I. CALL TO ORDER

A. Call to Order (6:30 p.m.)

Mr. Mendez called the meeting to order at 6:33 p.m.

B. RHC Police Color Guard - Posting of Colors

C. Pledge of Allegiance

Mr. Mendez led the pledge of allegiance.

D. Roll Call

All members were present.

E. Open Communication for Public Comment

Counselor, Lupe Alvarado expressed concerns over the Faculty Contract and how it will affect counselors.

F. Approval of Minutes – December 13, 2005

26. It was moved by Ms. Martinez, seconded by Mr. Couso-Vasquez and carried unanimously, with the following corrections to the minutes of December 13, 2005; Mr. Couso-Vasquez requested that the format of the
minutes under staff members be changed to reflect correct title of staff.

G. Commendations
- Foothill Transit
- Metropolitan Transit Authority
- Montebello Transit
- Norwalk Transit

II. CONSENT AGENDA

27. It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the following Consent Agenda.

A. ACADEMIC SERVICES

1. Curriculum Items
   a. New Course that is Part of an Existing Program
      The following course has been recommended for inclusion in our offerings and catalog:

      CD 232: Educating Children with Diverse* Needs
      (Social Science)
      Degree Applicable; (3 Units)

      * Children who differ in their mental characteristics, sensory abilities, communication abilities, behavior and emotional development, or physical characteristics.

B. FINANCE & BUSINESS

1. Finance & Business Reports
   a. Purchase Order Report
   b. Payroll Warrant Report
   c. Quarterly Report

2. Out of State Travel & Conferences

   The Board of Trustees approved the following staff and Board Members to attend the educational conferences listed below:


**Out of State Travel & Conferences (continued)**

Russell Castaneda-Calleros, Maria Elena Martinez and Gary Mendez to attend the American Association of Community College Trustees/American Association of Community Colleges National Legislative seminar in Washington D.C., February 4-8, 2006.

3. **Revenue Agreement**
   a. Use of Weapons Firing Range

4. **Grant Reductions**
   a. Independent Living Program (ILP-B)
   b. Early Start to Emancipation Preparation (ESTEP)

5. **Community Services**
   a. LeVina Rivera – to present Community Services workshop, Bellydancing. Dates of service will be February 7-March 14, for session I and April 11-May 16, 2006 for session II. Payment will be split 60% to Rio Hondo and 40% to consultant.

   b. Lee Anne Krusemark – to present Community Services workshop, meet the Publisher-Get Your Manuscript Critiqued. Date of service will be May 2, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.

   c. Charles Prosper – to present Community Services workshop, How to Become a Part-Time Substitute Teacher and Earn Full-Time Pay. Date of service will be February 25, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.

   d. Rudy Ramirez – to present Community Service workshop, Salsa Dancing (Beginning Adult). Dates of service will be February 1-March 8, 2006 and April 5-May 10, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.

   e. Farla Binder – to present Community Services workshop, How to be a special Event/Wedding Planner or Power Entertainer; the art of Event Planning. Date of service will be March 9, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.

   f. Diana De Luna – to present Community Services workshop, Salsa Dancing for kids (Ages 7-17). Dates of Service will be February 4-March 11, 2006 and April 8-May 13, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.
C. PERSONNEL

1. Academic
   a. **Inter Session Assignments, 2006**

   ALDRICH, Christine, CalWorks  AREVALO, Gloria, Tech Prep.
   BABOU, Robin, PE          EASTMAN, Ron, PE
   ENRIGHT, William, Library  FLEISCHAKER, Stephanie, PE
   FLORES-OLSON, Raquel, Project Teach  FORREST, Alfred, Std. Hlth.
   GROPPELL, Mary Alice, Std. Hlth.  HINZE, Mike, PE
   ITATANI, Bob, Std. Hlth.     KILLEN, Monica, Social Sci.
   OLDHAM, Carolyn, Library    RODRIGUEZ, Victoria, Hlth.Sci.
   SAKAMOTO, Rose, Std. Hlth.  SALAZAR, Mike, PE
   SENK, Jodi, Std. Hlth.      SHERWOOD, Joy, Std. Hlth.
   SHACKLETT, Todd, Library    SHERWOOD, Joy, Std. Hlth.
   SIMMONS, Rhonda, Project Teach  TARBOX, Margaret, Library
   UNGER, Karen, PE            VEGA, Maria, Cal Works
   WELLS, Stephanie, Library   YASHAR, Debby, Library

   **Part-Time, Spring 2006**

   BENN, Kenneth, Technology  ROY, Ronald, Social Science
   HENG, Nay, Comm./Lang.     RASMUSSEN, Joseph, Social Sci.

