

**RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES**

**Regular Meeting, Wednesday, September 19, 2007, 6:00 p.m.
Rio Hondo College – Board Room
3600 Workman Mill Road, Whittier, CA 90608**

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

Members Absent: None.

Staff Members: Dr. Ted Martinez, Jr., Superintendent/President
Dr. Marilyn Brock, V.P. Academic Affairs
Ms. Teresa Dreyfuss, V.P. Business and Finance
Mr. Henry Gee, V.P. Student & Community Services
Dr. Steven Lohr, Director, Facilities
Mr. Gil Puga, President, Academic Senate
Mr. Jim Newman, President, RHCFA
Mr. Greg Garza, President, CSEA
Ms. Cristela Ruiz, President, ASB
Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Martinez called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

Mr. Henry Gee led the pledge of allegiance.

C. Roll Call

All members were present.

D. Open Communication for Public Comment

Mr. Gil Puga, President of the Academic Senate spoke on the importance of Student Services.

E. **Approval of Minutes: August, 15, 2007; September 5, 2007; September 8, 2007**

158. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees accept the minutes of August 15, 2007, September 5, 2007 and September 8, 2007 as presented.

F. **Commendation**

- **Roadrunners Wildland Fire Crew**

This commendation was moved to the end of the meeting.

- **Acknowledgement of new “Go Rio” Partners – Sunshine Shuttle and Montebello Bus Line**

II. **CONSENT AGENDA**

159. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the following Consent Agenda.

A. **FINANCE & BUSINESS**

1. **Finance & Business Reports**

a. **Purchase Order Report**

Attached is 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**

Attached is the Payroll Warrant Report for the month of January, 2007.

c. **Quarterly Reports**

Attached are the Quarterly Financial Status Reports for the periods ending June 30, 2007.

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

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

JoAnna Downey to attend the International Conference on Fine Arts Deans in Charleston, SC, October 16-19, 2007.

Mercedes Martinez to attend the 2007 Colloquium on Change in Accounting Education in Scottsdale, AZ, October 3-6, 2007.

Ted Martinez, Jr. to attend the National Community College Hispanic Council (NCCHC) Conference in Phoenix, AZ, September 21-22, 2007.

Katie O'Brien to attend the Annual Gathering of Formation Facilitators in Dallas, TX, October 4-7, 2007.

Warren Roberts to attend the Workshop for Instructional GIS in Greenville, SC, October 17-20, 2007.

3. **Apprenticeship Instructor 2007-08**

The college has entered into a program with the Carpenters Joint Apprenticeship and Training Fund Committee for Southern California and the Heat & Frost Insulators & Asbestos Workers Joint Apprenticeship Trust, and the Southern California Cement Masons Joint Apprenticeship to provide instruction. The District will employ the instructors, and the Committees will provide for the instructor's salary and benefits. The college is recommending the employment of the following:

Carpenters Joint Apprenticeship and Training Fund Committee

William Edward Gosnell, Jr.

4. **Transfer Articulation MOU (Memorandum of Understanding) – California State University Dominguez Hills (CSUDH)**

The Board of Trustees approved the consent agenda item as presented.

5. Grant Renewals

- a) **AmeriCorps Teacher and Reading and Math Development Partnership (TRMDP) Program** – The Foundation for California Community Colleges (FCCC) has awarded RHC an additional \$29,867 in renewed funding for the AmeriCorps TRMDP Program for the period of September 2007 through December 2008. The new total is \$90,387. The AmeriCorps TRMDP Program's purpose is to create new service and achievement programs that support 50 students entering the teaching profession, including experience tutoring K-6 children in literacy skills. Rio Hondo College has had the program since 2000.

