I. CALL TO ORDER

A. Call to Order
   Ms. Shapiro called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance
   Eddie Barrajas, former student, led the salute to the flag.

C. Roll Call
   Norma Garcia reported absent and excused.

D. Approval of Minutes: December 12, 2012

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar, and carried unanimously to approve the minutes of December 12, 2012.

E. Open Communication for Public Comment
   Mr. Eddie Barrajas, former student, addressed the Board.
F. Presentations

- Financial Aid Update (Elizabeth Coria)
- Library Update (Stephanie Wells)
- Legislative Update (Patrick McCallum/Russell Castaneda Calleros)

II. CONSENT AGENDA

29. It was moved by Mr. Mendez, seconded by Ms. Santana and carried unanimously to approve the following Consent Agenda:

A. FINANCE & BUSINESS

1. Finance & Business Reports

   a. Purchase Order Report – Approved Purchase Order Report reviewing purchases for the preceding 60 days.

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

   Approved the following staff members and Board Members who could attend in the following educational conference:

   Henry Gee to participate at the National Association of Student Personnel Administration (NASPA) Annual Conference & Board Meeting in Orlando, FL on March 14-20, 2013.

3. Facility Use Agreements

   Approved the following Facility Use Agreements:

   A. Department of Children & Family Services Kinship Resource Center (Santa Fe Springs)

   The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Classes on the first Wednesday, twice a month on Tuesdays, and every other third Thursday of each month as well as special one day classes as needed to the community at the Department of Children & Family Services (DCFS) Kinship Resource Center. The DCFS Kinship Resource Center will provide classroom without cost to the District. The term of this agreement is January 1, 2013 through June 30, 2013.

   B. Community Resource Center (South Whittier)

   The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Classes once a month on Wednesday of each month to the community at the Community Resource Center (CRC). CRC will provide classroom without cost to the
District. The term of this agreement is January 1, 2013 through June 30, 2013.

C. **Los Nietos Service Center (Whittier)**

The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Classes every Tuesday of each month as well as special one day classes as needed to the community at the Los Nietos Service Center. The Los Nietos Service Center will provide classroom without cost to the District. The term of this agreement is January 1, 2013 through December 31, 2013.

D. **Department of Children & Family Services MacLaren Children’s Center (El Monte)**

The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Classes once a month on one Tuesday of each month as well as special one day classes as needed to the community at the Department of Children & Family Services (DCFS) MacLaren Children’s Center. DCFS MacLaren Children’s Center will provide classroom without cost to the District. The term of this agreement is January 1, 2013 through December 31, 2013.

E. **Concept 7 Foster Family Agency (Commerce)**

The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Classes once a month on one Saturday of each month to the community at Concept 7 Foster Family Agency (C7FFA). C7FFA will provide classroom without cost to the District. The term of this agreement is January 1, 2013 through December 31, 2013.

F. **Aspira Net Foster Family Agency (Santa Fe Springs)**

The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Classes once a month on one Saturday of each month to the community at Aspira Net Foster Family Agency. Aspira Net will provide classroom without cost to the District. The term of this agreement is January 1, 2013 through December 31, 2013.

G. **Olive Crest Foster Family Agency (Bellflower)**

The Rio Hondo Community College District (RHCCD) – Foster/Kinship Care Program (FKCE) plans to offer a Foster Care/Parenting Classes once a month on one Thursday of each month to the community at Olive Crest Foster Family Agency. Olive Crest will provide classroom without cost to the District. The term of this agreement is January 1, 2013 through December 31, 2013.
4. **Continuing Education**

   a. Dedre M. Robinson – To instruct classes on Photoshop, Photos, Web building for adults and children. Classes will teach students the basics of Photoshop and Web building with interactive projects. Dates of service: January 11, 2013 – June 30, 2013. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

B. **PERSONNEL**

1. **Academic**

   a. **Employment**

   Hourly as Needed, Intersession, 2013

   Career Technical Education

   FRALA, John

   Communications and Languages

   CHANDLER, Jim

   Counseling and Student Development

   ALDRICH, Christine
   CLARK, Dennyse
   DE LA MORA, Martha
   FERNANDEZ, Jennifer
   GARCIA, Yvette
   GUZMAN, Sergio
   HUINQUEZ, Jorge
   MAFFRIS, Nancy
   O’BRIEN, Katie
   PICHARDO-DIAZ, Dorali
   RIVERA, Mary
   RODRIGUEZ, Jose
   THOMAS, Julius

