



Rio Hondo Community College District
REGULAR MEETING
OF THE BOARD OF TRUSTEES
MINUTES – OCTOBER 8, 2008

- Location:** Community /Senior Center at Parnell Park
15390 Lambert Road, Whittier CA
- Members Present:** Ms. Angela Acosta-Salazar (Presiding), Mr. André Quintero,
Mr. Garry Couso-Vasquez, Ms. Maria Elena Martinez
Ms. Cristela Solorio Ruiz, Student Trustee
- Members Absent:** Mr. Gary Mendez
- Staff Members Present:** Dr. Ted Martinez, Jr., Superintendent/President
Dr. Paul Parnell, VP, Academic Affairs
Ms. Teresa Dreyfuss, VP, Finance & Business
Mr. Henry Gee, VP, Student Services
Mr. Julius Thomas, Representing, Academic Senate
Ms. Lisa Sandoval, President, CSEA
Ms. Jennifer Fernandez, President, RHCFA
Mr. Ernesto Zumaya, President, ASB
Ms. Sandy Sandello, (Recorder)

I. CALL TO ORDER

A. Pre-Meeting Mixer (5:15 p.m.)

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

Ms. Acosta-Salazar called the meeting to order at 6:15 p.m.

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

The RHC Color Guard led the pledge of allegiance.

D. Roll Call

Mr. Mendez was reported absent.

E. Open Communication for Public Comment

Ms. Diane Garcia, a parent of a high school senior commended an RHC staff member for going above and beyond the call of duty.
The following students spoke in support of Board Policy 5430 – Stephanie Heckel, Vice President of ASB/Chairperson ICC, Jose Vasquez, President, Student Veteran's Club and Jose Espinoza, ASB Senator

F. Approval of Minutes: September 10, 2008

181.

It was moved by Ms. Ruiz, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees accepted the minutes of September 10, 2008 as presented.

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

G. Commendations

- La Serna High School's Oasis Program (Ken Levine)
- La Serna High School Men's Golf Team (Marty Galvan)
- Coalition for a Better Whittier (Alan Nakken)
- Crossroads Art & Culture (Bernadette Ramirez)

H. Presentations

- Course Offerings in East Whittier (Paul Parnell)
- RHC Fire Technology Program – City of Monrovia (Joe Santoro)
- Child Development Center (Norayma Cabot)
- Presentation to the La Serna High school Men's Golf Team (Garry Couso-Vasquez)

Ms. Acosta- Salazar recessed the meeting to Closed Session at 7:00 p.m. Ms. Acosta-Salazar reconvened the meeting at 7:15 p.m. and reported that no action was taken in Closed Session.

I. PUBLIC HEARING ON THE INITIAL PROPOSAL FOR A SUCCESSOR AGREEMENT TO THE 2005-08 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477 COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY THE DISTRICT

182. Ms. Acosta-Salazar declared the Public Hearing open at 7:18 p.m. No comments were made. It was moved by Mr. Couso-Vasquez and seconded by Mr. Quintero to declare the Public Hearing closed at 7:20 p.m.

II. CONSENT AGENDA

183. It was moved by Ms. Ruiz, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the Consent Agenda as listed below.

A. FINANCE & BUSINESS

1. Finance & Business Reports

a. Purchase Order Reports

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

The Payroll Warrant Report for the month of September, 2008 was presented.

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

The Board approved the following staff and Board members to attend the educational conferences and meetings listed below:

Mike Munoz to attend the Collegeboard National Forum, November 4-7, 2008 in Houston, TX.

Jodi Senk to attend the NSCA/International Strength and Conditioning Conference, October 30-Nov. 2, 2008, in Colorado Springs, CO.

2. Authorization for Out-of-State Travel & Conferences (continued)

Bianca Urquidi to attend the NSCA/International Strength and Conditioning Conference, October 30-Nov. 2, 2008, in Colorado Springs, CO.

Angela Medina to attend the NCTE – National Council of Teachers of English, Nov. 20-23, in San Antonio, TX.

Yolanda Emerson to attend the Association of Chief Human Resources Officers Conference (ACHRO), October 21-24, 2008 in Lake Tahoe, NV.