- b) **Title V Cooperative: Project Teach** – RHC has received renewed funding from the U.S. Education Department's (US DoE) Title V Office in the amount of \$562,716 for the period of October 1, 2007 to September 30, 2008. This will be the fifth and final year of the five-year project for fiscal agent RHC and its partner Whittier College. The purpose of the project, *Maximizing Teacher Education Through a Cooperative Seamless Path* (a.k.a. Project Teach), is to improve the Teacher Education program via: 1) a model articulation and admission agreement; 2) a structured series of lower division G. E. and teacher preparation classes and "success teams;" 3) a "transfer shock" prevention plan; and 4) scholarships for teacher education students.

- c) **Student Support Services (SSS)** – RHC has received notification from the U.S. Department of Education of funding for the SSS grant in the amount of \$235,689 for the federal year September 1, 2007 – August 31, 2008. This is the second year of a four year grant. The purpose of SSS, a federal TRIO program, is to serve and assist low-income and/or first-generation college students. The SSS program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education.

- d) **Gaining Early Awareness and Readiness for Undergraduate Program (GEAR UP)** - RHC has received notification from the U.S. Department of Education that it has been awarded renewed funding for its GEAR UP grant. Federal funding for this project, entitled *GEAR UP: I'm Going to College!*, for the period of September 1, 2007 – August 31, 2008 is \$200,000. This is the third of what it is anticipated to be a six (6) year grant period for fiscal agent Rio Hondo College and its partners Madrid Middle School and Mountain View High School. The GEAR UP program is a discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Rio Hondo College has had the program since 2005.

6. Community Services

- a. David Saint Laurent – To teach “Piano for Adults and Children” for beginners. The instructor will provide room and pianos for students. Dates of service will be September 20, 2007 through June 30, 2008. Payment will be split 40% to Rio Hondo and 60% to consultant.

B. PERSONNEL

1. Academic

a. Employment

Hourly as Needed, 2007-2008

BALDERAS, Julian, Public Safety
 CARRILLO, Marco, Library
 McWILLIAMS, Stuart, Public Safety

BANTON, Darryl, Library
 MALDONADO, Alfonso, Public Safety

Part-Time, Fall 2007

AU, Algie, Biology
 CASEBOLT, Elizabeth, Physical Edu.
 JAUREGUI, Danny, Arts & Cultural
 LOPEZ, Maribel, Mathematics
 RODRIGUEZ, Carmen, Comm. /Lang.
 TRAN, Vinh, Physical Science
 ZEBADUA, Emily, Biology

BARRIOS, Catherine, Health Science
 CURIEL, Libby, Comm. /Lang.
 KANDEL, Judith, Biology
 PHAM, Ann, Mathematics
 RODRIGUEZ, Kenneth, Physical Sci.
 VODA, Mitch, Biology

b. Medical Leave

DUARTE, Jeannette, full-time instructor in Communications and Languages has requested a Family Care and Medical Leave effective October 16, 2007

ENGLISH, Cameron, full-time instructor in Mathematics has requested a Family Care and Medical leave, effective September 30, 2007

2. **Classified**

a. **Employment**

Continued Employment

The following employee will continued in the designated capacity with dedicated funding through August 30, 2008. If continued funding should not be available, 45-day notice shall be served prior to the end of funding

ORTIZ, Fabiola, Clerk Typist III, Social Science

The following employee is hired in the designated capacity with dedicated funding through September 30, 2008. If continued funding should not be available, 45-day notice shall be served prior to the end of funding

HERNANDEZ, Caesar, Instructional Assistant-DRAFTING/CAD/GIS Specialist, Technology/Drafting, 25%, 12-months, effective August 28, 2007

The following employee is hired in the designated capacity with dedicated funding through June 30, 2010. If continued funding should not be available, 45-day notice shall be served prior to the end of funding

THOMSEN, Tina, Clerk Typist III, Health Science, 75%, 12 months, effective August 23, 2007

The following employee is hired in the designated capacity with dedicated funding through June 30, 2008. If continued funding should not be available, 45-day notice shall be served prior to the end of funding

VERDUGO, Leona, Clerk Typist III, Technology/Drafting, 25%, 12 months, effective August 27, 2007

Short Term, 2007-2008

GETTER, Jennifer, Sr. Instructional Assistant/Translator for Deaf, ending date June 30, 2008

