



**Rio Hondo Community College District
REGULAR MEETING
OF THE BOARD OF TRUSTEES
MINUTES – August 12, 2009**

Location: Rio Hondo College Board Room
3600 Workman Mill Road, Whittier CA 90601

Members Present: André Quintero, President (Presiding)
Angela Acosta-Salazar, Vice President
Gary Mendez, Clerk
Maria Elena Martinez, Member
Julio R. Flores, Student Trustee

Members Absent: Garry Couso-Vasquez, Member

Staff Members: Dr. Ted Martinez, Jr., Superintendent/President
Dr. Paul Parnell, Vice President, Academic Affairs
Ms. Teresa Dreyfuss, Vice President, Finance & Business
Mr. Henry Gee, Vice President, Student Services
Mr. Mike Javanmard, President, Academic Senate
Dr. Adam Wetsman, President, RHCFA
Ms. Lisa Sandoval, President, CSEA
Mr. Samuel Castillo, President ASB
Ms. Sandy Sandello, (Recorder)

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

The meeting was called to order at 6:05 p.m.

B. Pledge of Allegiance

Dr. Adam Wetsman led the pledge of allegiance.

C. Roll Call

Mr. Couso-Vasquez was reported absent.

D. Open Communication for Public Comment

No public comments were made.

E. Approval of Minutes: July 8, 2009

159.

It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved the Minutes of July 8, 2009 as presented.

F. Commendation

• **Veterans Services Program**

Ms. Sylvia Duran-Katnik and Ms. Arely Rodarte were commended for their work with the Veteran's Program.

BOARD OF TRUSTEES: André Quintero, Angela Acosta-Salazar, Gary Mendez, Maria Elena Martinez
Garry Couso-Vasquez, Julio R. Flores, Student Trustee

- **Marketing and Communications Awards**

Community College Public Relations Organization (CCPRO) – State Organization
Second Place – Online Newsletter – President’s Update
National Council for Marketing and Public Relations – National Organization
Regional Awards: Medallions
Second Place – Online Newsletter: President’s Update, Annual Report
National Awards: Paragon
First Place – Promotional Campaign for a Special Event.

Ms. Susan Herney, Crystal Maes, Sylvia Viramontes, Sandy Sandello, Reneé Gallegos and the Rio Hondo College Foundation received awards in the various categories listed above.

G. Presentations

- **TRIO Programs: Upward Bound and Student Support Services (Dr. Zolita Fisher)**

Ms. Acosta-Salazar left at this point of the meeting.

II. CONSENT AGENDA

160.

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

A. FINANCE & BUSINESS

1. Finance and 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 July, 2009.

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

The Board of Trustees approved the following Board members and staff to attend the following educational conferences or meetings;

Norma Garcia to attend the Council for Opportunity in Education 28th Annual Conference in San Antonio, TX, September 9-12, 2009.

Cynthia Pallini to attend the Council for Opportunity in Education 28th Annual Conference in San Antonio, TX September 9-12, 2009.

Dr. Zolita Fisher to attend the Council or Opportunity in Education 28th Annual Conference in San Antonio, TX, September 9-12, 2009.

Joseph Santoro to make a presentation for the Smithsonian Air and Space Museum: Ultralight Aircraft for Law Enforcement, in Washington, D.C., September 21-22, 2009.

2. **Authorization for Out-of-State Travel and Conferences (contn'd)**

Henry Gee to attend the American Council on education (ACE) Roundtable Discussion: Breaking the Bamboo Ceiling in Washington, D.C., September 29, 2009.

3. **Renewal Hospital Affiliation Agreements**

The Health Science Department and/or the Fire Technology/ EMT/Wildland Fire Department have identified the need for student clinical learning experience.

- a. California Department of Mental Health, Metropolitan State Hospital, Renewal Agreement continues until June 2010.
- b. Presbyterian Intercommunity Hospital, Renewal Agreement continues until July 2, 2011.

4. **Approval Clinical Affiliation Agreement with Whittier Kidney Dialysis Center**

The Health Science Department is requesting the services of Whittier Kidney Dialysis 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 be for a period of five years through June 30, 2014.