Shari Magnus to attend the Association of Chief Human Resources Officers Conference (ACHRO), October 21-24, 2008 in Lake Tahoe, NV.

Jennifer Bartz to attend the Association of Chief Human Resources Officers Conference (ACHRO), October 21-24, 2008 in Lake Tahoe, NV.

Cynthia Lewis to attend the La Colleccion Jumex, January 1-10, 2008 in Mexico City, Mexico.

3. Electronic Waste Collection and Roundup – City of Santa Fe Springs

The City of Santa Fe Springs requests the use the Santa Fe Springs Regional Public Safety Facility site for its Electronic Waste Roundup. Staging and preparation for the Roundup will begin November 20, 2008. The Roundup is open 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 November 21, 2008. Cleanup and closeout is not to exceed 24 hours following termination of the Roundup.

Items commonly disposed of in the e-waste collection are automobile batteries, computers, televisions, VCRs, stereos, copiers, fax machines, fluorescent and incandescent lighting. The City of Santa Fe Springs includes tires in this waste collection program.

The City of Santa Fe Springs will submit a certificate of liability insurance to cover the event and contract with an environmental disposal service to collect the electronic waste at the SFS site. The City of Santa Fe Springs assumes all legal permits and liability.

4. 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 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 January 30, 2009 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 January 31, 2009. 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.

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.

5. City of Monrovia – Facilities Use Agreement

City of Monrovia - Fire Station #103 has offered its foothills facility, at no cost, to the Rio Hondo College Fire Technology Program for training purposes. Hand Crews require training in an outdoor location to practice line cutting, deploying shelters, hiking in tool order and other related training activities. The term of this Agreement will be October 9, 2008 through October 1, 2028.

6. Renewal Agreement – Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and the Rio Hondo Community College District

Rio Hondo College's Child Development/Education Department (Program) has been a participant in the State Department of Education Child Development Training Consortium for more than 10 years. Child Development Training Consortium (CDTC) monies (scholarship awards) go directly to students (training serves the students) who are employees' of state funded agencies; federally funded agencies; as well as those employed by agencies receiving block grant funds; licensed child care/development programs, including infants, toddlers, young children, family child care and/or working with kindergartners in the classroom or school care program. The term of this agreement will be from September 1, 2008 through June 30, 2009. The District will be paid (\$25 per enrolled unit of course work) an amount not to exceed \$21,250 to be disseminated to eligible students who meet the requirements of the Child Development Training Consortium.

7. Approval Clinical Affiliation Agreement with Hollywood Presbyterian Medical Center

The Health Science Department is requesting the services of Hollywood Presbyterian Medical Center to provide Rio Hondo Community College District Health Science students with clinical experience. The department has identified a need to expand the facilities for clinical experience since community facilities currently utilized are becoming impacted with students. Term of the Affiliation will continue through September 30, 2010.

8. Strengthening Institutions – Hispanic Serving Institutions (aka Title V Project Teach)

Rio Hondo College (RHC) has requested and been awarded a no cost extension from the U.S. Department of Education of the Title V Project Teach grant until September 30, 2009. RHC was first awarded this grant in October 2003. The extension of this grant is to complete two of the objectives listed in the original grant.

9. **Community Services**

- a. MSNOC aka Mad Science – At the April 16, 2008 Board meeting, the Board of Advisors approved the consultant services of John Crawford to present “Mad Mad Robot Lab” and “Galaxy Defenders”. Consultant has informed Rio Hondo College of a name change on the agreement from “John Crawford” to “MSNOC aka Mad Science”. All other details remain the same.
- b. Rounds, Miller & Associates – To teach “Build Your Own Business Website and Save \$”. Dates of service will be October 9, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- c. Irvine Property Management aka Pat Larkin – To teach “How to Profitably Manage Rental Property”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- d. Frances Greenspan – To teach “How to Sell on Ebay”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- e. Sigma Consulting aka Walter Victor – To teach “Personal Finance 101 – The Basics”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- f. The Model Professor aka Daisi Pollard – To teach “Learn the Secrets to a Lucrative Career in Modeling for Print and Commercials”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- g. Marta Shea – To teach “How to Motivate the Unmotivated Child”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- h. Epiphany Life Management (ELM) aka Gem Mentees – To teach “Raising Healthy, Well Rounded Kids”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- i. Michael Lao – To teach “How to Start a Successful Restaurant Business”, “Improving Sales and Restaurant Profitability”, “Staffing for Success in the Restaurant Industry”, and “Achieving Excellence in Customer Service”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- j. William Mansfield – To teach “Investing In and Managing Small Residential Properties”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
- k. Elaine Bobell – To teach “Creative Arts”, “Nutrition for Adolescents”, and “Health and Wellness”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.