LIMON, Olivia, Instructional Assistant/Disabled Students, ending date December 14, 2007

MANFREDI, Nick, PA Training & Operations Specialist, Public Safety, ending date June 30, 2008

ROSSMAN, Gina, Clerk Typist II, Public Safety, ending date February 28, 2008

Substitute, 2007-2008

AGUILAR, Edward, Grounds Maintenance Worker, Facilities Services, effective August 14, 2007

BARRAZA, Kevin, Paraprofessional Tutor, Upward Bound/Student Support Services, effective August 1, 2007

DAVILA, Rosana, Clerk Typist II, Human Resources, effective August 27, 2007

DE LA TORRE, Angela, Clerk Typist III, Community & Ed. Services, effective August 23, 2007

DIAZ, Robert, Custodian, Facilities Services, effective August 14, 2007

GONZALEZ, Arturo, Custodian, Facilities Services, effective August 14, 2007

Substitute, 2007-2008 (continued)

JUAREZ, Sergio, Custodian, Facilities Services, effective August 14, 2007
MARTINEZ, Anselmo, Custodian, Facilities Services, effective August 14, 2007
MERRILL, Joshua, Custodian, Facilities Services, effective August 14, 2007
NAVARRO, Dina, Clerk Typist II, Foster Care, effective September 10, 2007
TELLEZ, Armida, Clerk Typist III, Academic Services, effective August 27, 2007
YRIARTE, Michelle, Clerk Typist II, Careers in Child Care, effective September 20, 2007

b. Promotion

CASTELLANOS, Lorraine, Articulation Specialist, Student Learning, Support & Articulation, 100%, 12 months, effective August 15, 2007

c. Transfers

BANUELOS, Naomi, Clerk Typist III to Admissions & Records Office, effective September 4, 2007

LASSITER, Marian, Clerk Typist III, to Title V/Project Teach, effective September 4, 2007

d. Resignations

LOMAS, Rebecca, Children's Center Aide, her last day of employment was August 31, 2007

SNOW, Cindy, Clerk Typist II, Foster Care, her last day of employment was August 31, 2007

3. Unrepresented, (CP 5155), 2007-2008

a. Employment

Non-Credit

KATAL, Paula, Community Services SINGLETON, Virginia, Community Ser.

Hourly

BOCANEGRA, William, Tutor II, Math CHANG, Anita, Accompanist
GOMEZ, Abel, Coaching Spec. HUYNH, Richard, Coaching Specialist
LOPEZ, Robert, Tutor II, MSC MEZA, James, Lifeguard
MINAJARES, Vincent, Coaching Spec. MIRELES, Jessica, Lifeguard
MORA, Jesus, Coaching Specialist RAMIREZ, Camilo, Coaching Spec.
TORRES, Hector, Coaching Specialist VU, Emily, Tutor II, MSC
WILLIAMS, Brian, Coaching Specialist

Volunteers

ALDRETE, Marcos, Physical Ed. BERNAL, David, Physical Education
CHEN, Allan, Physical Education HERNANDEZ, Estevan, Physical Ed.
LaBLANC, Paul, Physical Ed. PEREZ, Carlos, Physical Education
TERAN, Dondi, Physical Ed.

Students

BROWN, Kevin, Fine Arts
GARCIA, Olivia, Physical Ed.
MORALES, Gloria, Student Health Off.
MUNIZ, Elijah, Tech Prep.
TOVAR, Michael, Fine Arts

DUONG, Le, Math/Sciences
MARTINEZ, Michele, Counseling
MOSS, Carrie, Disabled Students
ORTIZ, Adrianna, Academic Affairs
VIGIL, Mireya, Math/Sciences

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Consultant Services

160.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the Consultant Services as outlined below and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

- a. Scott Epstein – To present a workshop for Rio Hondo College managers on strategic planning, including establishing strategic goals, priorities for planning and resources and evaluating the strategic planning process. Date of service will be during the month of September, 2007. Payment is not to exceed \$3,000 from Staff Development.
- b. Obed Mejia – To develop curriculum and training for Southern California Bus Transit agencies. Dates of service will be September 20, 2007 through July 30, 2008. Payment is not to exceed \$4,000 from Industry Driven Regional Collaborative (IDRC) Grant.