   Disabled Students

   MUNOZ, Jovany

   EOPS

   CLARK, Dennyse
   O’BRIEN, Katie

   South Whittier Education Center

   FERNANDEZ, Jennifer

   Student Affairs

   DURAN-KATNIK, Sylvia, Veterans Services
FORREST, Alfred, Student Health Office (December only)
ITATANI, Robert, Student Health Office (December only)

Special Assignment

The following instructor will be paid a $300 stipend paid out of Title 5, for attending three instructional development workshops, and creating new activity and assignments to update curriculum:

OLDHAM, Carolyn, Library

The following instructor will be paid a $1,000 stipend for Maintenance of online FLEX reporter system:

KOUTROULIS, Mathew, Math & Sciences

Part Time, Spring 2013

Career Technical Education

DITKO, Mark

Health Sciences and Nursing

MONTEZ-OCHOA, Virginia
STOVER, Sheri

STEWART, Deborah
VORNDRAN, JoAnn

Physical Education

LOWE, Richard
MEDINILLA, Edgar

Hourly as Needed, 2012-2013

Public Safety

ALVAREZ, Andrew
CHAVEZ, Victoria
LANDEROS, Robert
MARTIN, Antonio
RAMIREZ, Richard

BLAND, James
GOMEZ, Daniel
LEE, Robert
NOLLNER, Craig
TERUKINA, Ryan

2. Classified

a. Employment

Substitute, 2012-2013

GONZALES, Richard, Custodian, Facilities Services, effective November 28, 2012

b. Transfer

GOMEZ, Helia, Sr. Secretary in EOPS to Sr. Secretary in Accounting, effective January 7, 2013

REYES-LUERA, Gloria, Account Clerk II in Accounting, to Secretary in EOPS, effective January 7, 2013
c. *Increase in Assignment*

LAM, Candy, Library/Media Clerk, Library, from 11.25%, 11.5 months to 45%, 12 months, effective January 28, 2013

d. *Resignation*

MUNOZ, Omar, Admissions & Records Assistant in Admissions. His last day of employment was December 12, 2012

e. *Short Term, Spring 2013*

ROMO, Aracely, Clerk Typist III in EOP&S, effective January 10, 2013 thru January 24, 2013

3. **Unrepresented, (AP 7130), 2012-13**

a. *Employment*

*Hourly*

*Arts & Cultural*

BENAVIDES, Valeria, Model
GRUNSEIT, Matan, Model
MILLER, Natalie, Model
MORGAN, Courtney, Model

*Continuing Education*

ELAM, Christine, Industrial Trainer/Contract Ed. (E.C. 87470)
SOTO, Christopher, Observatory Supervisor

*DPS/Veteran’s*

AGUILAR, Cindy, Student Ambassador
BANUELOS, Miguel, Student Ambassador
HERNANDEZ, Victoria, Student Ambassador

*Math & Sciences*

AVILA, Aldo, Tutor II
HIDAJAT, Richard, Tutor II
FUKUSHIMA, Kristen, Tutor II
SAAVEDRA, Jezabelle, Tutor II

*MESA/TRiO SSS STEM*

KOEPP, Cassandra, Supervisor

*Public Safety*

GUTIERREZ, Steven, RTO
MOLINA, Robert, RTO
HIDALGO, Mathew, RTO
UPDIKE, H. David, RTO

*Volunteers*

AGUILA, Juan, Public Safety
BENNETT, Kurtis, Public Safety
DAVIS, Marc, Public Safety
GUZMAN, Eric, Public Safety
BARRERA, Carlos, Public Safety
CASTRO, Robert, Public Safety
GUTIERREZ, Steven, Public Safety
HICKS, Alexander, Public Safety
III. ACTION ITEMS
   A. FINANCE & BUSINESS
      1. Consultants

30. It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously to approve the following Consultants:

   a. Lynn Weddington - To develop and Coordinate mentoring/peer leadership program, Safe Zone Ally program; train student mentors/leaders; provide ongoing training; develop a student mentoring/leadership resource manual; evaluate peer ambassador and mentee experiences. Dates of service: January 14, 2013 through June 30, 2013. 2012 to February, 2013. Payment not to exceed $3,750.00 from CCC Student Mental Health Program.

2. Professional Services, McCallum Group, Inc.

31. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve agreement with the McCallum Group, Inc., for legislative advocate services February 1, 2013 through January 31, 2014, not to exceed $2,200.00 per month from Unrestricted General Funds and authorized the Administration to execute contracts on behalf of the District.

