

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Regular Meeting, Wednesday, January 16, 2008, 6:00 p.m.  
Rio Hondo College  
3600 Workman Mill Road, Whittier, CA 90608**

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

**Members Absent:** Ms. Maria Elena Martinez

**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  
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 6:00 p.m.

**B. Pledge of Allegiance**

Mr. Robert Holcomb led the pledge of allegiance.

**C. Roll Call**

Ms. Martinez was reported absent.

**D. Open Communication for Public Comment**

No public comments were made.

**E. Approval of Minutes: December 12, 2007**

25. It was moved by Mr. Couso-Vasquez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees accept the minutes of December 12, 2007 as presented.

**F. Presentation**

- **Sabbatical Leave Presentation (Robert Holcomb)**
- **Update on Rio Hondo College Foundation (Andy Howard)**

**II. CONSENT AGENDA**

26. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approve the following Consent Agenda.

**A. FINANCE & BUSINESS**

**1. Finance & Business Reports**

- a. Purchase Order Report
- b. Payroll Warrant Report

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

The following Board and Staff Members were approved to attend the following educational conferences:

Ted Martinez, Jr., site visits to Austin Community College and Temple Junior College in Austin, TX, January 17-18, 2008.

Henry Gee, site visits to Austin Community College and Temple Junior College in Austin, TX, January 17-18, 2008.

Rodney Lineweber to attend the National Alternative Fuel Training Consortium Meeting and Political Caucus in Washington, D.C., February 11-17, 2008.

Ada P. Brown to attend the 96<sup>th</sup> Annual Conference of the College Arts Association in Dallas, TX, February 20-23, 2008.

Shin Liu to attend the Oxford Round Table Conference in Oxford University, England, March 23-28, 2008.

Margaret Griffith to attend the 96<sup>th</sup> Annual Conference of the College Arts Association, in Dallas, TX, February 20-23, 2008.

Marie Eckstrom to attend the Conference on College Composition and Communication, in New Orleans, LA, April 2-8, 2008.

Kenn Pierson to attend the Conference on College Composition and Communication, in New Orleans, LA, April 2-8, 2008.

Beverly Reilly to attend the Conference on College Composition and Communication, in New Orleans, LA, April 2-8, 2008.

John Frala to attend the Washington SCRTTC International Coalition in Washington, D.C.

Rodney Lineweber to attend the Power-Gen Renewable Energy & Fuels Conference in Las Vegas, NV, February 17-21, 2008.

Mike Slavich to attend the Power-Gen Renewable Energy & Fuels Conference in Las Vegas, NV, February 17-21, 2008.

Steve Tomory to attend the Power-Gen Renewable Energy & Fuels Conference in Las Vegas, NV, February 17-21, 2008.

Mike Munoz to attend the National Council for Community and Educational Partnerships in Las Vegas, NV, February 10-13, 2008.

### **3. Grants**

Math, Engineering, Science Achievement (MESA): Rio Hondo College has received notification from the California Community College Chancellor's Office (CCCCO) of new funding in the amount of \$50,000 for Rio Hondo College's first MESA program. Funding covers the project from January 1, 2008 – June 30, 2008.

The purpose of these funds is to support the administration and implementation of a MESA Center. The MESA Center is designed to provide academic and support services for financially and educationally disadvantaged students majoring in calculus-based fields who seek to transfer to four-year universities. Community college faculty, staff, business leaders and students will work collaboratively with four-year universities to successfully achieve the program objectives.

The grant awarded is for the initial half year of what is expected to be a continuing project. It is expected that continued funding will be approved annually for approximately \$81,500 each year.

#### 4. Revenue Agreement

Use of Weapons Firing Range – The following agency requires the services of the Rio Hondo College weapons firing range. They agree to pay \$300 per session (8 hour block) or \$150 per half session (4 hour block). The term of the agreement shall be through June 30, 2008.