2. Facility Usage with Whittier City School District

161.

It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the MOU with Whittier City School District and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

3. Approve Instructional Services Agreements

162.

It was moved by Mr. Couso-Vasquez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approve Instructional Service Agreements as outlined below and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

The Department of Public Safety makes Fire and Police Training available to local agencies. These courses include Administration of Justice and Peace Officer Standards and Training (POST) certified classes for police departments and Wild Land, EMS and Fire Technology for fire departments.

- a. City of South Pasadena - Fire Department located at 1414 Mission Street, South Pasadena, CA for the term September 20, 2007 through September 19, 2012. Revenue generated from FTEs will be split 70% to Rio Hondo and 30% to the agency.
- b. City of Pasadena - Police Department located at 207 N. Garfield Avenue, Pasadena, CA for the term September 1, 2007 through August 31, 2009. Revenue generated from FTEs will be split 70% to Rio Hondo and 30% to the agency.

4. **Facilities Lease Agreement – Puente Hills Community Programming Corporation dba Community Access Corporation**

163.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the three year Facilities Lease beginning October 1, 2007, with Puente Hills Community Programming Corporation dba Community Access Corporation in the amount of \$6000 per month for a not to exceed \$21,600, for three year lease, and authorized the Superintendent/President or designee to sign the appropriate documents.

5. **Licensing Agreement & Hosting Services – Blackboard, Inc.,**

This item was pulled by the Administration.

6. **Grants**

164.

It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approve grant funding as outlined and authorized the Administration to execute contracts on behalf of the District.

- a) **CDE Tech Prep Regional Coordination (Sub Grant)** – Citrus College has awarded Rio Hondo College (RHC) new funding in the amount of \$15,600 for participation in the Tech Prep Regional Coordination project from August 1, 2007 – April 30, 2008. The Tech Prep Regional Coordination project was initiated by the California Department of Education (CDE) to support a regional approach for partnership development and coordination of resources and agencies to develop a comprehensive integrated system that provides high quality tech prep pathway programs to assist in meeting California's need for highly skilled workers.

7. Termination of Agreement with E.C. Construction and Approval of Change Order #1; Bid #1109 Rio Hondo Parkway, Phase 1

165.

It was moved by Mr. Quintero, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees 1) terminate the agreement between the District and E. C. Construction, Inc. under Bid #1109, and 2) approve Change Order #1 in the amount of \$1,917,284.92 for a new total contract amount of \$18,840.08, authorized the Administration to execute the change order on behalf of the District, and 3) authorized the filing of a Notice of Completion with the Los Angeles County Recorder.

8. Appointment to Rio Hondo College Citizen's Oversight Committee

166.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the member appointment to the Citizen's Oversight Committee as outlined below.

**Rio Hondo Community College
Citizens' Oversight Committee**

Seat #	Committee Member	Appointed By	Designated Representative or Non-designated	Term Start	Term End
1A	Pete Chinn	Andre Quintero	Business	2007	2008
1B	Robert Lawe	Andre Quintero	Non-designated	2006	2008
2A	Patricia Romero	Maria Elena Martinez	Taxpayers or Homeowners Assn.	2006	2008
2B	Bob Archuleta	Maria Elena Martinez	Senior Citizen	2007	2009
3A	John Gonzales	Angela Acosta-Salazar	Non-designated	2006	2008
3B	Sam Guyan	Angela Acosta-Salazar	Non-designated	2006	2008
4A	Diana Villalba	Gary Mendez	Non-designated	2007	2009
4B	Toby Chavez	Gary Mendez	Non-designated	2006	2008
5A	Sylvia Southerland	Garry Couso-Vasquez	Foundation	2007	2008
5B	Oscar Cruz	Garry Couso-Vasquez	Non-designated	2006	2008
S	Matthew Dorn	ASB	Student	2006	2008

9. **Public Hearing and Approval of the Proposed 2007-08 Adopted Budget**

It was moved by Ms. Acosta-Salazar, seconded by Mr. Quintero to declare the public hearing open at 6:25 p.m.

