

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

**Regular Meeting, Wednesday, December 12, 2007, 6:00 p.m.  
Rio Hondo College – Board Room  
3600 Workman Mill Road, Whittier, CA 90608**

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

**Members Absent:** None.

**Staff Members:** Dr. Ted Martinez, Jr, Superintendent/President  
Dr. Marilyn Brock, VP, Academic Affairs  
Ms. Teresa Dreyfuss, VP Finance & Business  
Mr. Henry Gee, VP Student Services  
Dr. Steven Lohr, Director, Facilities Services  
Mr. Gil Puga, President, Academic Senate  
Mr. Greg Garza, President CSEA  
Mr. Jim Newman, 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 6:05 p.m.

**B. Pledge of Allegiance (Led by RHC Color Guard)**

The Pledge of Allegiance was led by the RHC Color Guard.

**C. Roll Call**

All members were present.

**D. Open Communication for Public Comment**

Open communication was moved out of order before the Consent Agenda.

**E. Approval of Minutes: November 21, 2007**

211. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees accept the minutes of November 21, 2007 as presented.

**F. Oath of Office – *Maria Elena Martinez (Trustee Area 2)* - Mr. Bob Archuleta administered the Oath of Office to Trustee Martinez.**

***Gary Mendez (Trustee Area 4)* – Mr. Jim Newman administered the Oath of Office to Trustee Mendez.**

**G. Annual Organization and Election of Officers**

Ms. Acosta-Salazar called the Annual Organization meeting to order and called for nominations for the President of the Board of Trustees.

It was moved by Ms. Martinez and seconded by Mr. Mendez, to nominate Ms. Acosta-Salazar as President of the Board.

1. After hearing no further nominations, Ms. Acosta-Salazar closed the nominations for the Office of President of the Board of Trustees. The election was held and the recorder was instructed to cast a unanimous ballot for the new President of the Board, Ms. Acosta-Salazar.

Ms. Acosta-Salazar called for nominations for Vice-President of the Board of Trustees.

It was moved by Mr. Couso-Vasquez, seconded by Ms. Martinez to nominate Mr. Quintero as Vice President of the Board of Trustees.

2. After hearing no further nominations, Ms. Acosta-Salazar closed the nominations for the Office of Vice President of the Board of Trustees and the recorder was instructed to cast a unanimous ballot for the new Vice President, Mr. Quintero.

Ms. Acosta-Salazar called for nominations for Clerk of the Board of Trustees.

It was moved by Mr. Quintero, seconded by Ms. Martinez to nominate Mr. Couso-Vasquez as Clerk of the Board of Trustees.

3. After hearing no further nominations, Ms. Acosta-Salazar closed the nominations for the Office of Clerk of the Board of Trustees and the recorder was instructed to cast a unanimous ballot for the new Clerk, Mr. Couso-Vasquez.

In accordance with Board Policy, the Superintendent/ President, shall serve as Secretary to the Board of Trustees.

Ms. Acosta-Salazar called for nominations to elect a member as the representative to the Los Angeles County School District Organization.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez, to nominate Mr. Mendez as the representative to the Los Angeles County School District Organization. Mr. Mendez declined the nomination.

4. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez, and carried unanimously, to nominate Ms. Martinez as the representative to the Los Angeles County School District Organization.

5. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, to nominate Ms. Martinez as the representative to the Los Angeles County School Trustees Association.

#### **H. Commendation**

- **Men's Soccer Team**
- **Men's Wrestling Team**
- **Academic Retirement**
  - **Beverly Ramstead (*Math/Science*)**

#### **I. Presentation**

- **Rio Hondo College Choral Group**

#### **J. Recognition**

- **Dr. Marilyn Brock, Interim Vice President, Academic Affairs**

## **II. CONSENT AGENDA**

6. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved 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 November, 2007.

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

The Board approved the following Faculty, Staff and Board Members to attend the educational meetings/conferences listed below

Gary Mendez to attend the American Association of Community Colleges/Association of Community Colleges Trustees (AACCC/ACCT) Conference in Washington, D.C. February 10-13, 2008.

Ted Martinez, Jr. to attend the American Association of Community Colleges/Association of Community Colleges Trustees (AACCC/ACCT) Conference in Washington, D.C. February 10-13, 2008.

