



**Rio Hondo Community College District  
REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
MINUTES – MARCH 11, 2009**

- Location:** Rio Hondo College  
3600 Workman Mill Road, Whittier, CA
- Members Present:** Andre Quintero, President (Presiding)  
Angela Acosta-Salazar, Vice President  
Gary Mendez, Clerk  
Maria Elena Martinez, Member  
Garry Couso-Vasquez, Member  
Cristela Solorio Ruiz, Student Trustee
- Members Absent:** None.
- Staff Members:** Dr. Ted Martinez, Jr., Superintendent/President  
Dr. Paul Parnell, VP, Academic Affairs  
Ms. Teresa Dreyfuss, VP, Finance & Business  
Mr. Henry Gee, VP, Student Services  
Ms. Beverly Reilly, President, Academic Senate  
Ms. Jennifer Fernandez, President, RHCFA  
Ms. Lisa Sandoval, President, CSEA  
Mr. Ernesto Zumaya, President, ASB  
Ms. Sandy Sandello, (Recorder)

**I. CALL TO ORDER**

**A. Tour of Building Program (5:15p.m.)**

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

Mr. Quintero called the meeting to order at 6:02 p.m.

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

Dr. Parnell led the Pledge of Allegiance.

**D. Roll Call**

All members present.

**E. Open Communication for Public Comment**

No public comments were made.

**F. Approval of Minutes: February 18, 2009**

It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees accepted the minutes of February 18, 2009 as presented.

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**BOARD OF TRUSTEES:**

André Quintero, Angela Acosta-Salazar, Gary Mendez, Maria Elena Martinez  
Garry Couso-Vasquez, Cristela Solorio-Ruiz, Student Trustee

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- G. Commendations**
- **Tenured Faculty**
  - **Academic Rank**

Mr. Quintero recessed the meeting for a 10 minute break.

- H. Presentations**
- **MESA Program - Gisela Spieler**
  - **Sabbatical Leave – Shari Herzfeld**

**II. CONSENT AGENDA**

60. It was moved by Mr. Couso-Vasquez, seconded by Ms. Ruiz and carried, that the Board of Trustees, approved the Consent Agenda with the exception of Item II.A.2 - Out of State Travel and Conferences which was moved to the beginning of the Action Agenda.

**A. FINANCE & BUSINESS**

**1. Finance and Business Reports**

**a. Purchase Order Report**

The Board approved the Purchase Order Report reviewing purchases for the preceding 60 days. Funds have been budgeted for these purchases in the funds shown. Individual purchase orders are available in Contract Management and Vendor Services prior to the meeting for Board review. The purchases have been processed in accordance with Board Policy No. 3600.

**b. Payroll Warrant Report**

The Board approved the Payroll Warrant Report for the month of February, 2009.

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

This item was moved to the beginning of the Action Agenda.

**B. PERSONNEL**

The following recommendations are submitted with budget allocations:

**1. Academic**

**a. Employment**

Part-Time, Spring 2009

MOLINE, Julio, Arts & Cultural\*

Hourly as Needed, Spring 2009

COCHRAN, Janine, Public Safety

QAMARUZZAMAN, Shahwar, Pub.Sfty.\*

MANFREDI, Nicholas, Public Safety\*

TSUI, Olivia, Arts & Cultural

**b. Reduced Workload**

In accordance with E.C. 87483 Reduction in Workload and provisions of Article 6 of the Academic Contractual Agreement, the following academic employee has requested a reduction in workload for the 2009-2010 school year:

WELLS, Stephanie                      50%                      Library

**2. Classified**

**a. Employment**

The following employee is hired in the designated capacity. Funding is available through June 30, 2009. If continued funding should not be available, 45-day notice shall be served prior to the end of funding

GILBERT, Alexandria, Paraprofessional Tutor, EOP&S,  
47.5%, 8 months, effective February 18, 2009

Short-Term, 2009-2010

AN, Grace, Account Clerk II, Finance & Business,  
ending date June 30, 2010

\* (minimum qualification equivalency established pursuant to CP 5165)

Substitute

GARIADOR, Debra, Clerk Typist III, Admissions & Records,  
effective March 9, 2009

SCHANK, Diane, Account Clerk II, Finance & Business  
effective February 19, 2009

SCHANK, Diane, Clerk Typist III, Finance & Business,  
effective March 2, 2009

**b. Release of Employment**

THOMPSON, Larry, Custodian, Facilities Services, last  
day of employment was February 10, 2009.