   **Part Time, Hourly as Needed, 2006**

   LOVE, Kevin, Public Safety  WISKUS, Dennis, Public Safety

   b. **Medical Leave**

   SALAZAR, Barbara, full-time instructor in Communications has requested a Family Medical Leave beginning February 1, 2006 through April 28, 2006

   c. **Unpaid Leave**

   SALAZAR, Barbara, full-time instructor in Communications has requested an Unpaid Leave beginning May 1, 2006 through May 26, 2006

2. Classified
   a. **Employment**

   **Regular Classified**

   BLANCHARD, Ivette, Switchboard Operator/ Mailroom Clerk I, 35%, Purchasing, effective December 19, 2005
   GOMEZ, Kathy, Instructional Assistant –Communications, Communications and Languages, effective January 3, 2006
   NORRIS, Christina, Clerk Typist III, 47.5%, Arts & Cultural Programs, effective January 3, 2006
Short-Term

CASTELLANOS, Ana, Para Professional Tutor, Student Health Services, effective January 12, 2006.

RODRIGUEZ, Eric, Para Professional Tutor, Student Health Services, effective January 12, 2006.

Substitute

NELSON, Betty, Secretary, Math Science, effective January 4, 2006.

b. Medical Leave

CORTEZ, Veronica, Library Media Clerk, has requested a 12-week FMLA effective December 7, 2005

c. Resignation

ORTEGA, Michelle, Registration Clerk, Admissions and Records, last day of employment is December 30, 2005


a. Employment

Hourly

GORDON, Derek, Accompanist

Students

ALVAREZ, Nicole, Child Dev. Ctr. AGREDANO, Luis, Env. Tech.
AGUILERA, Manuela, Americorps BRAVO, Marine, Americorps
GARCIA, Maria, Americorps ITOSU, Tatiana, Americorps
SILVA, MARIO, Facilities Ser. TEP, Nancy, Americorps
CASILLAS, Veronica, Americorps SALDANA, Enrique, EOPS
VONG, Marilyn, Americorps COTA, Tegan, Social Sci.
ARELLANO, Benjamin, Physical Ed. FENG, Hai, Evening College
OCHOA, Gabriela, Child. Dev. Ctr. PINKARD, Alexandra, Child Dev.
GALAVIZ, Cosme, Americorps PAREDES, Alejandro, Americorps
RODRIGUEZ, Anabel, Americorps MARTINEZ, Tonia, Social Sci.

Volunteers

PERAZA, Samuel, Physical Ed. TSUCHIYAMA, Joyce, Physical Ed.

III. ACTION ITEMS

A. FINANCE & BUSINESS

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

1. Consultant Services
a) Monique Felix – to serve as a Mentor/Peer Counselor to foster youth in the Independent Living Program. Dates of service will be January 2006 through June 2006. Payment is not to exceed $1,200.00 from Independent Living Program (ILP-B) funds.

b) Lee Ann Paddock – to present workshops to Foster/Kinship Caregivers on F-Rate Pre-Service topics and other foster care related topics. Payment is not to exceed $400 from Foster Kinship Care Education (FKCE) funds.

c) Tamitra Clark – to present workshops to foster youth in the Independent Living Adult Program on youth issues. Dates of service will be January 2006 through April 2006. Payment is not to exceed $400 from Independent Living Program-Adult (ILP-A) funds.

2. **Approve Instructional Services Agreement**

29. It was moved by Mr. Couso-Vasquez, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approved the Instructional Service Agreement with RMI International, Inc., and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

3. **Master Plan Oversight Services**

30. It was moved by Ms. Martinez, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees authorized the Administration to negotiate a contract with Steven Ehrlich Architects for the remaining Master Plan Oversight services.