Gail Chabran to attend the 42<sup>nd</sup> Annual Teachers of English to Speakers (TESOL) Conference in New York City, NY, April 2-5, 2008.

Robert Holcomb to attend the 42<sup>nd</sup> Annual Teachers of English to Speakers (TESOL) Conference in New York City, NY, April 2-5, 2008.

3. Contract Amendment – POST

Commission on Peace Officer Standards and Training (POST) Certified Emergency Vehicle Operations Agreement - The Rio Hondo Regional Training Center has provided Perishable Skills Training in the Regional Skills Training Center (RSTC) for POST. Courses are in accordance with course outlines. The college will receive FTES revenue for this training. In the event there are not enough students from POST agencies to fill the class, students who are not full-time, on-duty law enforcement officers may enroll in the course.

Agreement 70112311 is an revenue agreement \$79 per student not to exceed \$79,000 for POST Students to participate in EVOC 4 hour driver training and force option simulators.

Agreement is hereby amended from \$79,000 to a new total of \$87,000 (\$8,000) for the purchase of upgrades to the Force Options Simulator software and equipment. Supplier South Bay has developed a system upgrade that includes tasars, beanbag weapons, wireless tasars and chemical agent canisters. The costs to upgrade shall not exceed \$8,000.

4. **MOU for Facility Usage with Whittier City School District**

The Rio Hondo Community College District (RHCCD) – Community Services and Contract Education Department plans to offer educational programs to the community. The Whittier City School District (WCSD) will provide classrooms without cost to the District.

Classes include:

- Zumba Dancing: February 7 through May 15, 2008
- Salsa Dancing: February 6 through May 28, 2008
- Belly Dancing: February 4 through May 22, 2008
- Floral Arranging Certificate Program: February 4 through May 19, 2008

5. **Memorandum of Understanding (MOU) with William Workman High School of the Hacienda La Puente Unified School District**

The purpose of this agreement is to establish an Institute of Automotive Careers at the William Workman High School (WOHS). The main goal is to develop a seamless transition from one level of education to a higher level of education with industry support and to provide the students at William Workman High School an opportunity to expand their coursework to include those at the college level. The partnership will ensure that the curriculum and the program meet industry needs through a model of work-based learning including but not limited to internships, job showing, and mentoring.

- Rio Hondo College will provide instructional support of the program by providing course outlines, lesson plans and equipment lists to ensure that the program is provided to the students in an effective manner.
- Rio Hondo College will provide college level courses on the WOHS campus. Rio Hondo College will develop and maintain curriculum, training aids, props, and materials needed to conduct those courses and/or training sessions.
- Rio Hondo College will provide an after school work experience for credit course through an approved curriculum that enhances in-class curriculum.
- Students will have opportunities to earn college credits through courses attended at the high school campus.
- Rio Hondo College will provide products, training materials,

job aids, giveaways, certain tools and supplies deemed necessary for effectively support the program.

- Rio Hondo College will provide representatives for business advisory meetings to assist in the ongoing development of the program.
- Rio Hondo College will assist WOHS to form partnerships with local auto dealers to enhance and improve the quality of the program.
- Rio Hondo College will work with Hacienda La Puente Unified School District to identify possible sources of supplemental funding to ensure that the program provided is effective and in line with industry standards.

## 6. 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, 2008.

- City of Montebello, Police Department

## B. PERSONNEL

### 1. Academic

#### a. Employment

##### Hourly as Needed, 2007-2008

MORENO, Alex, Physical Education      SCOTT, Robert, Public Safety

##### Hourly As Needed, Intersession 2008

ALDRICH, Christine, Cal WORKS	AREVALO, Gloria, Tech Prep/DEP
BABOU, Robin, Library	BALL, Edna, Library
BOURGAIZE, Karen, Library	CHOW-TAN, Sharon, Stud. Health Ser.
CLARK, Dennyse, Counseling	COE, Jan, Library
CARRILLO, Marco, Library	DE LA MORA, Martha, Counseling
DIGHERA, Mike, Technology	DURAN-KATNIK, Sylvia, Counseling
FLORES-OLSON, Troy, Counseling	FORREST, Alfred, Stud. Health Ser.
FRALA, John, Technology	GARCIA, Yvette, Counseling
GONZALEZ, Ed, Technology	GROPPELL, Alice, Stud. Health Ser.
LIN-BUSH, Nunmin, Counseling	LINWEBER, Rodney, Technology
MAFFRIS, Nancy, Counseling	McFARLIN, Charles, Counseling
O'BRIEN, Katie, Counseling	OLDHAM, Carolyn, Library
PAIK, Ellen, Stud. Health Ser.	PARRA, John, Counseling
REYES, Diana, Counseling	RIVERA, Nilsa, Counseling
RODRIGUEZ, Jose, Counseling	SAKAMOTO, Rose, Stud. Health Ser.