**3. Unrepresented, CP 5155, 2008-2009**

**a. Employment**

Hourly

DE LA CRUZ, Alba, Tutor II (LAC)

GRAHAM, Robert, Tutor II (LAC)

ERESE, William, Coaching Spec.

FORMAN, Karole, Model

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:

**AUTO 201: Automotive Brake and Suspension Service  
(Automotive Technology)**

Degree Applicable; (4 Units)

**Justification:** This is a required course for fulfilling an associate degree in automotive technology at Rio Hondo College and is a requirement by NATEF (National Automotive Technicians Education Foundation). This course is a core requirement for an Associate Degree (PACT) at the college.

**HEM 045: Heavy Equipment Powertrain Fundamentals  
(Applied Technology)**

Degree Applicable; (4 Units)

**Justification:** This course supports a degree/certified program and will provide students who are interested in working in the Heavy Equipment Maintenance Industry. This course is one of several new courses that will be part of a certified degree required by the IDRC grant.

**HEM 046: Heavy Equipment Fuel Systems & Performance  
(Applied Technology)**

Degree Applicable; (4 Units)

**Justification:** This course supports a degree/certified program and will provide students who are interested in working in the Heavy Equipment Maintenance Industry. This course is one of several new courses that will be part of a certified degree required by the IDRC grant.

**TCED 054: OSHA Workplace Safety II  
(Career and Technical Education)**

Degree Applicable; (2 Units)

**Justification:** This course meets Federal Regulations for OSHA on the foundation to provide the rules, regulations, and compliance issues regarding worker safety. Advisory committee's (Auto, Honda, SCE) have requested we add this coverage to our program.

b. **New Credit Courses**

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

**AET 070: Introduction to Alternative Energy Technology  
(Career and Technical Education)**

Degree Applicable; (3 Units)

**Justification:** This course has been created to meet the demand of qualified workers to support the alternative energy industry. The Alternative Energy Technology program at Rio Hondo College will provide students a solid foundation in the science and in design/installation techniques required to work with alternative energy technologies. Students will gain the knowledge and skills necessary to design and safely install electrical energy systems based on current photovoltaic, wind generation and power conditioning equipment. The program includes hands-on electrical training both in a computer-based laboratory and outside laboratories demonstrating the installation of an alternative energy system.

**AET 072: Photovoltaic Systems Design and Installation  
(Career and Technical Education)**

Degree Applicable; (3 Units)

**Justification:** This course has been created to meet the demand of qualified workers to support the alternative energy industry. The Alternative Energy Technology program at Rio Hondo College will provide students a solid foundation in the science and in design/installation techniques required to work with alternative energy technologies. Students will gain the knowledge and skills necessary to design and safely install electrical energy systems based on current photovoltaic, wind generation and power conditioning equipment. The program includes hands-on electrical training both in a computer-based laboratory and outside laboratories demonstrating the installation of an alternative energy system. This system will focus on solar photovoltaic power systems skills that are needed to obtain employment in the industry.

**AET 074: Advanced Photovoltaic Systems Design and  
Installation**

**(Career and Technical Education)**

Degree Applicable; (3 Units)

**Justification:** This course has been created to meet the demand of qualified workers to support the alternative energy industry. The ideal candidate for these positions would require skills in electricity, math and science. The Alternative Energy Technology program at Rio Hondo College will provide students a solid foundation in the science and in design/installation techniques required to work with alternative energy technologies. Students will gain the knowledge and skills necessary to design and safely install electrical energy systems based on current photovoltaic, wind generation and power conditioning equipment. The program includes hands-on electrical training both in a computer-based laboratory and outside laboratories demonstrating the installation of an alternative energy system. Compliance with the National Electrical Code is emphasized both in the classroom and during installation practice.

This course will focus on solar photovoltaic power systems skills that are needed to obtain further employment in the industry.