3. Online Electronic Applications – California Community Colleges Technology Center (CCCApply)

32. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve and award a contract to the California Community College Technology Center known as CCCApply in the amount of $7,500.00 and authorized the Administration to sign the appropriate documents on behalf of the District.

4. Revenue Agreement – Wilbur Curtis Company

33. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the revenue agreements with Wilbur Curtis Company to provide business grammar and writing skills training to the Wilbur Curtis Company. The training will consist of up to eight (8) weeks and the Wilbur Curtis Company will pay the District $200.00 per hour not to exceed 10 hours. The Board authorized the Administration to sign the appropriate documents on behalf of the District.
5. **Approve MOU Between California Institute for Nursing & Health Care and Rio Hondo Community College District to Provide Specific Academic Counseling Service for Nursing Students**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve MOU with the California State University, Los Angeles, California Institute for Nursing & Health Care and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Emergency Repair of Water Main – Age Plumbing, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Student Trustee Pasillas and carried unanimously that the Board of Trustees ratify the emergency repair of the water main by AGE Plumbing, Inc. to be paid from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

7. **Request for a new Air Conditioning and Heating Unity for the Program Management Team Trailer Office – Air Ex Air Conditioning, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the proposal from Air Ex Air Conditioning, Inc. to purchase and install a new air conditioning unit for the Program Management trailer office in the amount not to exceed $5,017.50 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

8. **New Administration of Justice Building Benches – Innovative Playgrounds Co.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the proposal from Innovative Playgrounds Co. for the purchase of 6 Premier Benches in the amount not to exceed $7,542.80 from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

9. **Repair of Blower Motor on B-1 Boiler at Central Plan – R.F. MacDonald Company**

   It was moved by Ms. Acosta-Salazar, seconded by Student Trustee Pasillas and carried unanimously that the Board of Trustees approve the proposal for the repair of the blower motor at the B-1 boiler at the Central Plant by R.F. MacDonald Company to be paid from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.
10. **Replace Three (3) Primer Traps at Student Service and Student Union Buildings – AGE Plumbing Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the proposal to replace three (3) plumbing trap primers at the Student Services and the Student Union mechanical rooms by AGE Plumbing, Inc. to be paid from Bond Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

11. **Program Management Trailer Office Copier Repair – GST, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Student Trustee Pasillas and carried unanimously that the Board of Trustees approve the proposal from GST Inc. to replace and install a new Fuser assembly to the Copier in the Del Terra Program Management office/trailer in the amount not to exceed $462.32 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **Wage Reclassification – Director of Police Academy**

   It was moved by Ms. Santana, seconded by Ms. Shapiro and carried unanimously the salary range for the Director of Police Academy wage range be adjusted from a 48 to a 42 prior to advertising for a permanent position. This is approximately a 14% ($13,770.00) annual savings at step one on the management salary schedule.

2. **Wage Reclassification – Director of Student Activities**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously the salary range for the Director of Student Activities wage range be adjusted from a 48 to a 42 prior to advertising for a permanent position in the future. This is approximately a 14% ($13,770.00) annual savings at step one on the management salary schedule. In addition we are recommending changing the job title to “Director, Student Life and Leadership.”

3. **Revision of Board Policies 1100, 2105, 2365, 2716, 6700 (Final Adoption) – See Attached**

   It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees adopt the following Board Policies for final adoption:
   
   BP 1100    Rio Hondo Community College District  
   BP 2105    Election of Student Member, Board of Trustees  
   BP 2365    Recording of Board Meetings  
   BP 2716    Political Activity  
   BP 6700    Civic Center and Other Facilities Use
IV. INFORMATION ITEMS
1. Building Program
2. Accreditation Update (See attached)

V. STAFF AND BOARD COMMENTS

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to closed session at 8:23 p.m. and no action was reported out.

- Title 5, California Code of Regulations, Section 59328-59338

Pursuant to Section 54956.8:
- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 3017 Tyler Avenue

Pursuant to Section 54956.9(b)
- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (3 Cases)

Pursuant to Section 54957
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

Pursuant to Section 54957.6
- CONFERENCE WITH LABOR NEGOTIATOR
  Agency Negotiator: Teresa Dreyfuss
  Employee Organization: CSEA, RHCF

VII. ADJOURNMENT (revised date)
- Date of Next Regular Board Meeting – February 20, 2013, 6:00 p.m.
I. The District has been named the Rio Hondo Community College District.