## Hourly As Needed, Intersession 2008 (continued)

SAUCEDA, Henry, Counseling  
SHACKLETT, Todd, Library  
SLAVICH, Mike, Technology  
SMITH, Anza, Stud. Health Ser.  
TOMORY, Steve, Technology  
VEGA, Maria, Cal WORKS  
WU, Viraseni, Stud. Health Ser.

SEVILLA-MARZONA, Judy, Library  
SHERWOOD, Joy, Stud. Health Ser.  
SIMMONS, Rhonda, Project Teach  
THOMAS, Julius, Counseling  
TORRES-GIL, Belen, Counseling  
WELLS, Stephanie, Library  
YASHAR, Debby, Library

## Intersession Assignments, 2008

ALVARADO, Lupe, Counseling  
BLADH, Eric, Business & Tech.  
CANTRELL, Daniel, Comm./Lang.  
COSAND, Jeremy, Social Science  
DITTMER, Ann, Business & Tech.  
DURAN, Joaquin, Social Science  
ELIBIALI, Abdelmagead, Social Sci.  
GARCIA, Alonso, Comm./Lang.  
HENRY, Sheila, Social Science  
HINZE, Mike, Physical Ed.  
HOLE, Michael, Social Science  
ISAAC, Lily, Comm./Lang.  
KAISER, Debra, Social Science  
KAMDIBE, Muata, Comm./Lang.  
KORF, William, Arts & Cultural  
LEVITT, Susanna, Arts & Cultural  
LITTRELL, Mark, Math & Sciences  
MEYSENBURG, Maurice, Social Sci.  
MOE, Sondra, Social Sciences  
OLSON, Kirsten, Social Science  
PIERSON, Kenn, Comm./Lang.  
RENNIE, William, Comm./Lang.  
RODRIGUEZ, Carmen, Comm./Lang.  
RODRIGUEZ, Josh, Comm./Lang.  
SALAZAR, Mike, Physical Ed.  
SFEIR, Lorraine, Comm./Lang.  
SPIELER-PERSAD, Gisela, Math  
SUNYOGH, Joseph, Business & Tech.  
UNGER, Karen, Physical Ed.  
VELAZQUEZ, Ralph, Comm./Lang.  
WETSMAN, Adam, Social Science

ASKREN, Mark, Comm./Lang.  
CAMERON, John, Business & Tech.  
CASCELLA, Henry, Comm./Lang.  
LAI, Wendy, Comm./Lang.  
DOMINGUEZ, Victoria, Bus. & Tech.  
EASTMAN, Ron, Physical Ed.  
FERNANDEZ, Jennifer, Counseling  
GOODWYN, Michael, Comm./Lang.  
HIGHFILL, Dwayne, Math & Sciences  
HOLCOMB, Robert, Comm./Lang.  
HUGHES, Charles, Bus. & Tech.  
ISAAC, Samuel, Comm./Lang.  
KALLER, Doreen, Comm. & Lang.  
KATNIK, Steve, Math & Sciences  
LA TURNO, Jan, Math & Sciences  
LINARES, Manuel, Comm./Lang.  
LIU, Shin, Bus. & Applied Tech.  
MINDES, Aimee, Math & Sciences  
NORTON, David, Comm./Lang.  
PARIS, Jennifer, Social Science  
PITASSI, Matthew, Math & Sciences  
RIVERA, Mary, Counseling  
RODRIGUEZ, Domingo, Social Sci.  
ROMERO, Maria, Social Science  
SAUCEDA, Henry, Counseling  
SMITH, Kevin, Social Science  
STROLL, Susan, Arts & Cultural  
TABATA, Flint, Business & Tech.  
URQUIDI, Bianca, Physical Ed.  
VICHENGRAD, Kirk, Arts & Cultural  
WILLIAMS, Lem, Business & Tech.