9. **Community Services (continued)**

10. Sue Mardirosian – To teach “Medical Coding”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.
11. Tony Lucero – To teach “Lights, Camera, You Tube!”. Dates of service will be November 1, 2008 through June 30, 2009. Payment will be split 60% to Rio Hondo and 40% to consultant.

B. PERSONNEL

1. **Academic**

a. **Employment**

Part- Time, Fall 2008

ALLEN, Janet, Health Science	BAKEY, Stan, Public Safety
GUZMAN, Violetta, Counseling	HAWKINS, Thomas, Fine Arts
HEBERT, Dominic, Public Safety	JANSSEN, Mary, Health Science
LUKENBILL, Casey, Social Science	NGUYEN, Thu, EOP&S

Hourly as Needed, 2008-2009

LOPEZ, Yesenia, Career Devp. Ctr.	Mc CLANAHAN, Michael, Public Safety
*VANLIEROP, Martin, Public Safety	

2. **Classified**

a. **Employment**

OTHMER, Manfred, Audio-Visual Repair Multimedia Support Technician, Information Technology Services, 100%, 12 months, effective September 29, 2008

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.

BURDETT, Kathy, Clerk Typist III, Career Technical Education, 40%, 12 months, effective October 16, 2008

Short Term, 2008-2009

CASTRO, Tonantzin, Clerk Typist III, Educational Partnerships, ending date June 30, 2009

EHLERS, Keith, PA Training & Operations Specialist, Public Safety, ending date June 30, 2009

PEDROZA, Sara, Clerk Typist III, Career Technical Education, ending date June 30, 2009

Substitute, 2008-2009

AMARO, Annabel, Clerk Typist III, Assessment Office, effective September 8, 2008

JONES, Brittany, Custodian, Facilities Services, effective September 23, 2008

NORIEGA, Lou, General Maintenance Worker, Facilities Services, effective September 8, 2008

TELLEZ, Armida, Clerk Typist III, Communications/Languages, effective September 15, 2008

TELLEZ, Armida, Instructional Division Secretary, Academic Affairs, effective October 1, 2008

* (minimum qualification equivalency established pursuant to CP 5165)

TORRES, Rene, Custodian, Facilities Services, effective September 23, 2008

b. Increase in Assignment

TRAN, Johnny, Account Clerk II, Accounting, from 50% to 100%, effective October 13, 2008

c. Resignation

CASTILLO, Sheila, Children's Center Aide, Child Development Center, her last day of employment was September 8, 2008

HERRERA, Brenda, Clerk Typist III, Upward Bound, her last day of employment was September 30, 2008

SOSA-AGUILAR, Maria, Child Development Teacher, Children's Center, her last day of employment was October 1, 2008,

VILLALOBOS, Vanessa, Registration Clerk, Admissions, her last day of employment was October 6, 2008

3. Unrepresented (CP 5155), 2008-2009

a. Employment

Non-Credit

ALHADEFF, Brian, Arts & Cultural Services

HODNETT, Suzanne, Comm.

MHOLER, Suzanne, Community Ser.

SALAZAR, Hector, Arts & Cultural

Hourly

BRAVO, Lizette, Tutor II, MSC
MOSS, Carrie, Tutor II, LAC

PONCE, Jessica, Tutor II, LAC

Volunteers

LOJACANO, Nicholas, Physical Ed.
MARTINEZ, Paul, Physical Education
ROSELI, Richie, Physical Education

LORENZETTI, Gerald, Counseling
PEREYRA, Andy, Physical Ed.

