I. CALL TO ORDER

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

B. Pledge of Allegiance

C. Roll Call

Ms. Martinez was reported absent.

D. Swearing In of Re-Elected Board Member

Trustee Martinez was not in attendance due to an illness in her family. Her swearing in ceremony will take place at the January Board Meeting.

E. Annual Organization and Election of Officers

Ms. Yanez called the Annual Organization meeting to order and called for nominations for the President of the Board of Trustees.

1. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried to nominate Mr. Camalich as President of the Board.
2. It was moved by Mr. Mendez, seconded by Mr. Quintero to close nominations for the President of the Board of Trustees. Ms. Yanez closed the nominations for the Office of President of the Board of Trustees. There were no objections for a unanimous consent. Motion passed and the recorder was instructed to cast a ballot for Mr. Camalich the new Board President.

Mr. Camalich assumed the chairmanship of the meeting and called for nominations for the Office of Vice-President of the Board of Trustees.

3. It was moved by Ms. Yanez, seconded by Mr. Montoya and carried to nominate Mr. Quintero for Vice President of the Board of Trustees.

4. It was moved by Mr. Mendez, seconded by Ms. Yanez to close nominations for the Vice President of the Board of Trustees. Mr. Camalich closed the nominations for the Office of Vice President of the Board of Trustees. There were no objections for a unanimous consent. Motion passed and the recorder was instructed to cast a ballot for Mr. Quintero the new Board Vice President.

Mr. Camalich called for nominations for the Office of Clerk of the Board of Trustees.

5. It was moved by Mr. Mendez, seconded by Mr. Quintero and carried to nominate Ms. Martinez for Clerk of the Board of Trustees.

6. It was moved by Ms. Yanez, seconded by Mr. Quintero to close nominations for the Office of Clerk of the Board of Trustees. Mr. Camalich closed the nominations for the Office of Clerk of the Board of Trustees. There were no objections for a unanimous consent. Motion passed and the recorder was instructed to cast a ballot for Ms. Martinez the new Clerk of the Board of Trustees.

In accordance with Board Policy 1045, Mr. Camalich appointed Dr. Joyce to serve as Secretary to the Board of Trustees.

Mr. Camalich called for nominations for a representative to the Los Angeles County Committee on School District Organization.

7. It was moved by Mr. Quintero, seconded by Mr. Montoya and carried unanimously to elect Ms. Yanez to the Los Angeles County Committee on School District Organization.

8. It was moved by Mr. Quintero, seconded by Mr. Montoya and carried to close nominations to appoint a member of the Board of Trustees to the Los Angeles County Committee on School District Organization.

Mr. Camalich thanked Ms. Yanez for her outstanding job while serving as President of the Board of Trustees and presented her with a plaque in appreciation.
F. **RECEPTION Outer foyer of the Board Room**

Mr. Camalich recessed the meeting at 7:25 p.m for a 15 minute break. Mr. Camalich reconvened the meeting at 7:40 p.m.

G. **Open Communication for Public Comment**

The following individuals spoke regarding health benefits and it’s affect on CSEA Chapter #477 membership:

Jon McCaig, Sherry Conrad, Wendy Weatherhead, Tina Caldera, Sandra Rivera, Josie Alvarado, Maria Muratalla, Toni Clark.

Trustee Quintero introduced Ms. Alejandra Macias who is in contention for Miss Friendly El Monte/South El Monte.

H. **Approval of Minutes: November 12, 2003; November 24, 2003**

9. It was moved by Mr. Quintero, seconded by Mr. Mendez, and carried that the Board of Trustees approved the Minutes of November 12, 2003 and the Minutes of November 24, 2003 as corrected.

I. **Commendation**

- Management Retiree: Kay Hudnall
- CSEA Retirees: Jackie Olson; Toni Clark

II. **CONSENT**

Mr. Camalich pulled item II.B.2. from the Consent Agenda.

10. It was moved by Mr. Mendez, seconded by Mr. Montoya and carried that the Board of Trustees approved the following consent agenda as listed below:

A. **ACADEMIC & STUDENT 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 095: Current Issues in Child Development
   Degree Applicable; (1 unit)
B. COLLEGE SERVICES

1. College Services Reports
   a. Purchase Order Report
   b. Payroll Warrant Report

2. Authorization for Out of State Travel

   Jeannette Williams to attend the National Association for Physical Education in Higher Education (NAPEHE) Conference Promoting Physical Activity” in Clearwater Beach, Florida, January 7-10, 2004.

   Rose Marie Joyce, Gary Mendez, Michelle Yanez, Leo Camalich and Gabriel Montoya to attend the Association of Community College Trustees ACCT/American Association of Community Colleges.

3. Annual Household Hazardous Waste Roundup

C. PERSONNEL

1. Academic
   a. Employment

      Temporary Full-Time, Categorically Funded (E.C. 87470)
      FLORES-OLSON, Raquel, Counselor/Coordinator Title V Student
      University Bound Education (SUBE), effective December 11, 2003 through May 19, 2004

      Part-Time, Spring, 2004

      ADSIT, Robin, Arts & Cultural
      AHMADPOUR, Alireza, Arts & Cultural
      DAMMENA, Dimetros, Math & Sciences

      Special Assignment
      LINEWEBER, Rodney, Technology
      MARTIN, Robert, Auto Tech.
      NEELEY, Judy, Social Sciences
      WALTERS, George, Technology
2. **Classified**
   
a. **Employment/Promotions**

   **Regular Classified**

   CARDENAS, Mirna, Student Services Assistant, 47.5%, College Outreach Program, effective, November 24, 2003.

