

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

**Regular Meeting, Wednesday, November 21, 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. 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, Dir. 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

Ms. Leia Hernandez (Student Trustee), led the pledge of allegiance.

C. Roll Call

All members were present.

D. Open Communication for Public Comment

Mr. Francisco Magdaleno and Mr. David “Dave” Siegrist spoke on the issue of lack of classes in the City of El Monte.

Mr. John Salcedo spoke on the issue of the Statewide Resolution regarding portable Media Center.

Mr. Michael Chacon requested Board’s assistance in seeking legal counsel.

Ms. Fran Cummings gave greetings from the Faculty Association.

Mr. Jim Newman spoke on the recent passing of Cheralyn Wien Perez, faculty member in Health Sciences who lost her battle with cancer.

E. Approval of Minutes: October 17, 2007; November 1, 2007

192. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the minutes of October 17, 2007 and November 1, 2007 as presented.

F. Presentation

- **Public Safety (Joe Santoro)**

II. CONSENT AGENDA

193. 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

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 October, 2007.

c. Quarterly Reports

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

Ellie Bewley to attend the Athletic Business Conference on November 28-December 1, 2007.

Mike Salazar to attend the American Baseball Coaches Association, National Convention in Philadelphia Pennsylvania, January 3-6, 2007.

Gene Blackmun to attend the 2008 Business Plan and Entrepreneurship Conference, March 5-9, 2008, in Laie, Hawaii.

Rick Shield to attend the 2008 Business Plan and Entrepreneurship Conference March 5-9, 2008 in Laie, Hawaii.

Adam Wetsman to travel to Peru for his Sabbatical Leave research, February 15-22, 2008.

Rodney Lineweber to attend the ACTE Conference, December 11-13, 2007 in La Vegas, Nevada.

Mike Slavich to attend the ACTE Conference, December 11-13, 2007 in La Vegas, Nevada.

Russell Castaneda-Calleros to attend the AACC/ACCT Legislative Summit, February 10-13, 2008 in Washington, D.C.

3. Household Hazardous and Electronic Waste Collection and Roundup

Annually the City of Santa Fe Springs in conjunction with the Sanitation Districts of Los Angeles County and the County of Los Angeles Department of Public Works, requests the use of the Santa Fe Springs Regional Public Safety Facility site for the Annual Household Hazardous and Electronic Waste Roundup. Staging and preparation for the Roundup will begin February 1, 2008 at 8:00 a.m. The Roundup is advertised by the County of Los Angeles for the public to begin delivering their electronic waste to the site between the hours of 9:00 a.m. and 3:00 p.m. for February 2, 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, computer monitors and flat panel displays, printers, cables, televisions, VCR's, 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 the electronic waste at the SFS site. The Sanitation District and the County of Los Angeles will assume all legal permits and liability.

4. **Community Services**

- a. James Wigen - To present courses "Investing for Beginners" and "Stock Market Impacting Your Financial/Retirement Plan?" Dates of service will be January 1, 2008 through June 30, 2008. Payment will be split 60% to Rio Hondo and 40% to consultant.
- b. Jeffrey Oliver – To present "A New Career in Real Estate Appraisal". Dates of service will be January 1, 2008 through June 30, 2008. Payment will be split 60% to Rio Hondo and 40% to consultant.
- c. Christina J. Wantland aka Cricket Wantland – To present "The Business Etiquette Program for Adults", "Professional Business Savvy", "Professional Dining Savvy", "Classes for Children, Etiquette and Dining Programs", "Everyday Etiquette for Children", "Dining Skills for Children", "Teen Etiquette for Today", and "Dining Skills for Teens". Dates of service will be January 1, 2008 through June 30, 2008. Payment will be split 60% to Rio Hondo and 40% to consultant.
- d. Dianna Fortin – To present "Basic Fresh Floral Design", "Intermediate Floral Design", "Advanced Floral Design" and "Floral Shop Operation Management". Dates of service will be January 1, 2008 through June 30, 2008. Payment will be split 60% to Rio Hondo and 40% to consultant.

5. **Revenue Agreement**

Use of Weapons Firing Range – The following agency required 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.

- a. U.S. Department of Veteran Affairs – Police Department, Los Angeles
- b. U.S. Department of Education – Office of Inspector General
- c. California Highway Patrol – Santa Fe Springs

B. PERSONNEL

1. Academic

a. Employment

Hourly as Needed, 2007-2008

BEST, Anthony Public Safety	BORJON, Luz, Counseling
CORTEZ, Rodolfo, Public Safety	FLAMENO, Bernadette, Counseling
SIU, Darryl, Public Safety	WIGGINS, Lynell, Counseling

b. Medical Leave

HINZE, Mike, Full-time Instructor in Physical Education has requested a 12-week Family Care and Medical Leave to begin November 29, 2007

2. Management and Confidential

a. Resignation

DOUGHTY, Corine, Director, Community Services and Contract Education, last day of employment is January 2, 2008

3. Classified

a. Employment

LODICO, Keo-Jye, Sr. Secretary, Student Learning, Support and Articulation, 100%, 12 months, effective November 8, 2007

The following employees are 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