5. **Nursing Clinical Affiliation Agreement with California State University Dominguez Hills**

California State University Dominguez Hills (CSUDH) post-licensure program in nursing requires its students to have clinical experience and the use of clinical facilities. The Health Science Department is willing to permit the use of its clinical facilities and services for the education of one of its faculty members. It is to the mutual benefit of both programs for CSUDH to use our facility for their clinical nursing experience. The term of the agreement shall become effective upon execution of the agreement and continue for a maximum term of 60-months or until terminated by either party.

6. **Approve Nursing Preceptor Agreement – California Institute for Nursing & Health Care**

The Health Science Nursing Department is requesting approval of a nursing preceptor agreement with California Institute for Nursing & Health Care (CINHC). CINHC desires the cooperation of Rio Hondo College faculty and staff to assist in providing its students in the Masters program in Nursing Education an opportunity to acquire needed experience becoming a nurse, teacher or both.

The program includes a student teaching practicum wherein experienced nursing faculty precept the program participants. Arrangements' pertaining to the program's participant teaching practicum is between CINHC, the program participant and the faculty preceptor are independent of the Rio Hondo College School of Nursing.

7. **Renewal – Agreement with the Foundation for California Community Colleges for State of California’s Bureau of Automotive Repair (BAR) Smog Referee and Student Training Program**

Since 2000, the Rio Hondo College District has provided Referee and Lane Technical Training through the Community College Foundation. The Foundation for the California Community Colleges has entered into a new agreement with the State of California Bureau of Automotive Repair (BAR) to provide referees to hear consumer complaints and negotiate reasonable results in those disputes, and to train student technicians to perform the necessary technical services in the State’s Smog Check program.

BAR is the nation’s foremost automobile regulatory system. Each year, Bar revokes approximately 300 registrations and licenses; suspends operations in over 130 shops; places over 100 repair facilities on probation; and returns over \$5,000,000 to California consumers in refunds, rework, and adjustments.

The goal is to help improve the quality of air in California while training College students in critical technical services and provide the public economical alternatives associated with vehicle ownership and a safer and healthier living environment.

The Foundation will pay Rio Hondo College the sum of \$1,300 per month for use of the Rio Hondo facility and equipment. The renewal term is through June 30, 2010.

8. **Revenue Agreements**

Use of Weapons Firing Range - The following agencies require 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).

- a. City of Huntington Park Police Department - through June 30, 2010.
- b. FCI Terminal Island – through September 30, 2010.

B. PERSONNEL

1. **Academic**

a. **Employment**

Part time, Fall 2009

| | |
|-------------------------------------|--------------------------------------|
| De VRIES, Linda, Arts & Cultural | ELSON, Kadimah, Social Science |
| ESTRADA, Victor, Physical Ed. | FULLER-WARD, Ashley, Arts & Cultural |
| HERNANDEZ, Ernie, Environ. Tech. | McCANN, Jamie, Physical Ed. |
| PEREZ, Manuel, Career Technical Ed. | PHILLIPS, Kimberly, Social Sci. |
| RUBION, Cesar, Bus. & Econ. Devp. | |

Hourly as Needed, 2009-2010

| | |
|------------------------------------|-----------------------------------|
| AMADOR, Daniel, Public Safety | BALDERAS, Julian, Public Safety |
| CRISPO, Christopher, Public Safety | KERR, Ruth Mae, Public Safety |
| LEPORER, Paul, Public Safety | MANFREDI, Nicholas, Public Safety |
| McCLANAHAN, Michael, Public Safety | McGAULEY, Thomas, Public Safety |
| MOSACK, Raymond, Public Safety | MURPHY, Timothy, Public Safety |
| NELSON, Robert, Public Safety | PIPPIN, Michael, Public Safety |
| SPOTHELPER, Darren, Public Safety | STEDMAN, Bruce, Public Safety |
| SPRIGGS, Barry, Public Safety | STONE, David, Public Safety |
| WELLAND, Neal, Public Safety | |

Hourly as Needed, Summer 2009

GREEN, Rebecca, Coordinator of Integrated Programs, hourly as needed effective July 1, 2009.