II. The name is the property of the District. No person shall, without the permission of the Board, use this name or the name of the college or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

III. The visual identities and variations thereof established by Rio Hondo College are the property of the District. They include college logos, words, marks, symbols, mottos, insignia (suggested by legal counsel), and any variation of the roadrunner college mascot. No person shall, without the permission of the Board, use any visual identities owned by the District, or any manifestation of them, to imply, indicate, or otherwise suggest that an individual, organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

IV. The District’s name, including the name of the college or other facilities or abbreviations thereof, and the visual identities, including variations thereof, as identified herein, shall not be used in a manner that is misleading or could cause confusion regarding the District’s affiliation with any person or entity or sponsorship of any product or service. (Liebert, Cassidy, Whitmore).

IV. The District consists of the following college and/or educational sites:

A. Rio Hondo Community College
   3600 Workman Mill Road
   Whittier, CA 90601
   (562) 692-0921

B. SFS Regional Training Facility
   11400 Greenstone Avenue
   Santa Fe Springs, CA 90670
   (562) 942-4082
C. South Whittier Educational Center
   14307 E. Telegraph Road
   Whittier, CA 90604
   (562) 941-2356

D. El Monte Educational Center
   3017 Tyler Avenue
   El Monte, CA 91731
   (TBD)

V. Source/Reference:
   Education Code 72000(b), Elections Code Section 18304.
I. The student member of the Board of Trustees shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the spring semester so that the office is filled by June 1. The term of office will be for one (1) year, commencing on June 1. The student member shall be elected by a plurality vote of those voting in a regular or special election of the student body. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President. (CCLC)

II. The student member shall be a resident of California. At the time of nomination, and during the term of service, and the student member shall be enrolled in and maintain a minimum of five (5) units in the District at the time of nomination and throughout the term of service. The student shall meet and maintain at least a 2.0 grade point average overall and at least a 2.0 grade point average each semester. The student must not be on academic, progress, or disciplinary probation.

III. Special elections shall be held if the office becomes vacant by reason of the resignation, recall (CCLC), or disqualification of an elected student member, or by any other reason(s). Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Superintendent/President during the regular school year.

IV. A vacancy in the position of student trustee shall exist in the event of any of the following:

A. The student member fails to meet the eligibility criteria.

B. The student member fails to fulfill his/her responsibilities as a Trustee.

C. The student member is recalled, following the procedure used to recall the Associated Student Body President. President of Associated Students of Rio Hondo College.

D. The student member resigns or dies.
ELECTION OF STUDENT MEMBER, BOARD OF TRUSTEES

Board Adopted: 1/9/02; 8/13/03; 11/12/03; 1/14/09

V. The student member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 20% of the number of students who voted in the last regular election. No recall election will be held if the petition is received within sixty (60) days of a regularly scheduled election for the position of student member.

VI. The Superintendent/President shall call for a recall election within ten (10) days of receiving the recall petition. No special election shall be called if the recall petition is filed within sixty (60) days of a regularly scheduled election for student member.

VII. The recall election shall take place within thirty (30) days after the Superintendent/President calls for the recall election. The prospective candidates for the recalled election shall have five (5) days to file a petition for candidacy with five (5) subsequent days for election.

A. Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with election procedures established by the Associated Student Body for ASB officers of the Associated Students of Rio Hondo College.

VIII. Source/Reference:

I. Any audio or video recording of an open and public Board of Trustees meeting made by or at the direction of the Board (CCLC) if the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, and et.seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty (30) days following the taping or recording.

II. Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

III. Source/Reference

Government Code Sections 54953.5, 54953.6;
Education Code Section 72121(a)
POLITICAL ACTIVITY

Board Policy

BP No. 2716

Board Adopted: 3/15/06

Page 1 of 1

I. Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing board.

II. Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding District bond (CCLC) ballot measures.

III. Source/Reference

Education Code Sections 7054; 7054.1; 7056; Government Code 8314.
CIVIC CENTER AND OTHER FACILITIES USE

Note: This policy is legally required.

I. There is a Civic Center at the college. The Civic Centers are large auditoriums or other facilities on campus suitable for public use. Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of college property and facilities, including property designated by the District as a Civic Center by community groups, outside contractors, and others.

II. These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedure shall include reasonable rules regarding time, place, and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

III. No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender, gender identity, gender expression, or sexual orientation, or on the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

IV. Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

V. References
Education Code Sections 82537 and 82542
Accreditation 2014
Self Evaluation

Preparing for Accreditation

- Established Co-Chairs and Leadership Team
- Attended ACCJC Workshop
- Established expanded Accreditation Team
- Hosted team meetings
- Created timeline