**AET 076: Wind Energy Systems Design and Installation  
(Career and Technical Education)**

Degree Applicable; (3 Units)

**Justification:** This course has been created to meet the demand of qualified workers to support the alternative energy industry. The Alternative Energy Technology program at Rio Hondo College will provide students a solid foundation in the science and in design/installation techniques required to work with alternative energy technologies. Students will gain the knowledge and skills necessary to design and safely install electrical energy systems based on current photovoltaic, wind generation and power conditioning equipment. The program includes hands-on electrical training both in a computer-based laboratory and outside laboratories demonstrating the installation of an alternative energy system. This course will focus on wind generation power systems skills that are needed to obtain further employment in the industry.

**AET 078: Advanced Wind Energy Systems Design and Installation  
(Career and Technical Education)**

Degree Applicable; (3 Units)

**Justification:** This course has been created to meet the demand of qualified workers to support the alternative energy industry. The Alternative Energy Technology program at Rio Hondo College will provide students a solid foundation in the science and in design/installation techniques required to work with alternative energy technologies. Students will gain the knowledge and skills necessary to design and safely install electrical energy systems based on current photovoltaic, wind generation and power conditioning equipment. The program includes hands-on electrical training both in a computer-based laboratory and outside laboratories demonstrating the installation of an alternative energy system. This course will focus on wind generation power systems skills that are needed to obtain further employment in the industry.

**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 Technology  
(16 Units)**

d. **Unit Change**

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

**AUTO 290: Cooperative Work Experience/Internship for Automotive Technology related fields**

(From: 3 Units To: 1- 4 Units)

**READ 021L: Reading Lab**

(From: 1 Unit To: .5 Unit)

**READ 022L: Reading Lab**

(From: 1 Unit To: .5 Unit)

III. **ACTION ITEMS**

A. **FINANCE & BUSINESS**

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

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

61.

It was moved by Ms. Ruiz, seconded by Ms. Acosta-Salazar and carried, that the Board of Trustees approved the following Board Members and staff to attend the meetings and conferences as listed below. Ms. Martinez voted no.

Gary Mendez to attend the NALEO Institute on School Governance: Serving Our Students in Troubled Economic Times, in Santa Fe, NM, March 6-8, 2009.

Jan La Turno to attend the International conference on Technology in Collegiant Mathematics (ICTCM) in New Orleans, LOA, march 12-15, 2009.

Shin Liu to attend the CISCO Network Academy Conference 2009 in Orlando, FL, June 22-24, 2009.

Ron Christie to attend the Microsoft Final Round of the Imagine Cup, in Boston, MA, April 27-May 1, 2009.

John Frala to attend the Hybrid Train the trainer Course, in Madison, WI, June 21-28, 2009.

Gail Biesemeyer to attend the NSNA Annual Convention, in Nashville, TN, April 15-18, 2009,

Mike Slavich to attend the 2009 NACAT Conference, in Charlotte, NC, July 16-25, 2009.

Steve Hebert to attend the Men's Basketball Conference, in Spring Meeting in Reno, NV, April 26-27, 2009.

Larry Scher to attend the National Association of Broadcasters Convention in Las Vegas, NV, April 20-23, 2009.

1. **Consultant Services**

62.

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

- a. Dr. Valerie Beltran - To facilitate the CBEST (California Basic Educational Skills Test) workshop for Project Teach students. Dates of service are March 19, 2009 through April 9, 2009. Payment is not to exceed \$800 from Title V.
- b. Natalie Yco – Master teacher for March Madness event. Date of service is March 21, 2009. Payment is not to exceed \$100 from VTEA.

2. **California Department of Education: Grant Funding California school Age Families Education (CalSAFE) Program Serving Infants and Toddlers**

63.

It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees approved the California Department of Education Agreement CCAP-8177 funding Child Care and Development Programs and the California School Age Families Education (CalSAFE) programs serving infants and toddlers ageing from birth to three years of age in the amount of \$2,249 and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

3. **Award Bid #1147 Dynamometer System – Mustang Dynamometer**

64.

It was moved by Ms. Acosta-Salazar, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees accepted and awarded Bid#1147 Dynamometer System submitted by Mustang Dynamometer in the amount of \$78,500 plus tax from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

4. **Approval of Audit Agreement with Vasquez & Company, LLP**

65.