4. **Approval of Construction Inspection and Testing Consultant Pool**

31. It was moved by Ms. Martinez, seconded by Ms. Gunn and carried unanimously, that the Board of Trustees approved the Pool of Construction Inspection and Testing Consultants listed below and authorized the Administration to negotiate contracts.

The names and brief description of each firm in no order of ranking are as follows:

Inspection firms are:

- Kal Krishran Consulting Services - a well established, local MBE/SBE firm, with extensive Department of State Architects (DSA) inspection experience with community college and K-12 projects.
- Gateway Science and Engineering Inc. - a local MBE firm with several DSA certified inspectors on staff. Firm has good experience providing DSA inspection services on community college projects.
- Universal Laboratories - a smaller firm with several DSA class 1 inspectors on staff. Extensive DSA inspection experience for K-12
schools and community colleges.

Testing firms are:

- RMA Group - a well established, mid-sized laboratory testing firm approved by DSA. The firm is certified as a Disabled Veterans Business Enterprise (DVBE).
- Converse Consultants – a large well established materials testing firm, approved by DSA. Good experience with community college projects.
- Twining Labs – a large local firm with extensive experience providing materials testing lab services for community college projects. They have a DSA approved lab facility.

5. **Non-Resident Tuition**

Ms. Martinez requested that the fees be raised next year. Dr. Joyce indicated that a comparative analysis would be conducted with other districts.

32. It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approve the non-resident tuition of $124 per unit for 2006-2007.

6. **Surplus Property**

33. It was moved by Ms. Gunn, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the declaration of surplus and determined that the referenced property is of insufficient value to defray the cost of arranging a sale and authorize the donation of 330-computer workstations to the Rio Hondo College Foundation for disposition to ASB for our students.

7. **Fire Operator User Fee**

34. It was moved by Ms. Martinez, seconded by Ms. Gunn and carried unanimously, that the Board of Trustees approved the Fire Operator User Fee.

8. **Resolution Regarding the California Department of Education Grant Funding Instructional Materials Agreement**

35. It was moved by Ms. Acosta-Salazar, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees approved the California Department of Education Agreement #CIMS-5281 and resolution funding instructional materials for the Child Development Program in the amount of $1,834 and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **Nominations for the California Community College Trustees (CCCT) Board Election 2006**
36. It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees not forward a nomination to the California Community College League for nomination for the CCCT Board of Directors Election.

2. **Approval of New Job Description – Manager of Mechanical and Electrical Services**

37. It was moved by Ms. Martinez, seconded by Ms. Gunn and carried unanimously, that the Board of Trustees approve the attached new job description – Manager of Mechanical and Electrical Services.

IV. INFORMATION ITEMS

1. Federal Lobby Efforts
2. Building Program
3. Facilities Master Plan
4. Enrollment Update
5. Discussion on Tie Elections for Trustees
6. Chicano Studies

VI. STAFF AND BOARD REPORTS

VII. CLOSED SESSION

Mr. Mendez recessed the meeting at 9:55 p.m. Mr. Mendez reconvened the meeting at 11:35 p.m. and reported that the following action was taken in Closed Session:

*(Pursuant to Section 54957)*

- Public Employee Discipline/Dismissal/Release
- Public Employees Appointment
  - History Instructor
    - It was moved by Mr. Quintero, seconded by Ms. Martinez and carried, that the Board of Trustees direct the President to take appropriate action to employ Irma Valdivia, to fill the position of History Instructor pending reference checks. Ms. Martinez abstained.
  - English Instructor
    - It was moved by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried, that the Board of Trustees direct the President to take appropriate action to employ Lorraine Sfeir, to fill the position of English Instructor pending reference checks. Ms. Martinez abstained.
  - Economics Instructor
    - It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees direct the President to take
appropriate action to employ Mike Javanmard, to fill the position of Economics Instructor pending reference checks.