## **2. Classified**

### **a. Employment**

BARRON, Sandy, Clerk Typist II, Evening College, 25%, 10 months,  
effective January 7, 2008

ESTORNINOS, Judd, Admissions & Records Assistant, 47.5%, 12 months,  
effective December 3, 2007

GUEVARA, Fernando, Custodian, Facilities Services, 100%, 12 months,  
effective November 20, 2007

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

CASTILLO, Sheila, Children's Center Aide, Child Development Center, 37.5%, 11.5 months, effective November 21, 2007

LEON-HALL, Laura, Children's Center Aide, Child Development Center, 37.5%, 11.5 months, effective November 19, 2007

**Substitute, 2007-2008**

GARCIA, Elizabeth Registration Clerk, Admissions & Records, effective November 19, 2007

**Short Term, 2007-2008**

DARANSFELDT, Christopher, PA Training & Operations Specialist, Public Safety, ending date June 30, 2008

FLORES, Ruth, PA Training & Operations Specialist, Public Safety, ending date June 30, 2008

TELLEZ, Armida, Clerk Typist III, Matriculation Services, ending date February 29, 2008

TERRILL, Harry, PA Training & Operations Specialist, Public Safety, ending date June 30, 2008

**3. Unrepresented, CP 5155, 2007-2008**

**a. Employment**

**Students**

ALFARO, Erika, Americorps  
CASILLAS, Nadine, Americorps  
DEL REAL, Maribel, Americorps  
GARCIA, Silky, Academic Affairs  
HUANG, Juan-Hao, LAC  
MARTINEZ, Veronica, Americorps  
NEWSON, Kelly, Physical Sciences  
PONCE, Jessica, LAC  
ROJAS, Sielene, Americorps  
TOVAR, Sarahy, Americorps  
VIDRIO, Rene, Public Safety

AVILLA, Rachel, Americorps  
DE LA CRUZ, Alba, LAC  
DIAZ, Martin, Americorps  
HOLGUIN, Jessica, Transfer Ctr.  
KHUU, Jenny, Americorps  
MURADYAN, Susan, Social Sci.  
PHAN, Huy, Americorps  
REAL, Joanne, Americorps  
ROMO, Ervin, LAC  
TRAN, Tien, Community Ser.

**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:

**CIT 180: PC Maintenance-Hardware  
(Business/Technology)**

Degree Applicable; (3 Units)

Transfers to: CSU

**CIT 185: PC Maintenance-Software  
(Business/Technology)**  
Degree Applicable; (3 Units)  
Transfers to: CSU

**CIT 190: PC Introduction to Information Security  
(Business/Technology)**  
Degree Applicable; (3 Units)  
Transfers to: CSU

**MGMT 155: Principles of Leadership  
(Business)**  
Degree Applicable; (3 Units)  
Transfers to: CSU

**b. New Credit Courses**

**ENGT 265: Pressure Piping Design  
(Business/Technology)**  
Degree Applicable; (3 Units)  
Transfers to: CSU

**LOG 130: Computerized Logistics  
(Business/Technology)**  
Degree Applicable; (3 Units)  
Transfers to: CSU

**LOG 135: Quality Management Concepts  
(Business/Technology)**  
Degree Applicable; (3 Units)  
Transfers to: CSU

**c. New Non-Credit Courses**

**NCVOC 138: Engineering Careers & Applications**  
Non-Degree Applicable

**NCVOC 140: Civil Drafting Fundamentals**  
Non-Degree Applicable

**NCVOC 241: Civil Engineering Drafting and Design**  
Non-Degree Applicable

**III. ACTION ITEMS**

**A. FINANCE & BUSINESS**

**1. Annual Audit Report**

7. It was moved by Mr. Quintero , seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees accept the audit report for the fiscal year ending June 30, 2007.

**2. Faculty Wage Increase for Fiscal Year 2007/08**

8. It was moved by Mr. Couso-Vasquez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved a salary increase of 4.53% for all Faculty employees, retroactive from July 1, 2007 for fiscal year 2007/2008, subject to Faculty Association ratification of tentative agreement.