After hearing no comments, It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees declare the public hearing closed at 6:26 p.m.

167.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the adopted budget for 2007-2008.

B. PRESIDENT'S OFFICE

1. **Community College Civic Participation Month**

168.

It was moved by Ms. Acosta-Salazar- seconded by Mr. Quintero and carried unanimously, that the Board of Trustees adopt the resolution supporting the Southwestern Voter Registration Education Project in its effort to register youthful voters, reinforcing the importance of every eligible American's participation in the democratic process, and providing the opportunity for voter registration.

2. **Resolution in Support of Membership and Participation in the San Gabriel/Foothill Association of Community Colleges**

169.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees adopt the resolution to support, become a member of and participate in the San Gabriel/Foothill Association of Community Colleges.

3. **College Reorganization**

170.

It was moved by Mr. Mendez, seconded by Mr. Quintero to amend the motion to divide the recommendation into two parts.

171.

It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, to approve the motion as amended for the approval of the college re-organization with the exclusion of reinstatement of the position of Director of Marketing & Communications which was tabled to the October 17, 2007 meeting.

RIO HONDO COMMUNITY COLLEGE DISTRICT

RESOLUTION

91907

San Gabriel/Foothill Association of Community Colleges

WHEREAS, community college trustees from regions throughout California have joined together to form regional associations; and

WHEREAS, purpose of these associations is to educate and inform locally-elected representatives; to impact legislation; to share information among districts; to coordinate programs; and to combine efforts on issues of common interest; and

WHEREAS, regional community college associations have an opportunity to have a strong collective voice in advocating before regional elected officials at the local, state and federal levels, as well as regional and statewide associations and boards; and

WHEREAS, the community colleges serving the San Gabriel Valley and eastern Foothill region of Southern California, including Citrus, Chaffey, Glendale, Mt. San Antonio, Pasadena and Rio Hondo share a similar student population, and many of the same issues, opportunities and challenges; and

WHEREAS, the aforementioned community colleges have proposed the formation of the San Gabriel/Foothill Association of Community Colleges; now

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Rio Hondo Community College District supports the formation of the San Gabriel/Foothill Association of Community Colleges and further resolves to become a member of and participate in the San Gabriel/Foothill Association of Community Colleges.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Date: September 19, 2007

Maria Elena Martinez, President
Board of Trustees

IV. INFORMATION ITEMS

1. Program Manager – ERP Software Implementation
2. Building Program
3. Additional Administrative Procedures 4000s – Academic Services

F. Commendation

- Roadrunners Wildland Fire Crew

V. CLOSED SESSION

Ms. Martinez recessed the meeting to Closed Session at 7:25 p.m. Ms. Martinez reconvened the meeting at 8:07 p.m. Ms. Martinez reported that no action was taken in Closed Session.

- **Conference with legal counsel** – existing litigation (subdivision (a) of Section 54956.9) File No. 1703-088

(Pursuant to Section 54957)

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

(Pursuant to Section 54957.6)

- **CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator: Teresa Dreyfuss

Employee Organization: CSEA/RHCFA

(Pursuant to Section 54956.8)

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Properties**
 - 3017 Tyler Avenue, El Monte, California
 - 11515 South Colima Road, Whittier, California

VI. ADJOURNMENT

Ms. Martinez adjourned the meeting with concerned thoughts and prayers expressed for Betty Putnam, Council Member, City of Santa Fe Springs who was hospitalized as a result of a fall. The date of the next Regular Meeting: Wednesday, October 3, 2007, 6:00 p.m.; Board Room, Administration Building, Rio Hondo College.