It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees approved a five year annual auditing contract not to exceed \$325,318 with Vasquez & Company , LLP, and authorized the Administration to execute the appropriate documents on behalf of the District.

5. **Approve Student Field Placement Agreement Between Trustees of the California State University, Long Beach and the Rio Hondo Community College District**

66.

It was moved by Mr. Mendez, seconded by Ms. Ruiz and carried unanimously, that the Board of Trustees approved the Student Field Placement Agreement with Trustees of the California State University Long Beach and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

6. **GO RIO Bus Pass Purchase – City of Norwalk**

67. It was moved by Mr. Mendez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees authorized the contract with the City of Norwalk an additional \$2,661.25 to a total of \$12,290.25 for Fall 2008 from General and other available funds authorizing the Administration to execute the appropriate documents on behalf of the District.

7. **GO RIO Bus Pass Purchase – City of Montebello**

68. It was moved by Ms. Martinez, seconded by Ms. Ruiz and carried unanimously, that the Board of Trustees authorized the contract with the City of Norwalk an additional \$755 to the total of \$11,000 for Fall 2008 from General and other available funds authorizing the Administration to execute the appropriate documents on behalf of the District.

8. **Architectural Services – Martinez Architects, Fees for Additional Services, Applied Technology Building Renovation**

This item was pulled by the Administration for further study.

9. **Approval of change Order #1: Bid #11118A Central Plant Project – Emma Corporation**

69. It was moved by Mr. Couso-Vasquez, seconded by Ms. Ruiz and carried unanimously, that the Board of Trustees approved Change Order #1 for a net increase to the contract in an amount not to exceed \$470,555.35 for a new total of \$11,105,555.35 payable from bond funds with an extension of the contract time by 140 calendar days and authorized the Administration to execute the change order on behalf of the District

10. **Ratification of Change Order #1: Bid #1136 Applied Technologies Building Renovation Project – W. E. O'Neil Construction Company**

70. It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees ratify Change Order #1 for a net increase to the contract in an amount of \$33,229 for a new total of \$11,133,229 payable from Bond Funds and authorized the Administration to execute the change order on behalf of the District.

11. **Architectural Services – Gonzalez Goodale Architects Fees for Additional Services, Applied Technology Building Renovation**

71. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees authorize an increase to the contract value of Gonzalez Goodale for additional design services in the amount not to exceed \$20,000 for a revised total contract of \$173,000 from State and Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

12. **Architectural Services – LPA Inc., Fees for Additional Services, Physical Education and Aquatic Complex**

72. It was moved by Ms. Martinez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees authorized an increase to the contract value of LPA, Inc., for additional design services in the amount of \$4,000 for a revised total contract amount of \$1,879,000 from State and Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

13. **Award Bid #1149 Welding Fume Extractor System**

73. It was moved by Ms. Ruiz, seconded by Mr. Couso-Vasquez and carried that the Board of Trustees accepted and awarded Bid#1149 Welding Fume Extractor System submitted by Sims Welding Supply in the amount of \$101,840.00 plus tax and freight, and authorized the Administration to execute the appropriate documents on behalf of the District.

**B. PERSONNEL**

1. **Approval of Job Description – Instructional Assistant/Virtual College**

74. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved the job description of Instructional Assistant – Virtual College, Range 32.

**C. PRESIDENT'S OFFICE**

1. **CCCT Board Election 2009**

75. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees cast a vote for each of the seven vacancies on the CCCT Board of Directors. The Board of Trustees selected the following candidates:

- # 7 - Douglas Otto, Long Beach CCD
- # 8 - \*Manny Ontiveros, North Orange County CCD
- # 10 - Christopher Stampolis, West Valley-Mission CCD
- # 11 - \*Jeanette Mann, Pasadena Area CCD
- # 12 - Carmen Avalos, Cerritos CCD
- # 13 - Eva Kinsman, Copper Mountain CCD
- # 14 - \*Bernard "Bee Jay" Jones, Allan Hancock Joint CCD

\* Denotes Incumbent

## RIO HONDO COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT-VIRTUAL COLLEGE

#### BASIC FUNCTION:

Under the direction of an assigned supervisor and working in conjunction with the Virtual College coordinator; assists with training instructors in the maintenance of their online courses. Provides assistance to students in workshops, orientations, and with various online resources and tutorials. Provides phone and email technical support to both Virtual College students and faculty. Creates semester and intersession course shells and uploads students to the appropriate course. Maintains the computer lab center, including all computing equipment, peripheral equipment, printers, software, materials and supplies, in a clean and orderly manner. Assists instructors in planning, organizing, preparing and presenting classroom and laboratory materials for their online courses. Performs other duties as assigned.