**3. Consultant Services**

9. It was moved by Mr. Couso-Vasquez, seconded by Mr. Quintero 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. Lori Switanowski – To present Foster/Kinship Care Education classes to foster and relative caregivers on topics such as “Bullying and Aggressive Behavior”, “Teaching Kids to Follow Rules”, “Helping Kids Manage Anger” and other topics related to foster care. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$900 from FKCE.
  - b. Norma Salazar – To present classes to Foster and Kinship Care providers on topics such as “Working With the System” and other related topics in foster care and parenting. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$240 from FKCE.
  - c. Catherine Adesina – To present classes to Foster and Kinship Care providers on topics such as “Teaching Your Child Good Habits”, “D-Rate Pre-Service Behavior Management”, and other related topics in foster care and parenting. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$350 from FKCE.
  - d. Martha Romero – To present classes to Foster and Kinship Care providers on topics such as “Medical Fragile Infants”, and other related medical/foster care topics. Dates of service are January 1, 2008 through June 30, 2008. Payment is not to exceed \$300 from FKCE.

- e. Jose Gutierrez – To present classes to Foster and Kinship Care providers on topics such as “Helping Kids Manage Angry Feelings”, “Follow Rules”, “Learning to Deal With Stress”, “Stress Busters for Kids”, “ADHD/Learning Disabilities”, “Successful Parenting”, “Information Highway, Funding Your Future”, and other related topics in foster care and parenting. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$810 from FKCE.
  
- f. Mary Hibbard - To present classes to Foster and Kinship Care providers on topics such as “Teaching Kids to do the Right Thing”, “Teaching Children to do Chores”, “Fetal Alcohol Spectrum”, “Raising Kids With Care”, and other related topics in foster care and parenting. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$450 from FKCE.
  
- g. Ana M. Vargas - To supervise/facilitate Foster and Kinship Care education classes for foster and relative caregivers on topics such as “Self Esteem”, “Helping Kids Manage Angry Feelings”, “Follow Rules”, “Learning to Deal With Stress”, and other related topics in foster care and parenting. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$335 from FKCE.
  
- h. Maria Dolores Alvidrez - To present classes to Foster and Kinship Care providers/youth in Spanish and English on topics such as “Working With the System”, “It’s Family Night”, “Teaching Your Child Good Habits”, “Parenting Teens”, “Free Resources and Activities that Teach Life Skills”, “Life Books”, “Helping Kids Manage Angry Feelings”, “D-Rate Pre-Service Trainings”, “F-Rate Pre-Service Trainings”, and other related topics in foster care, youth and parenting. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$2,250 from FKCE.
  
- i. Linda Hughes - To serve as a facilitator for Foster and Kinship Care education classes for foster and relative caregivers on topics such as “Healthy Eating for ADHD Youth”, “First Aid for Children”, “Teaching Your Child Good Habits”, and other related topics in foster care and parenting. Dates of service are January 1, 2008 through March 31, 2008. Payment is not to exceed \$300 from FKCE.

- j. Daniel S. Pittaway – To create and design curriculum outlines for the non-credit ESL program. To develop a Beginning Literacy, Beginning and Intermediate Low and High program to coincide with the California Model Standards and CASAS assessment system. Dates of service are January 1, 2008 through June 30, 2008. Payment is not to exceed \$3,000 from General Fund.
- k. Irma Archuleta – To write a new GEAR UP proposal to work with Los Nietos Middle School and Pioneer High School. Dates of service are December 13, 2007 through December 20, 2007. Payment is not to exceed \$5,000 from General Funds.
- l. Kyle Tran – To design and create a website for the Business Management department. Dates of service are January 2, 2008 through May 16, 2008. Payment is not to exceed \$3,500 from VTEA.

**4. Vehicle Donations**

10.

It was moved by Mr. Couso-Vasquez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees accept donations of two model year 2000 Ford Crown Victoria 4 door sedans from the City of Huntington Park Police Department for use by Public Safety.

City of Huntington Park Police Department has offered to donate two (2) model year 2000 Ford Crown Victoria 4-door sedans to Rio Hondo College Public Safety Department. Public Safety plans to use the vehicles for driver training on the skid pan and not driven off campus.