2. Classified

a. Employment

Short Term, 2009-2010

BREEN, Phillip, PA Training & Operations Specialist, Public Safety, ending date June 30, 2010
TELLES, Elizabeth, Clerk typist II, Office of Student Success & Retention (Basic Skills) ending date June 30, 2010

Substitute, 2009-2010

MORENO, Betty, Custodian, Facilities Services effective July 21, 2009
TELLES, Elizabeth, Secretary, Disabled Students, effective July 16, 2009
TELLEZ, Armida, Secretary, Disabled Students, effective July 9, 2009
VALDEZ, Juvencio, General Maintenance, effective August 3, 2009

b. Resignation

SERRATO, Melissa, Clerk Typist III, Purchasing, last day of employment was July 24, 2009

3. Unrepresented, (CP 5155), 2009-2010

a. Employment

Community Services

LOBOS, Karen, Upward Bound

Hourly

| | |
|---------------------------------------|-------------------------------------|
| ALBA, Jennifer, Inter./Trans./Deaf | ANDERSON, Dorie, Inter./Trans./Deaf |
| ANTWINE, Nakia, Inter./Trans./Deaf | COURIE, April, Inter./Trans./Deaf |
| LEE, Eric, Coaching Spec. | MEDINILLIA, Edgar, Coaching Spec. |
| MURDOCK, Danyale, Inter./Trans./Deaf | NEELY, Tynisha, Inter./Trans./Deaf. |
| RODRIGUEZ, Baltazar, Coaching Spec. | STOOKSBURY, Phillip, Inter./Trans. |
| VENEGAS, Bobbi Jo, Inter./Trans./Deaf | WOODS, Marcus, Inter./Trans./Deaf |

b. Volunteers

ARRENDONDO, Robert, Phys. Ed. BETANCOURT, Sylvia, Public Safety
FLOR, Alexander, Physical Ed. PEREZ, Carlos, Physical Ed.
SALANG, Anthony, Physical Ed.

III. **ACTION ITEMS**

A. **FINANCE & BUSINESS**

1. **Consultant Services**

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

- a. Dr. Dean Colli aka Colli & Associates, Educational Consultants – To assist and provide short term and long term enrollment management services. Dates of service are August 13, 2009 through June 30, 2010. Payment is not to exceed \$6,000 from General Fund.
- b. Catherine Adesina – To present workshops/classes to foster and kinship care providers on topics such as “F-Rate Pre-Service Training” and other topics related to foster care and parenting as needed. Dates of service are August 13, 2009 through June 30, 2010. Payment is \$35 per hour, not to exceed \$700 from FKCE.
- c. Adrian Banuelos – To provide services at two Tune In Tune Up Events. Dates of service are August 13, 2009 through June 30, 2010. Payment is \$68.73 per hour not to exceed \$2,200 or 100 hours from the Tune In-Tune Up SBA Grant.
- d. Walter Kangas – To provide services at two Tune In Tune Up Events. Dates of service are August 13, 2009 through June 30, 2010. Payment is \$59.96 per hour not to exceed \$1,500 or 75 hours from the Tune In Tune Up SBA Grant.

2. **Approve Computer Purchase – Learning Resource Center Project**

162. It was moved by Mr. Flores, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved purchase of Apple/Macintosh and Dell computer systems & components, not to exceed \$589,416.81 from bond funds 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.

3. **Lease Student Pay to Print Copier System**

 This item was moved out of order to the end of the Action Agenda.

4. **Reject All Bids for Bid #1152 Refurbish Drafting Tables**

163. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees rejected all bids for Bid #1152 Refurbish Drafting Tables, authorizing the Administration to execute the appropriate documents on behalf of the District.

5. **Grant Award from the City of Pico Rivera**

164. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved \$2,000 Grant from the City of Pico Rivera for the purpose of subsidizing the "GO RIO" program and authorized the Administration to sign the appropriate documents on behalf of the District.

6. **Approval of Change Order #13 – Bid #1119 Learning Resource Center: Bernards Brothers, Inc.**

165. It was moved by Mr. Mendez, seconded by Mr. Flores and carried unanimously, that the Board of Trustees approved Change Order #13 for a net increase to the contract in the amount of \$250,397.00 to a new total of \$28,748,660.00 payable from State and Bond funds and authorize the Administration to execute the change order on behalf of the District.