Students

AGUIAR, Daisy, Comm. Services
AVILA, Rachel, Americorps
BATEMAN, Carissa, EOP&S
CALDERON, Matthew, Fine Arts
CANDELARIA, Natalie, Stud. Activities
CELLA, Elizabeth, Math/Science
CHAVEZ, Traci, Comm. /Lang.
DAVILA, Rosana, Human Resources
FLORES, Maria, Marketing & Comm.
GALLARDO, Gabriel, Facilities
GARCIA, Melanie, Transfer Ctr.
GUTIERREZ, Karen, Counseling
HUANG, Angela, LAC
JENKINS, Ebony, Physical Ed.
LLAMAS, Marisol, Student Health Ctr.
LORETO, Bianca, EOP&S/CARE
MASSAROTTI, Cherisse, Comm./Lang.
MENDOZA, Frankie, Facilities
MONTOYA, Monique, Math/Science
OCHOA, Antoinette, Student Life
PULIDO, Jeremy, Parking Ser.
ROA, Adrian, Facilities
REYES, John, Comm./Lang.
RUIZ BUTANDA, Monica, Math/Sci.
SALAZAR, Vincent, Math/Science
SANTISTEBAN, Luis Financial aid
SERRANO, Joe, Fine Arts
TRANG, Tu, MSC
VASQUEZ, Jose, Financial Aid
WEGENER, Lauren, Fine Arts
ZAFRA, Jeffrey, Auto Tech

ARMENDARIZ, Marina, Math/Science
BARRIENTOS, Juan, Auto Tech.
BUGARIN, Leonila, TRIO
CALDERON, Martin, Fine Arts
CARDENAS, Daniel, Math/Science
CHAU, Thomas, Career Dev. Ctr.
CHAVEZ, Vanessa, Fine Arts
DOMINGUEZ, Christine, Assessment Ctr.
FULMER, Charles, Counseling
GARCIA, Christian, Purchasing
GONZALES, James, Auto Tech.
GUZMAN, Alejandra, Stud. Activities
IBARRA, Manuel, Admissions & Records
KAREUS, Noah, Accounting
LODICO, Jared, Library
MARTINEZ, David, Accounting
MEDINA, Gabriel, Admissions & Records
MERCHAIN, Crystal, Assessment Ctr.
MUNIZ, Elijah, Matriculation
PFEIFFER, Stacey, Human Resources
REYES, Araceli, Foster Care
ROMAN, Nicole, Gov't. & Comm. Ser.
ROMO, Ervin, LAC
SAAVEDRA, Jezebel, MSC
SANCHEZ, Juan, Fine Arts
SARAVIA, Carla, Accounting
SOTELO, Mayra, Academic Affairs
TRUJILLO, Elizabeth, Human Resources
VELASQUEZ, Diane, Admissions
YI, Yi, MSC

C. ACADEMIC SERVICES

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:

HEM 042: Heavy Equipment Air Conditioning (Applied Technology)

Degree Applicable; (2 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 043: Heavy Equipment Hydraulic Fundamentals
(Applied Technology)**

Degree Applicable; (2 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 044: Heavy Equipment Diesel Engine 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.

**TCED 046: Industrial Design & Visual Communications
(Applied Technology)**

Degree Applicable; (2 Units)

Justification: Course equivalent does not currently exist. Industrial design field requires individuals who are skilled, knowledgeable and have a desire to create automobiles, motorcycles, machinery, and electronics. This course prepares students for the rigorous discipline of industrial design, transportation design and product design. The goal is to provide the students a foundation for further course study and introduces the students to a professional field which would otherwise be unknown to them. Course will provide students with a basic portfolio. This course is intended as a prerequisite to a series of courses.

b. Unit Changes

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

FAC 43.44: Fire Instructor 1A
(From 1/6-3/4 Units to 2 Units)

FAC 43.50: Fire Command 1B
(From 1/6-3/4 Units to 2 Units)

*UC transfer process in progress for courses where applicable

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Grant Award

184. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved \$282,000 Grant from the U.S. Small Business Administration for the purpose of subsidizing the 'Tune-in & Tune-up" program supporting a partnership between Rio Hondo College, East Los Angeles College and community organization throughout the 32nd Congressional District to provide a free roadside exhaust emission test lane and emission repairs up to a value of \$500 and authorized the Administration to sign the appropriate documents on behalf of the District.

