer, or administrative law judge. The Board shall make such appointments, when the employee requests a hearing, but designates authority to the Superintendent/President to make such appointments for suspensions of 10 days or less after consultation with the Board President. The term "Hearing Board/Officer" shall mean any board, board member or other person appointed under this rule to conduct any hearing.

B. Notice of Hearing

The Governing Board or the Hearing Board/Officer shall set the manner for the hearing and shall give the employee at least five (5) business days notice in writing of the date and place of such hearing.

C. Rights of Employee

The employee shall attend any hearing, unless excused by the Governing Board or the Hearing Board/Officer, and shall be entitled to:

1. Be represented by counsel or any other person at such hearing.
2. Testify under oath.
3. Compel the attendance of other employees of the District to testify in his behalf.
4. Cross-examine all witnesses appearing against him and all employees of the District whose actions are in question or who have investigated any of the matters involved in the hearing and whose reports are offered in evidence before the Hearing Board/Officer.
5. Impeach any witness.
6. Present such affidavits, exhibits and other evidence as the Hearing Board/Officer deems pertinent to the inquiry.
7. Argue his/her case.

The party attempting to substantiate the charges against the employee shall be entitled to the same privileges.

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D. Evidence

The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over the objection in civil actions. Hearsay evidence may be admitted for any purpose but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

E. Exclusion of Witnesses

The Hearing Board/Officer may in its discretion exclude witnesses not under examination, except the employee and the party attempting to substantiate the charges against the employee, and their respective counsel. When hearing testimony on scandalous or indecent conduct, all persons not having interest in the hearing may be excluded.

F. Burden of Proof

The burden of proving the charge by a preponderance of evidence shall be the responsibility of the College.

G. Findings and Decision

Upon completion of the hearing, Findings of Fact and Conclusions shall be adopted by the Governing Board, which shall constitute its decision. If the hearing is not before a quorum of the Governing Board, proposed written findings and conclusions shall be submitted by the Hearing Board/Officer to the Governing Board for its approval. If the Governing Board accepts such findings and conclusions, it need not read the record of hearing. If it declines to accept such findings and conclusions, it must read the record, after which it may make its own findings and conclusions. The Governing Board may also remand the matter to the Hearing Board/Officer for further proceedings and order a new hearing.

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Unless the decision provides otherwise, it shall be retroactive to date of service of the Statement of Charges. Notice of the decision shall be mailed promptly to the employee. Except for the correction of clerical error, such decision shall be final and conclusive. If the Governing Board's decision reinstates the employee and declines to impose a suspension during all or part of the period of unpaid absence, the employee shall be paid in full by the college (back-pay) for any unpaid days which are not part of a suspension ruling by the Governing Board.

H. Report of Hearing

Hearings will be reported either by a court reporter or by a recording machine. Upon written request of the employee, copies of the record will be supplied to the employee provided he/she pays the cost thereof. Any cost associated with a court reporter shall be split between the District and the employee (Association) if the parties mutually agree that a court reporter should be utilized, or later requests a copy of the transcript.

I. Continuances

The Hearing Board/Officer may grant a continuance of any hearing upon such terms and conditions as it may deem proper, including in its discretion the condition that the employee shall be deemed to have waived salary for the period of the continuance. Any request for continuance made less than 48 hours prior to the time set for the hearing will be denied unless good cause is shown for the continuance.

Source/Reference

EC 88013;

RIO HONDO COMMUNITY COLLEGE DISTRICT

Board Policy

CODE OF ETHICS/STANDARDS OF PRACTICE

**BP No.
2715**

Board Adopted: 11/12/03; 5/14/08

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- I. The Board of Trustees maintains high standards of ethical conduct for its members *and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Superintendent/President, based upon mutual trust and support.* Members of the Board of Trustees are responsible to:
 - Act only in the best interest of the entire community;
 - Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
 - Prevent conflicts of interest and the perception of conflicts of interest;
 - Support the District mission;
 - Ensure that students receive the highest quality education;
 - Exercise authority only as a Board of Trustees;
 - Use appropriate channels of communication;
 - Respect others and act with civility;
 - Remain informed about the District, educational issues, and responsibilities of Board membership;
 - Devote adequate time to Board of Trustees work;
 - Maintain the confidentiality of closed sessions; and
 - Deal with any violations.

- II. *The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:*

If a Board member feels the Standard of Good Practice Policy has been violated, the Board member should go to the Board member who violated the Standard and have a discussion to resolve the violation.

If not resolved, the Board President / Vice President is notified of the Standard violation. The Board President / Vice President, in open session at the next regularly scheduled Board meeting, appoints a committee of two Board members to hear the case within a two week period of the notification to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion.

If the alleged behavior violates laws, the Board President /Vice President of the Board of Trustees may seek legal counsel and the violations referred to the District Attorney or Attorney General as provided for in law.

- III. Source/Reference
Accreditation Standards10.A.5.

PUBLIC EMPLOYEE APPOINTMENTS

- Interim Director of Facilities

100. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees direct the President to take the appropriate action to appoint Gustavo Gonzalez as the Interim Director of Facilities.

- Interim Dean, Communications & Languages

101. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried, that the Board of Trustees direct the President to take the appropriate action to employ Kenneth Pierson as Interim Dean, Communications and Languages. Ms. Martinez abstained.

- **PUBLIC EMPLOYEE EMPLOYMENT**

- Child Development Instructor

102. It was moved by Mr. Quintero, seconded by Ms. Acosta-Salazar and carried, that the Board direct the President to take the appropriate action to employ Kelly Lynch as a Child Development Instructor. Ms. Martinez abstained.

(Pursuant to Section 54957.6

- **CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator: Teresa Dreyfuss

Employee Organization: CSEA

No action taken on this item.

VII. ADJOURNMENT

Ms. Acosta-Salazar adjourned the meeting at 9:45 p.m. The date of next regular meeting of the Board of Trustees is Wednesday, June 11, 2008, 6:00 p.m., South El Monte High School, 1001 Durfee Avenue, South El Monte, California.