ANDRADE, Ignacio, Paraprofessional Tutor, Upward Bound/SSS, 10, months, 25%, effective October 15, 2007

SERRANO, Mayra, Paraprofessional Tutor, Upward Bound/SSS, 10 months, 25%, effective October 22, 2007

Short Term

MANNING, Patrick, PA Training and Operations Specialist, ending date June 30, 2008

Substitute

DYE, Danna, Athletic Trainer, Physical Education effective November 5, 2007

STANKEVITZ, Diane, Athletic Trainer, Physical Education, effective November 8, 2007

VALDIVIA, Joe, Library Media Clerk, Library, effective November 3, 2008

b. Promotion

RASSMY, Mohammed, from Accountant II, to Senior Accountant, 100%, 12-months, effective November 5, 2007

c. Medical Leave

AGUILAR, Elvira, Sr. Instructional Assistant, Communications and Languages, has requested a 12-week Family Care and Medical Leave to begin approximately December 12, 2007

GONZALEZ, Elizabeth, Children's Center Aide, has requested a 12-week Family Care and Medical Leave to begin approximately December 20, 2007

d. Leave of Absence

ALVAREZ, Patricia, has requested approval to travel out of state, while on workers' compensation from December 20, 2007 through January 7, 2008

e. Resignation

CORRALES, Salina, Registration Clerk, Admissions and Records, last day of employment is November 21, 2007

CORTEZ, Veronica, Library Media Clerk, last day of employment was November 3, 2007

DYE, Danna, Athletic Trainer, Physical Education, last day of employment was November 2, 2007

HASKINS, Mary, Coordinator, Grant Development, her last day of employment is November 27, 2007

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

a. **Employment**

Non-Credit

GONZALEZ, Maria, Community Ser. USARY, Patricia Ann, Comm. Ser.

Hourly

BONANNI, Cathy, Model, Arts & Cultural

Students

AGUIRRE, Anais, Cal WORKS	ALMANZA, Daniel, Arts & Cultural
AMARO, Annabel, Assess. Ctr.	BATEMAN, Carissa, EOPS
CARCAMO, Michelle, Public Safety	CORTEZ, Jessica, Public Safety
DIAZ, Juan, Drafting/CAD	GARCIA, Charlyn, Counseling
GARCIA, Priscilla, Accounting	GUZMAN, Alejandra, Stud. Activities
HOOD, Champign, Physical Ed.	LI TIAN, Long, MSC
McCRACKEN, Tammy, Comm. /Lang.	MOSS, Carrie, LAC
PARTIDA, Dania, Arts & Cultural	ROCHA, Crystal, Gov't. & Comm.
RODRIGUEZ, Claudia, Fin. & Bus.	SANCHEZ, Isaac, MSC
SANDOVAL, Antonio, LAC	VIGIL, Erica, Facilities
VIGIL, Mireya, Math/Science	VO, Luan, LAC

Volunteer

SALAS, Steven, Physical Education

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:

ART 290: Cooperative Work Experience/Internship for
Visual Arts Related Fields
(Art)
Degree Applicable; (1-4 Units)
Transfers to: CSU

CIVIL 290: Cooperative Work Experience/Internship for
Civil Related Fields
(Business/Technology)
Degree Applicable; (1-4 Units)
Transfers to: CSU

LOG 101: Supply Chain Management
(Business/Technology)
Degree Applicable; (3 Units)
Transfers to: CSU

LOG 105: Purchasing Management
(Business/Technology)
Degree Applicable; (3 Units)
Transfers to: CSU

LOG 110: Warehouse Management
(Business/Technology)
Degree Applicable; (3 Units)
Transfers to: CSU

LOG 115: Inventory Management
(Business/Technology)
Degree Applicable; (3 Units)
Transfers to: CSU

LOG 120: Transportation Management
(Business/Technology)
Degree Applicable; (3 Units)
Transfers to: CSU

LOG 125: Contract Management
(Business/Technology)
Degree Applicable; (3 Units)
Transfers to: CSU

MUSIC 290: Cooperative Work Experience/Internship for
Music Related Fields
(Art)
Degree Applicable; (1-4 Units)
Transfers to: CSU

THEAT 290: Cooperative Work Experience/Internship for
Theatre Arts Related Fields
(Art)
Degree Applicable; (1-4 Units)
Transfers to: CSU

TV 290: Cooperative Work Experience/Internship for
Television Production Related Fields
(Art)
Degree Applicable; (1-4 Units)
Transfers to: CSU

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Consultant Services

194.

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. Jesus Guerra – To provide various transit specific certifications. Dates of service will be November, 2007 through July, 2008. Payment is not to exceed \$4,000 or 100 hours from Industry Driven Regional Collaborative (IDRC) grant.
- b. Bruce Noble - To present “Advanced Transportation Technology Responsive Training Fund” for incumbent workers. Dates of service will be November 1, 2007 through June 30, 2008. Payment is not to exceed \$37,050 from Responsive Training Fund (RTF) Incumbent Workers grant.
- c. Datatel, Inc., - This item was approved on September 19, 2007 as follows. Datatel requires payment be made to Datatel and not directly to the presenter. This item changes the name of consultant from Scott Epstein to Datatel, Inc.