2. Kiosk and Commercial Advertising License – Adcamp

185. It was moved by Mr. Couso-Vasquez, seconded by Ms. Martinez, and carried unanimously, that the Board of Trustees approved the kiosk and commercial advertising license with Adcamp as described and authorized the Administration to sign the agreements on behalf of the District.

3. Approve Instructional Services Agreements

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

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

- City of Irvine - Police Department for the term October 9, 2008 through June 30, 2012. Revenue generated from FTES will be split 70% to Rio Hondo and 30% to the agency.

4. Sole Source Procurement of FAAC Incorporated, Command Training System

187. It was moved by Mr. Couso-Vasquez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved and authorized sole source procurement of FAAC Incorporated, nCommand Training System and authorized the Administration to sign the agreements on behalf of the District.

5. Approve Computer Purchase - Phase III Project

188. It was moved by Ms. Ruiz, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the purchase of 64 Apple/Macintosh and 330 Dell Computer systems not to exceed \$583,337.84 from District General fund piggybacking public agency contract awards through the Western States Contracting Alliance and authorizing the Administration to sign the appropriate documents on behalf of the District.

6. Authorization to Purchase Bus Passes from Norwalk Transit

189. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees authorized staff to purchase discount bus passes from Norwalk Transit for Rio Hondo College full time students for fiscal year 2008-2009, not to exceed \$19,258 from the General Fund, and authorized the Administration to sign the appropriate documents on behalf of the District.

7. Reprographic Services – Ford Reprographic and Blair Graphics

190. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees increased the amount for Ford Reprographics and Blair Graphics services by the amount of \$50,000 for a revised total amount not to exceed \$125,000 from State/Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

8. Architectural Services – Secondary Effects Study and Planning

191. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees awarded a contract to Quatro Design Group for Architectural Services in the amount of \$175,000 from Bond Funds and authorize the Administration to execute the appropriate documents on behalf of the District.

B. PRESIDENT'S OFFICE

1. Approval of Job Description, Assistant Dean

192. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the job description – Assistant Dean, Educational Programs (Student Success/Basic Skills).

2. Approval of Board Policy – 5430, Clubs-Regulations (Final Adoption)

193. It was moved by Mr. Couso-Vasquez, seconded by Ms. Ruiz and carried, that the Board of Trustees approve the revision of Board Policy 5430, Clubs-Regulations, for final adoption. Ms. Martinez voted no.

The Administrative Procedure (AP) is being developed and will be forwarded to the Board in January, 2009 for approval.

IV. INFORMATION ITEMS

- 1. Building Program
- Bond Expenditure Report**

V. STAFF AND BOARD COMMENTS

RIO HONDO COMMUNITY COLLEGE DISTRICT

ASSISTANT DEAN, EDUCATIONAL PROGRAMS (STUDENT SUCCESS / BASIC SKILLS)

DEFINITION

Under the direction of the Vice President of Academic Affairs, reviews and facilitates the ongoing development of campus-based Basic Skills Plan to meet program model standards. Facilitates communication among basic skills-related programs and services and the broader campus community. Supervises and evaluates the performance of assigned personnel. As co-chair of Basic Skills committee, develops and oversees Basic Skills budget and allocations. Works to assure that programs, services, and curricula meet student needs and objectives of the statewide Basic Skills Initiative.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, organize, control and direct the operations and activities of designated Basic Skills and student success services.
- In conjunction with the Basic Skills committee, organizes and facilitates implementation of campus Basic Skills Plan.
- Serves as co-chair of Basic Skills committee.
- Coordinates activities and discussion of retention, success, and persistence benchmarks and goals for students enrolled in Basic Skills courses with appropriate deans, faculty, and staff.
- Coordinates activities and discussion of retention and success rates for students enrolled in degree applicable courses who have placed into Basic Skills courses with appropriate deans, faculty, and staff.
- Assures coordination of efforts between instructional and student services faculty, administrators and staff to meet Basic Skills goals and objectives.
- Works with deans, faculty, and learning support personnel to create and implement coordinated instructional supplemental tutorials for targeted courses.
- Researches and promotes best practices as they relate to Basic Skills success.
- Identifies and seeks support for professional development related to increasing student success in Basic Skills courses.
- Attends and conducts various meetings.
- Operate a variety of office equipment including a computer and assigned software.
- Develops and maintains processes and procedures to provide educational support to Basic Skills students concerning course work related to assigned programs.