- Department of the Army – 1394<sup>th</sup> Terminal Transportation Group

#### 5. Renew Revenue Sharing Agreement – Boston Reed College

The Community Services and Contract Education Department request approval to enter into an agreement with Boston Reed College to provide a Pharmacy Technician Training Program.

Rio Hondo Community College District will provide classroom and lab space and Boston Reed College will provide the instructor for the Pharmacy Technician Training for 15 to 30 students. The charge will be \$2,425 per student of which Boston Reed College will receive \$1,690. Rio Hondo's portion of the revenue will not exceed \$22,050 per class

### B. PERSONNEL

#### 1. Academic

##### a. Employment

##### Hourly as Needed, Intersession, 2008

REYES, Anthony, Physical Ed.  
SIU, Darryl, Public Safety

SCOTT, Robert, Public Safety

##### Hourly as Needed, 2008

HOUTS, Jr., Robert, Public Safety

##### Part Time, Spring, 2008

BEAN, Michelle, Comm. /Lang.  
FERRARI, Shelly, Health Science  
GARTHOFFNER, Jennifer, Comm.  
JOCO, Jerome, Health Science  
LYNCH, Kelly, Social Science  
ORTIZ, Amelia, Health Science  
REYES, Anthony, Physical Ed  
TALLEFF, Jennifer, Health Science

CALHOUN, James, Arts & Cultural  
FRANZ, Robert, Applied Tech.  
HERRERA, Jose, Physical Ed.  
JORDAN, Shetona, Health Science  
MANALASTAS, Debbie, Health Sci.  
PEREZ, David, Social Science  
REYNOLDS, Andrea, Social Sci.

b. Sabbatical Leave, 2008-2009

CUMMINGS, Frances, Biology  
 ISAAC, Lily, Communications & Languages  
 MIKALSON, Barbara, Social Science  
 MOSHARRAF, Firouz, Math & Sciences  
 SUNYOGH, Jay, Business & Applied Technology

2. Classified

a. Employment

TREJO, Graciela, Clerk Typist II, 25%, 10 months, Evening College, Human Resources, effective January 3, 2008

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

NAVARRO, Dina, Clerk Typist II, 40%, 12 months, Foster/Kinship Care, effective December 4, 2007

b. Resignation

BARRON, Sandy, Clerk Typist II, Evening College, effective December 11, 2007

LEPE, Julia, Assistant Buyer, Purchasing, last day of employment was January 4, 2008

3. Unrepresented (CP 5155), 2008-2009

a. Employment

Hourly

WU, Yu Hui, Accompanist, Arts & Cultural

Students

CARRILLO, Erica, Foundation      GUTIERREZ, Carolina, Inst. Research  
 NELSON, Shirley, Counseling      ROBLES, Michelle, Americorps

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:

AUTOT 049: Automotive Specialty Practice  
 (Business/Technology)  
 Degree Applicable; (1 Unit)

CIT 192: Network Security I  
 (Business/Technology)  
 Degree Applicable; (3 Units)  
 Transfers to: CSU

CIT 194: Network Security II  
(Business/Technology)  
Degree Applicable; (3 Units)  
Transfers to: CSU

HS 035: Nurse Assistant Pre-Certification Training Course  
(Health Science)  
Non-Degree Applicable; (4 Units)

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

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

Civil Design & Drawing Certificate  
(27 Units)

**c. New Non-Credit Certificate of Completion**

The following non-credit certificate of completion has been recommended for inclusion in our offerings and catalog:

**Civil Design Drafting**

**d. Unit Change**

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

**PHOTO 191: Intermediate Photography**  
(From 2 Units to 3 Units)

\*UC transfer process in progress for courses where applicable

**III. ACTION ITEMS**

**A. FINANCE & BUSINESS**

**1. Consultant Services**

27.

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

- a. Harvey Schmelter-Davis aka ReadyMinds – To present a two day training course on Distance Counseling for 15 Rio Hondo college counselors. Dates of service will be March 4-5, 2008. Payment is not to exceed \$2,000 from Staff Development.