7. **Strata Information Group for SunGard/L.A. County Cash Receipts Implementation**

166. It was moved by Mr. Flores, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approved services agreement with Strata Information Group for SunGard/L.A. County cash receipts implementation in an amount not to exceed \$17,000 from Bond funds and authorize the Administration to execute the appropriate documents on behalf of the District.

8. **Approve Audio/Visual Purchase – Learning Resource Center Project**

167. It was moved by Mr. Mendez, seconded by Mr. Flores and carried unanimously, that the Board of Trustees approved purchase of 13-Hitachi audio/video projectors with installation and mounting hardware piggybacking purchases through Pennsylvania Education Purchasing Program for Microcomputers award through the Kern County Superintendent of Schools to Troxell Communications, Inc., not to exceed \$78,102.93 from State/Bond funds. Contingent upon successful negotiations with the general contractor on the LRC to install audio/video equipment, authorize Administration to sign the appropriate documents on behalf of the District.

9. **Acceptance of Donations**

168. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees accepted the donation from the Rio Hondo College Foundation to support education and study.

10. **Renew Lease Agreement with Pitney Bowes – Postage Machine**

169. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved 60-monthly postage equipment lease in the amount of not to exceed \$59,528.40 from General Fund, with Pitney Bowes and authorized the Administration to sign the appropriate documents on behalf of the District.

11. **GO RIO Bus Purchase – Metropolitan Transit Authority**

170. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees authorized an additional \$22,000 for the Fall 2009 semester to Metro from General and other available funds, authorizing the Administration to execute the appropriate documents on behalf of the District.

12. Recommendations for Pool of Civil Engineers

171. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved the recommendations for the Pool of Civil Engineers as presented and authorized the Administration to negotiate contracts on behalf of the District.

13. Oracle Software and Technical Support Services

172. It was moved by Mr. Flores, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved Oracle software and technical support services in an amount not to exceed \$108,249.25 plus applicable taxes from Bond funds and authorized the Administration to execute the appropriate documents on behalf of the District.

14. National Science Foundation Sub-Agreement 09 MESA-DUE0324218-60 Through the Reports of the University of California

This item was moved out of order to the end of the Action Agenda.

15. Appointment or Reappointment to Rio Hondo College Citizen's Oversight Committee

173. It was moved by Mr. Mendez, seconded by Ms. Martinez, and carried unanimously, that the Board of Trustees approved the members to the Citizens' Oversight Committee as listed below.

**Rio Hondo Community College Citizens' Oversight Committee Membership
Two Year Terms Maximum of Two Terms**

| Seat # | Committee Member | Appointed By | Designated Representative or Non-designated | Term Start | Term End |
|--------|------------------------|-----------------------|---|------------|----------|
| 1A | Joseph Vu | Andre Quintero | Taxpayers or Homeowners Association | 2008 | 2010 |
| 1B | Robert Lawe | Andre Quintero | Senior Citizen | 2008 | 2010 |
| 2A | Gustavo Camacho | Maria Elena Martinez | Business | 2008 | 2010 |
| 2B | Bob Archuleta | Maria Elena Martinez | Business | 2009 | 2010 |
| 3A | Steven Valdes | Angela Acosta-Salazar | Non-designated | 2008 | 2010 |
| 3B | Juanita Gonzales | Angela Acosta-Salazar | Non-designated | 2008 | 2010 |
| 4A | Frances Carbajal | Gary Mendez | Non-designated | 2009 | 2011 |
| 4B | John Lopez | Gary Mendez | Non-designated | 2008 | 2010 |
| 5A | Michelle Yanez-Jiminez | Garry Couso-Vasquez | Rio Hondo College Advisory Board | 2008 | 2010 |
| 5B | Frank Quintero | Garry Couso-Vasquez | Non-designated | 2009 | 2011 |
| S | Tom Guzman | ASB | Student | 2009 | 2011 |

3. Lease Student Pay to Print Copier System

174. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approved the lease of student pay to print copier system for the Library/Learning Resource Center from ibe Digital. The purchase will be made through the Cal Save cooperative utilization contract AEPA IFB#009-D which is in compliance with Public Contract Code §20652. Amount not to exceed \$84,211.20 from General Fund and authorized the Administration to execute the appropriate documents on behalf of the District.