- Responsible for the development and preparation of Basic Skills program budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assist in the preparation and maintenance of program contracts and grant applications; conduct the annual review of the program effectiveness related to Basic Skills programs.
- Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.
- Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

OTHER JOB RELATED DUTIES

- Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Planning, organization, and direction of the operations and activities of designated Basic Skills and services
- Instructional techniques, materials, and strategies related to educational programs and services with a focus on student learning
- Knowledge of student service models to support the success of students enrolled in basic skills courses
- Policies and practices in serving special needs students
- Conflict resolution practices
- WASC accreditation process
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Title V regulations and applicable sections of the California Education Code
- Principles, practices, and procedures involved in the development and implementation of staff development activities, administration, supervision, and training
- Budget preparation and control
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software
- Safe driving principles and practices.

Skill and Abilities:

- Plan, organize, and direct the operations and activities of designated educational programs and services
- Participate in the planning, development, and implementation of on- and off-site programs, services, plans, strategies, projects, goals and objectives

- Coordinate activities to assure compliance with established curricula standards and requirements
- Monitor, evaluate, and modify services, standards, practices, processes, policies, and procedures to enhance the educational effectiveness of programs and capacity to meet student needs
- Communicate effectively both orally and in writing
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships
- Operates computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical report
- Select, supervise, motivate, counsel, train, and evaluate staff.
-

Minimum Qualifications:

Experience:

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Training:

Master's Degree in an instructional or student services area related to Basic Skills, and three years increasingly responsible educational experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: 10-8-08

CLUBS - REGULATIONS

BP No. 5430

Board Adopted: 3/14/79, 6/22/83, 10/8/08

Page 1 of 1

- I. Authorized college clubs are those sponsored by at least – but not limited to – a full-time faculty member or any permanent college employee (defined as full-time employees of the district that have met probation standards) who will serve as the primary advisor; composed completely of current student body members; holds all official meetings at the college with full-time faculty member or permanent college employee; have a democratic, non-discriminatory plan for the selection of members; established aims which promote educational college and community interests; and meet all those conditions set forth for recognized college-sponsored clubs (Ed. Code 76060, et seq).
- II. In identifying a club advisor, every effort will be made to ensure that the advisor has expertise, experience, and/or knowledge in the area of the club's objective.
- III. Membership by students enrolled at Rio Hondo College in secret fraternities, sororities, social clubs and similar organizations as described by the California Education Code (Section 76035) is prohibited throughout the college district.
- IV. All other clubs whose membership is composed for the most part of Rio Hondo College District students who are sponsored by other than a full-time faculty member or any permanent college employee, who meet outside college hours at places other than at the college, and whose aims are other than educational or college interest, are considered to be non-college clubs and beyond the jurisdiction of college authorities.
- V. Source/Reference:

Education Code Sections 76060, 76035

See Administrative Procedure 5430.

VI. CLOSED SESSION

Ms. Acosta-Salazar recessed the meeting to Closed Session at 8:45 p.m. Ms. Acosta-Salazar reconvened the meeting at 9:25 p.m. The following action was reported out of Closed Session:

(Pursuant to Section 54956.8)

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
 - **3017 Tyler Avenue, El Monte, California**
 - **11515 S. Colima Road, Whittier, California**

No was action taken on this item.

(Pursuant to Section 54957)

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

No action was taken on this item.

- **PUBLIC EMPLOYEE APPOINTMENT**

- **FT Counselor**

194.

It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees directed the President to take the appropriate action to employ Thu Nguyen as a full time Counselor.

(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

Ms. Acosta-Salazar adjourned the meeting at 9:30 p.m. The date of the next Regular Meeting of the Board of Trustees will be held on Wednesday, November 12, 2008, 6:00 p.m. Rio Hondo College, 3600 Workman Mill Road, Whittier, California.