- b. Bonnie Rennie – To provide sign language interpreting for college staff. Dates of service are as needed in 2008/2009. Payment is not to exceed \$1,000 at an hourly rate of \$30 from Academic Affairs.
- c. Claudio Vilchis – To implement the new Program Review software. Date of service will be January 17, 2008. Payment is not to exceed \$2,500 from the District General Fund.

2. **Resolution Regarding the California Department of Education Grant Funding Instructional Materials Agreement**

28. It was moved by Mr. Couso-Vasquez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved the California Department of Education Agreement CIMS-7207 and resolution funding instructional materials for the Child Development Program in the amount of \$1,955 and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

3. **Non-Resident Tuition**

This item was pulled by the Administration for further study.

4. **Architectural/Engineering Services for Relocated Uses From Applied Technology**

29. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved the Architectural/Engineering Services for the relocation of uses from the Applied Technology building to Quatro Design Group, Inc., the amount not to exceed \$45,000 from Bond Funds and authorized the Superintendent/President or designee to sign the contract on behalf of the District.

5. **Authorization of Revenue for GO RIO Program – Los Angeles County Metropolitan Transit Authority (“Metro”) Ratification of Change Orders #1 & 2 Bid - #1108 Maintenance Facility Addition**

30. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees authorized the Administration to enter into additional two semester agreement (Spring 2008 and Fall 2008) with Metro for the purchase of bus passes at the current rate of \$27,403 per semester and sign the appropriate documents on behalf of the District.

6. **Ratification of Change Orders #1 & #2 Bid - #1108  
Maintenance Facility Addition**

31.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, with the addendum to include the explanation of change orders, that the Board of Trustees ratify Bid #1108 Change Orders #1 and #2 increasing the contract in the amount of \$101,238.42 to a revised total of \$1,622,238.42 and authorized the Administration to execute the change orders on behalf of the District.

COR 6 – The soil was contaminated with gasoline and needed to be remediated.

COR 7 – The soil contained clay and was unsuitable for use below the footings of the building.

COR 8R – The footing for the existing structure encroached into the area needed for the footing of the new building, so a portion of the existing footing needed to be removed.

COR 10R1 – The shear wall of the existing building was penetrated by the new construction. For structural safety, a new shear wall was required.

COR 11R1 – A sectional-type door was described in the specifications, but due to the College's need to use a vehicle lift in that area, a roll-up door was required.

COR 12R1 – The College received a credit for a water line that was proposed for a future hydrant, which will be installed as part of the Central Plant project.

COR 13R1 – When the base of the columns for the existing shelter were exposed, it was determined that deeper footings would be required to accommodate elevation of new site concrete.

COR 18 – Steel cross members were not shown on the structural drawings, but were required at roof penetrations.

COR 19 – The design included vinyl composition tile in the restroom, but the College standard is ceramic tile, which was not incorporated into the plans by the architect.

COR 20R1 – Drain was installed to accommodate use of this area for maintenance of College vehicles and to comply with National Pollution Discharge Elimination System (NPDES) requirements around the Maintenance garaged paved areas.

COR 21 – Piping necessary to connect new drain from COR 20 R1.

COR 25R1 – College was obligated to provide roofing material (Owner Supplied, Contractor Installed item). Because an insufficient quantity of material was ordered, contractor provided roofing material, to be reimbursed by College.

COR 27 – Existing Roof Drainage was not sufficient when new building was constructed. Additional drain required to drain existing roof.

COR 30 – Due to shear wall requirements and floor slab elevations the original split 6' door needed to be replaced with a new 4' wide door.

COR 31 – To facilitate tracking and monitoring of fuel usage, the College requested an electronic fuel card reader. This request was made prior to the completion of design, but was not incorporated into the design by the architect at that time.

## 7. Landscape Design Services

32. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the professional service contract for provision of the Landscape Design Services outlined to Melendrez Landscape Architects in an amount not to exceed \$645,000 from Bond funds.