14. National Science Foundation Sub-Agreement 09 MESA-DUE0324218-60 Through the Reports of the University of California

175. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees accepted the National Science Federation Sub-Agreement 09-MESA-DUE0324218-60 award through the Regents of the University of California in the amount of \$2,000 for the period August 31, 2009 through June 30, 2010 authorizing the Administration to execute contracts on behalf of the District.

B. PRESIDENT'S OFFICE

1. Approval of Code of Ethics Statement for Rio Hondo College

176. It was moved by Mr. Mendez, seconded by Mr. Flores and carried unanimously that the Board of Trustees approved the attached Code of Ethics Statement for Rio Hondo College.

CODE OF ETHICS STATEMENT

Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust. The employees of Rio Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, they have interests in, and commitment to, ethical behavior.

To support this commitment, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one can not "legislate morality" in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

There are many sources of inspiration and guidance. All employees of Rio Hondo College are subject to official College policies and procedures, applicable regulatory agency requirements, local, state, and federal laws, and professional standards (when applicable). This includes policies such as the Rio Hondo College Policy on Sexual Harassment (BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).

In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Rio Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).

As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. They are intended as guidelines and aspirations, to be used for educational rather than enforcement purposes, with our own conscience as the first and most salient means of evaluation.

- This College values open communication, honesty, and truthfulness, and aspires to an “open door” philosophy.
- This College values open inquiry, and honors academic freedom.
- This College strives to protect human dignity and individual freedom.
- This College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
- This College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.

Sources

ACCCA Statement of Ethics; CTA Code of Ethics; CSEA Code of Ethics; Rio Hondo Community College District BP 3430, 3410, 4030, 2715, 5500 and all other applicable Board Policies; Local, state and federal laws; AB 1725.

Adopted by Board on 8/12/09

IV. INFORMATION ITEMS

1. **Building Program**
2. **New-Revision of Administrative Procedures**

V. STAFF AND BOARD REPORTS

Ms. Acosta-Salazar returned at this point of the meeting.

VI. CLOSED SESSION

Mr. Quintero recessed the meeting to Closed Session at 7:45 p.m. Mr. Quintero reconvened the meeting at 9:10 p.m. and announced the following action was taken in Closed Session.

(Pursuant to Section 54956.8)

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

178.

It was moved by Mr. Quintero, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees approved the purchase price of \$1,300,000 of commercial property located at 3017 Tyler Avenue, City of El Monte and authorized the Administration to negotiate a mutually agreeable purchase sale agreement and enter into escrow with the City of El Monte upon completion of purchase and sale agreement and joint escrow instructions.

- **11515 S. Colima Road, Whittier**

No action was taken on this item.

Pursuant to Section 54956.9 (subdivision (b))

- **CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation – 3 cases**

179.

It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried, that the Board of Trustees rejected the claim submitted by MAAS Companies. Mr. Quintero abstained.

180.

It was moved by Ms. Martinez, seconded by Ms. Acosta-Salazar and carried that the Board of Trustees authorized the Superintendent/President to dismiss the claim submitted by a student. The student may appeal to the Board of Trustees. Mr. Mendez abstained.

181. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees rejected the claim submitted by a CSEA member.

(Pursuant to Section 54957)

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

182. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees directed the Superintendent/President to take the appropriate action to approve the resignation of a faculty member and the settlement agreement with the District.

- **PUBLIC EMPLOYEE APPOINTMENT**

- Dean, Business and Economic Development

The Administration recommended holding off on filling the vacancy for the Dean of Business and Economic Development.

- Dean, Library and Student Learning Support

183. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees directed the Superintendent/President to appoint Kathleen Gustafson as the Dean of Library & Student Learning Support effective September 14, 2009.

(Pursuant to Section 54957.6)

- **CONFERENCE WITH LABOR NEGOTIATOR**

Agency Negotiator: Teresa Dreyfuss

Employee Organization: CSEA/RHCFA

184. It was moved by Mr. Quintero, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees approved the budget augmentation from the General Fund of \$65,666 for a Research Data Technician.

VII. ADJOURNMENT

Mr. Quintero adjourned the meeting at 9:19 p.m. The next meeting of the Rio Hondo College Board of Trustees will be held on September 9, 2009, 6:00 p.m. (off campus – location to be determined.)