#### REPRESENTATIVE DUTIES:

Assists faculty in creating, updating, and migrating to new Learning Management Systems (LMS), trouble shooting, backing up and restoring their courses for the Virtual College using methods such as one on one, workshops, the use of email and over the telephone.

Administers LMS front end; username and password administration, uploading and deleting students, the creation of course shells, defining terms and file management; administers changing or updating students' passwords.

Provides instructional assistance to students individually or in small groups during student orientations (online and in person).

Troubleshoots student and faculty problems with LMSs online tools (quizzes, assignment drop box, table of contents, grade book, chat, discussion groups and other features).

Updates, and maintains student on-site and online orientations.

Assists Virtual College instructors with documenting student access to online courses, and in the planning, organization, preparation and presentation of classroom materials, before and during the semester.

Assists Virtual College instructors with the use of publisher provided content. This includes e-packs, and other online resources.

Assists Virtual College instructors with the use of various multimedia.

Responsible for the upkeep of the Virtual College's website and provides assistance to Virtual College instructors with their websites.

Prepares and uploads Virtual College students to various courses for each semester and intersession.

Generates reports and statistics pertaining to RHC online courses. Compiles information and prepares a variety of reports related to the operations and activities of the Virtual College.

Updates the Online Catalog for RHC online courses, Virtual College website with the semester course listings, and the Virtual College newsletter.

Operates a variety of office, computer and instructional equipment and machines used in the Virtual College.

Works in close conjunction with Information Technology Services to test, trouble shoot and resolve issues related to the servers.

Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Computer software, specifically, MS Access, MS FrontPage, Dreamweaver, MS Excel, MS Word, RoboDemo, Respondus, WebCT, Blackboard, Moodle, MS PowerPoint and other software.

Principles and practices of training and providing work direction in the latest Virtual College software.

Principles and practices of providing instructional assistance.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Operation of a variety of office, computer and instructional equipment and machines used in the Virtual College.

Principles, practices and techniques of providing instructional assistance.

##### ABILITY TO:

Assist with training Virtual College instructors in the use of various LMSs.

Provide support to students and provide instructional assistant to students in the Virtual College.

Troubleshoot student and faculty problems with LMSs online tools.

Communicate effectively with technical and non-technical faculty, staff and administrators.

Generate reports and statistics pertaining to RHC online courses.

Plan and organize work.

Meet schedules and timelines.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from a two-year college with major course work in related field and two years of related experience.

Possession of a valid California Driver's license and an insurable driving record is required. At times, a reliable insured vehicle may be required.

Range: 32

**IV. INFORMATION ITEMS**

1. **Tri Cities ROP**
2. **New-Revision of Board Policies/Administrative Procedure**
3. **Building Program**

**V. STAFF AND BOARD REPORTS**

**VI. STAFF AND BOARD COMMENTS**

**VII. CLOSED SESSION**

Mr. Quintero recessed the meeting to Closed Session at 8:08 p.m. Mr. Quintero reconvened the meeting at 8:20 p.m. and reported the following action was taken in Closed Session.

*(Pursuant to Section 54956.8)*

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

No action was taken on this item.

(Disclosure would jeopardize service of process or existing settlement negotiations).

*(Pursuant to Section 54957)*

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

77. It was moved by Mr. Couso-Vasquez, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees approved the Faculty agenda as outlined above and issued a non-reemployment notice to an Academic Employee.

- **PUBLIC EMPLOYEE APPOINTMENT**

No action was taken on this item.

*(Pursuant to Section 54957.6)*

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

No action was taken on this item.

**VII. ADJOURNMENT**

Mr. Quintero adjourned the meeting at 8:25 p.m. The date of the next regular meeting of the Board of Trustees will be held on: April 8, 2009, 6:00 p.m., (off campus – to be determined).