## B. PRESIDENT'S OFFICE

### 1. Revision of Board Policies

33. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved new Board Policy 2200 and the revisions to the Board policies below for first reading.

#### New

**2200 Board Duties and Responsibilities** - Added to fulfill Accreditation Standard IVB.1.d., that the Board has a policy on its duties and responsibilities.

**Revised**

- 1100 Rio Hondo Community College District - AB 255** created a misdemeanor for specific use of the district seal with intent to deceive the voters. The pertinent section of the Elections Code was added to the list of references.
- 2220 Committees of the Board - Revised** to clarify which board Committees must comply with the Brown Act.
- 2310 Regular Meetings of the Board – AB 3035** amended the Brown Act to include reference to the Americans with Disabilities Act. Prior law required that meetings and related materials were accessible; however, the language has been strengthened related to open meetings, agendas, and written communications to reflect the changes to the brown act.
- 2315 Closed Sessions - Revised** in accordance with AB 1827, which added “discussion of response to a confidential final draft audit report from the Bureau of State Audits” to matters that may be discussed in closed sessions.
- 2320 Special and Emergency Meetings – Revised** in accordance with AB 3035, which specified compliance with the Americans with Disabilities Act related to written documents; and in accordance with SB 1643, which allows closed session in emergency meetings under certain circumstances.
- 2330 Quorum and Voting - Code Sections** that address voting requirements for specific types of agenda items have been added to the reference list.
- 2340 Agendas – Revised** in accordance with AB 3035, which specified compliance with the Americans with Disabilities Act related to written documents.
- 2345 Public Participation at Board Meetings – Revised** in accordance with AB 3035, which specified compliance with the Americans with Disabilities Act related to written documents.
- 2360 Board Meeting Minutes – Revised** in accordance with AB3035, which specified compliance with the Americans with Disabilities Act related to written documents. Added reference to GC Section 54957.5.

**2710 Conflict of Interest** – Language has been added regarding the one-year ban during which former board members may not represent individuals before the board for compensation, in accordance with SB 8. Language was added to reflect that conflict of interest laws prohibit board members from holding incompatible offices in accordance with SB 274.

**2. Discussion on Board Meetings in the Community**

34. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees determined the meeting schedule for the meetings to be held in the community. They are listed below.

February 20, 2008	Trustee Area 1
April 16, 2008	Trustee Area 2
June 18, 2008	Trustee Area 3
August 20, 2008	Trustee Area 4
October 15, 2008	Trustee Area 5

**IV. INFORMATION ITEMS**

1. **Building Program**
2. **Job Description – Director of Grant Development and Management**

This item was pulled by the Administration for further study.

3. **President’s Vision Plan**

**V. CLOSED SESSION**

Ms. Acosta-Salazar recessed the meeting to Closed Session at 7:40 p.m. Ms. Acosta-Salazar reconvened the meeting at 8:50 p.m. The following action was reported out of Closed Session:

*(Pursuant to Section 54956.9)*

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

No action taken on this item.

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

No action taken on this item.

*(Pursuant to Section 54957)*

- **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
- **PUBLIC EMPLOYEE APPOINTMENTS**
  - Director of Marketing

35. It was moved by Mr. Couso-Vasquez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees direct the President to take appropriate action to employ Susan Herney as the Director of Marketing and Communications for one year.

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Pursuant to Section 87607 of the Education Code, full-time tenure-track faculty have been evaluated, the Board will have received statements for the most recent evaluations along with the recommendations of the President and the Board will consider the recommendations. There are 30 faculty members who will be reviewed including those in their first, second and third contracts.

No action taken on this item.

*(Pursuant to Section 54957.6)*

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

No action taken on this item.

## **VI. STAFF AND BOARD COMMENTS**

## **VII. ADJOURNMENT**

Ms. Acosta-Salazar adjourned the meeting in memory of Michael Carney, Rio Hondo College Foundation Board Member who recently passed away. The date of the next Regular Meeting will be held on Wednesday, February 20, 2008, 6:00 p.m. at Mountain View High School District.