2000 Ford Crown Victoria  
 VIN: 2FAFP71W2YX104011  
 4.6L V/8 FI SOHC  
 Automatic Transmission  
 98,787 miles  
 Estimated value: \$2,595

2000 Ford Crown Victoria  
 VIN: 2FAFP71W7YX107048  
 4.6L V/8 FI SOHC  
 Automatic Transmission  
 60,937 miles  
 Estimated value: \$3,645

5. **Amendments 01-Center Based Child Care CCTR-7191 and State Preschool CPRE-7176**

11. It was moved by Ms. Martinez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved a. #CCTR7191, Amendment #01 increasing grant for General Child Care & Development Programs in the amount of \$16,908, and b. #CPRE-7176, Amendment #01 increasing grant for State Preschool in the amount of \$7,555 authorizing the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

6. **Reject Bid #1123 – Theater Lighting Controls**

12. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved the rejection of Bid #1123.

<u>Name</u>	<u>License No.</u>	<u>Base Bid</u>
Robert Gerald Cruz dba Cruz Electric	647070	\$ 91,131
California Building Evaluation	785685	\$149,000

Bidders failed to complete bid documents as required. Staff recommends the rejection of all bids submitted under #1123.

7. **Constructability Review Services – Administration of Justice and Student Services Building**

13. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees awarded a contract to O'Connor Construction Management Inc., for Constructability Review Services in the amount of \$65,000 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

8. **Award of Bid #1131 Outdoor Painting for Door/Window Assemblies**

14. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved and awarded bid #1131 – Outdoor Painting for Door/Window Assemblies to California Building Evaluation and Construction, Inc., in the amount of \$51,300 which includes base bid and additive alternates AA, BB, CC, DD, and EE from general and scheduled maintenance state funds.

9. **Student Fee Assessment for GO Rio Program – Part II**

15. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees authorized the ASB approved \$3.00 fee per semester to be included on the Spring, 2008 ASB election ballot.

**10. Ratification of Change Order #1 to Bid #1117 – IT Electrical Upgrade**

16. It was moved by Mr. Couso-Vasquez, seconded by Mr. Quintero and carried, that the Board of Trustees ratify Change Order #1 to Bid #1117, increasing the contract in the amount of \$13,085 to a new total of \$207,585 and authorized the Administration to execute the change order on behalf of the District. Ms. Martinez abstained.

**B. PRESIDENT'S OFFICE**

**1. Reorganization – Student Services Division**

17. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the proposed Student Services Division reorganization as well as the approval of the job descriptions for the Dean of Counseling; Dean Outreach & Matriculation Services; and Dean, Student Life.

**2. Approval of New Board Policy 7250 – Administrators (Final Adoption)**

18. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved the new BP 7250 for Final Adoption.

**IV. INFORMATION ITEMS**

1. **Building Program**
  - a. **Update on the South Whittier Education Center**
  - b. **Update on the El Monte Center**
2. **Revisions/New Board Policies**
3. **President's Vision Plan**
4. **CCCT Board Election – Call for Nominations**
5. **Bond Quarterly Expenditure Report as of 09/30/07**

**ADMINISTRATORS**

Board: 4-12-05, 12-12-07

**No. 7250**

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Former BP 7260

- I. An administrator is a person employed by the Board in a supervisory or management position as defined in Educational Code 87002. Administrators shall be employed in accordance to Education Code Section 72411, or Education Code 72441.5.
- II. Each year the Board of Trustees in the exercise of its sole discretion may conduct a review of the number and types of Administrator positions required for the operation of the college District. The Board reserves the right to reclassify positions by either increasing or decreasing the classification status and increasing or decreasing the number of Administrator personnel as required for the operation of the college District. Consequently, an Administrator shall be subject to reclassification or termination by the Board of Trustees as a result of the annual review above mentioned and the decision of the Board shall be final.
- III. Educational Administrators
  - A. Educational administrators are those who are employed in an academic position designed by the governing board of the District as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.
  - B. A person employed in an administrative position that is not part of the classified Service who has not previously acquired tenure status as a faculty member in the District and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if all of the following criteria apply:
    - 1) The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed and agreed upon jointly by the Superintendent/President or his/her designee and the Academic Senate and approved by the Board. The board shall also provide the Academic Senate with an opportunity to present its views to the Board before the Board makes a determination and the written record of the decision, including the view of the Academic Senate shall be available for review pursuant to Educational Code 87458. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.