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

2. **Bus Pass Purchase – City of Norwalk**

195. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees authorizes contracts with the City of Norwalk in the amount of \$11,568 for Fall Semester 2007 and the Spring Semester 2008 from General and other available funds authorizing the Administration to execute appropriate documents on behalf of the District.

3. **Consultant Agreement – Fabiani & Company Legislative Advocate**

196. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve a new contract with Fabiani & Company and authorized the Superintendent/President, or designee, to execute a contract on behalf of the District, not to exceed \$60,000 plus reimburseables for the term through May 21, 2008 to be paid from the General Fund.

4. **Donation of Surplus Property – Lincoln Arc Welders**

197. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the declaration of surplus of 10 arc welders authorizing donation of 4 arc welders to Gladstone High School; 3 arc welders to Schurr High School; and 3 arc welders to La Habra High School in support of their welding programs.

5. **Annual Bond Audit Report**

198. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees accept the Bond Financial and Performance Audit for fiscal year ending June 30, 2007.

6. **Approve Facility Use Agreement with the City of Santa Fe Springs**

199. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve Facility Use Agreement with the City of Santa Fe Springs and authorized the Superintendent/President or designee, to sign the appropriate documents on behalf of the District.

7. **Ratification of Change Order's #1, 2, & 3 Bid - \$1110 Santa Fe Springs Regional Public Safety Training Center**

200. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve Bid #1110 Change Orders #1 and #2, increasing the contract amount of \$137,206.02 and #3 decreasing the contract in the amount of \$82,246.86 for a net change of \$54,959.16 to a new total of \$1,522,709.16, and authorized the Administration to execute the change orders on behalf of the District.

8. Approve Instructional Services Agreement

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

- American Red Cross (ARC) – First Aid, CPR, Automatic External Defibrillator, Emergency Response, Disaster Preparedness and other related Red Cross courses for the term December 1, 2007 through November 30, 2008. Revenue generated from FTES will be split 70% to Rio Hondo College and 30% to the agency.

9. Student Fee Assessment for GO RIO Program

202. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez carried unanimously, that the Board of Trustees authorized the Student Election Ballot Measure to vote on a Student Assessment fee per semester for the GO Rio PASS Beginning Fall 2008.

B. PRESIDENT'S OFFICE

1. New Board Policies 5000s, Student Services (Final Adoption)

203. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approve the revision of Board Policies 5000s with the exclusion of BP 5430, Clubs/Regulations, for final adoption.

2. Reorganization – Student Services Division

This item was pulled by the Administration.

3. Approval of Resolution in Support of the Community College Governance Funding Stabilization and Student Fee Reduction Act

204. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees adopt the resolution in Support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act.

IV. INFORMATION ITEMS

1. **Building Program**
2. **President's Vision Plan**
3. **Revision of Board Policy 7250 - Administrators**

V. CLOSED SESSION

Ms. Acosta-Salazar recessed the meeting to Closed Session at 8:00 p.m. Ms. Acosta-Salazar reconvened the meeting at 9:20 p.m. The following action was taken and reported out of Closed Session:

(Pursuant to Section 54957)

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

- **Director of GEAR-UP**

205. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees direct the Superintendent/President to take appropriate action to employ Mr. Michael Munoz as the Director of GEAR-UP as per ED Code 72411.

- **Vice President, Academic Affairs**

206. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees direct the Superintendent/President to take appropriate action to enter into an agreement to employ Mr. Dale Parnell as Vice President of Academic Affairs for a two year contract as per ED Code 72411.

- **Vice President, Finance & Business**

207. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees accept the Superintendent/President's recommendation to extend a one year contract to Ms. Teresa Dreyfuss as the Vice President of Finance and Business effective July 1, 2008 with the same benefits as she currently has as per ED Code 72411.

- **Vice President, Student Services**

208. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees accept the Superintendent/President's recommendation to extend a one year contract to Mr. Henry Gee as the Vice President of Student Services effective July 1, 2008 with the same salary and benefits as he currently has as per ED Code 72411.

- **PUBLIC EMPLOYMENT**

- **Coordinator, Transfer Center**

209. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees take appropriate action to employ Ms. Dianne Martinez as the Coordinator/Counselor for the Transfer Center effective February 1, 2008.

(Pursuant to Section 54957.6)

- **CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator: Teresa Dreyfuss
Employee Organization: CSEA/RHCFA

210. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees ratify the Tentative Agreement between the Rio Hondo Community College District and the Rio Hondo Community College Faculty Association.

(Pursuant to Section 54956.8)

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Properties**

- **3017 Tyler Avenue, El Monte, California**
- **11515 South Colima Road, Whittier, California**

No action was taken on this item.

VI. ADJOURNMENT

Ms. Acosta-Salazar adjourned the meeting at 9:35 p.m. in memory of Cheralyn Wien Perez, Health Science Faculty member who recently passed away. The date of next regular meeting of the Board of Trustees will be held on Wednesday, December 12, 2007, 6:00 p.m. (Annual Organization Meeting/Election of Officers); Board Room, Administration Building, Rio Hondo College.