RIO HONDO COMMUNITY COLLEGE DISTRICT
MANAGER OF MECHANICAL AND ELECTRICAL SERVICES

DEFINITION
Under direction of the Assistant Director of Facilities Services, is responsible for the management of the administrative and technical aspects of mechanical, electrical plumbing (MEP) systems, energy management systems, fire alarm systems, security systems, and existing site utility infrastructure systems (including but not limited to electric, gas, water, sanitary and storm sewer) for the District.

SUPERVISION EXERCISED
Exercises direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Manage the daily operation, maintenance, and repair of building mechanical/electrical/plumbing equipment, a new central plant, energy management system, and existing and newly constructed mechanical/electrical/plumbing and utility distribution systems (including electric power, chilled water, heating water, domestic water, sanitary sewers).

Plan and direct the work of assigned personnel and outside contractors required for the installation, operation, servicing and repair of equipment.

Make recommendations and provide technical assistance in support of the design and installation of a new campus central plant, expansion of utilities infrastructure systems, and other critical systems (e.g., energy management, fire alarm, security, blue light phone systems). Work with architectural/engineering consultants in the preparation of construction documents and the review of shop drawings.

Review plans/specifications and make recommendations for MEP and site utility systems for proposed new construction and remodeling projects.

Coordinate utility services provided by utility companies.

Coordinate planned utility disruptions that affect College facilities and respond to unforeseen utility disruptions.

Develop strategies to improve the maintenance, operation and repair of MEP equipment.

Manage, direct and train staff involved in the maintenance of MEP systems.
Assist in the preparation of detailed energy reports, including energy use and savings, as necessary.

Plan, organize and provide oversight of improvements to College buildings.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of MEP.

Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community.

Respond to and resolve difficult inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform other duties and responsibilities as assigned by the Director of Facilities Services or by the Assistant Director of Facilities Services.

Assist the Director in emergency response measures relating to MEP systems and provide leadership in other assigned responsibilities.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Practices and techniques used in the installation and maintenance of MEP equipment and systems in institutional settings.

Codes applicable to buildings and structures application of such codes to the construction and renovation of buildings.

Safety and environmental regulations associated with utility plant operations.

Energy management systems.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**
Utilize computers to diagnose MEP problems and for other applications.

**Ability to:**

Plan, develop, implement and upgrade MEP systems.

Review and recommend strategies related to MEP systems for integration into construction documents.

Interpret and apply codes to the construction and renovation of buildings and structures.

Read and explain manufacturer recommendations regarding scheduled and preventative maintenance servicing and operation.

Read and interpret plans and specifications for construction projects.

Develop standards for preventative maintenance of mechanical and other systems.

Communicate effectively both orally and in writing to senior College personnel, as well to regulatory agency representatives.

Respond effectively and diplomatically to customer complaints.

Work effectively individually or as part of a team.

Coordinate and inspect the work of outside contractors.

Work with maintenance software programs.

Exercise sound independent judgment within general policy guidelines.

Manage and coordinate the work of MEP personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
Minimum Qualifications:

Experience:

Three years of related experience in the management of mechanical and other systems in an institutional setting.

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

Training:

Equivalent to a high school diploma supplemented by two years of college level course work in subject areas related to the assignment. A Bachelor’s degree is desirable.

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 sit, stand, walk, crouch, stoop, squat, twist, climb, and lift 20 lbs.; exposure to cold, heat, noise, outdoors, chemical, and electrical hazards; ability to travel to different sites and locations.

Bilingual skills are desirable.
• **Public Employees Performance Evaluation**
  o Mid-Year Performance Evaluation - Superintendent/President

  No action was taken on this item.

  *(Subdivision (a) of Section 54956.9)*

• **Conference With Legal Counsel--Existing Litigation**
  Name of case: File No. VC 42309

  No action was taken on this item.

  *(Pursuant to Section 54957.6)*

• **CONFERENCE WITH LABOR NEGOTIATOR**
  Agency Negotiator: Rose Marie Joyce
  Employee Organization: CSEA/RHCFA

  No action was taken on this item.

**VIII. CLOSING ITEMS**

A. Mr. Mendez adjourned the meeting at 10:35 p.m. The next regular meeting of the Board of Trustees will be held on Wednesday, February 1, 2006, Rio Hondo College, 3600 Workman Mill Road, Whittier.