**ADMINISTRATORS**

Board: 4-12-05, 12-04-07

**No. 7250**

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Former BP 7260

2. The requirements of Education Code Section 87458 (c) and (d), or any successor statute, are met with respect to prior satisfactory service and *the* reason for termination of the administrative assignment. At the time the Board takes action to notify an administrator of the expiration or termination of his or her administrative assignment, the Board shall state whether the action is taken for cause within the meaning of Education Code Section 87458(d).
  - 3) There is an available position for which the administrator possesses minimum qualifications.
- C. Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President, or as may be specifically established in a contract of employment.
  - D. Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, contract, Board these policies and administrative procedures adopted by the Superintendent/ President.
  - E. Every educational administrator shall be employed, and all other administrators may be employed, by the governing board of the district by an appointment or contract of up to four years in duration. The President and the Vice Presidents shall be employed by a contract.
  - F. The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.
  - G. For an administrator employed by an appointment or a contract, the term of which is longer than one year, the notice shall be given at least six months in advance of the expiration of the appointment or contract unless the contract or appointment provides otherwise. For every other administrator, notice that the administrator may not be reemployed by appointment or contract in his or her administrative position of the following college year shall be given on or before March 15.

**ADMINISTRATORS****No. 7250**

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Former BP 7260**IV. Classified Administrators**

- A. Classified administrators are either classified supervisors or classified managers who are not employed as educational administrators.
- 1) Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.
  - 2) Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.
- B. Classified administrators shall be employed pursuant to appointments or contracts of up to four year. Classified administrators employed by the District, shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Classified administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President, or as may be specifically established in a contract of employment.
- 1) Classified administrators employed by the District, shall be entitled to vacation leave, sick leave, and other leaves as provided by law, contract, Board Policies, and administrative procedures adopted by the Superintendent/President.
  - 2) The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

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- 3) For an administrator employed by an appointment or a contract, the term of which is longer than one year, the notice shall be given at least six months in advance of the expiration of the appointment or contract unless the contract or appointment provides otherwise. For every other administrator, notice that the administrator may not be reemployed by appointment or contract in his or her administrative position of the following college year shall be given on or before March 15.

V.

Source/Reference

EC 72411, 87002, 87457-87460, Government Code 3540.1(g) and (m)

## V. CLOSED SESSION

Ms. Acosta-Salazar recessed the meeting to Closed Session at 8:30 p.m. Ms. Acosta Salazar reconvened the meeting at 9:30 p.m. The following action was reported out of Closed Session:

*Pursuant to Section 54956.9)*

- **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
(Disclosure would jeopardize service of process or existing settlement negotiations)

19. It was moved Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees reject the claim from Kenneth Childs.

- **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**  
(subdivision (a) File No. 1703.088 (Disclosure would jeopardize service of process or existing settlement negotiations).

20. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the Settlement Agreement between the District and a previous District employee and authorized the Superintendent/President to execute the agreement on behalf of the District.

*(Pursuant to Section 54957)*

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

21. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees authorized the Superintendent/President to send a notice of non-renewal to an Educational Administrator.

- **PUBLIC EMPLOYEE APPOINTMENTS**
  - Biology Instructor

22. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees direct the Superintendent/President to take the appropriate action to employ Jeronimo Ribaya as a tenure track Biology Instructor effective February 1, 2008.

- Nursing Instructor

23. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees direct the Superintendent/President to take the appropriate action to employ Patricia Luna as a second year tenure track Nursing Instructor.

*(Pursuant to Section 54957.6)*

- **CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator: Teresa Dreyfuss

Employee Organization: CSEA/RHCFA

Unrepresented: Management/Confidential

24. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved a salary increase of 4.53% for Confidential employees retroactive from July 1, 2007 for fiscal year 2007/2008.

**VI. STAFF AND BOARD COMMENTS**

**VII. ADJOURNMENT**

Ms. Acosta-Salazar adjourned the meeting 9:45 p.m. The next meeting of the Board of Trustees will be held on Wednesday, January 16, 2008, 6:00 p.m. (location to be determined).