   LOPEZ, Malynnda, Payroll Systems Coordinator, 100%, Accounting Office, effective December 8, 2003.

   MENDOZA, Frank, Senior Grounds Maintenance Worker, 100%, Facilities Services, effective December 2, 2003.

   PADILLA, Emily, Switchboard/Mailroom Clerk II, 100%, Purchasing Department, effective December 1, 2003.

   The following individuals are hired in the designated capacity with dedicated funding through June 30, 2004. If continued funding should not be available, appropriate 30-day notice shall be served prior to the end of funding.

   CHAN, Darlene, Student Services Assistant, 47.5%, College Outreach Program, effective November 24, 2003.

   MGRDICHIAN, Hovhannes, Paraprofessional Tutor, Student Support Services, 25%, effective December 1, 2003.

   VO, Nguyet (Mindy), Paraprofessional Tutor, Student Support Services, 25%, effective December 1, 2003.

   The following individuals are hired in the designated capacity with dedicated funding through September 30, 2004. If continued funding should not be available, appropriate 30-day notice shall be served prior to the end of funding.

   ORTIZ, Fabiola, Clerk Typist III, 100%, Social Sciences, effective November 17, 2003.

   FRANCIS, Monica, Senior Secretary, 100%, Social Sciences, effective December 1, 2003.

   **Re-employment**

   The following individuals will continue in the designated capacity with dedicated funding through December 30, 2004. If continued funding should not be available, appropriate 30-day notice shall be served prior to the end of funding.
AGUILAR, Miriam, Business Coordinator, Small Business Development Center

FRAGA, Maria, Senior Secretary, Small Business Development Center

**Short Term**


**Substitute**

FERRIS, Lisa, Clerk Typist III, Foster/Kinship Care, effective November 24, 2003

HARDY, Kelly, Clerk Typist III, Arts & Cultural, effective November 25, 2003

**Increase in Assignment**

RIBONI, Christina, Registration Clerk, Admissions and Records, from 47.5% to 100%, effective November 17, 2003.

b. **Resignation/Retirement**

CLARK, Maria (Toni), Admissions and Records Assistant, resignation for retirement purposes, effective December 18, 2003.

OLSON, Jacqueline, Administrative Secretary, Contract Ed. & Community Dev. resignation for retirement purposes, effective December 30, 2003

3. **Management/Confidential**

a. **Retirement**

HUDNALL, Kay, Executive Director, Foundation, resignation for retirement purposes, effective December 30, 2003

b. **Employment**

HUDNALL, Kay, Interim Executive Director, Foundation, up to 60%, effective January 5, 2004 through February 27, 2004.
Categorically Funded

The following individual will continue in the designated capacity with dedicated funding through December 30, 2004. If continued funding should not be available, appropriate 30-day notice shall be served prior to the end of funding.

PINDROH, Robert, Director Small Business Development Center

c. Resignation

GEORGE, Susan, Supervisor, Foster Care Program, resignation effective November 14, 2003.


a. CP 5155

BURLINGAME, Robert, Business Advisor III  PARRA, Marcy, Tutor II
Foster Care
CALVARUSO, Olivia, Supervisor

Community Services
NISHIKAWA, Pamela, Lecturer  WRIGHT, Thomas, Lecturer

b. Volunteers

HARROD, Dave, Auto Technology  SMITH, Gary D., Technology

c. Students

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>ANGUIANO, Virginia</td>
<td>Teacher Prep.</td>
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<tr>
<td>BALLZE, Betty</td>
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<td>BARAJAS, Maria</td>
<td>Matriculation</td>
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<td>BARAJAS, Sonia</td>
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<td>GICHUHI, Pauline</td>
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<td>HOLGUIN, Desiree</td>
<td>Student Activities</td>
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<tr>
<td>LOPEZ, Rene</td>
<td>EOP&amp;S</td>
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<tr>
<td>MI, Cun</td>
<td>LAC</td>
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<td>PEREZ, Arthur</td>
<td>Teacher Prep.</td>
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<td>Facilities</td>
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<td>SEDILLO, Paul</td>
<td>Contract Mgmt.</td>
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<tr>
<td>SOLORZANO, Rudy</td>
<td>Teacher Prep.</td>
</tr>
<tr>
<td>TICEY, Dietra</td>
<td>EOP&amp;S</td>
</tr>
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III. ACTION ITEMS

The following item was removed from the Consent Agenda.

C. College Services

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

   11. It was moved by Mr. Mendez, seconded by Mr. Montoya and carried that the Board of Trustees approve the Out of State Travel and Conferences. There were no objections for a unanimous consent. Motion passed.

A. COLLEGE SERVICES

1. Contract with Irwindale Speedway

   12. It was moved by Ms. Yanez, seconded by Mr. Quintero and carried that the Board of Trustees accept the donation of either free speedway use or reduced rate not to exceed $500/day. There were no objections for a unanimous consent. Motion passed.

2. Energy Conservation Project-Energy Management System

   13. It was moved by Mr. Quintero, seconded by Ms. Yanez and carried that the Board of Trustees add $258,000 to the October 8th Action item III.A.4., Southland Industries for installation and upgrading of campus mechanical engineering systems thus increasing the award to an amount not exceeding $626,740. There were no objections for a unanimous consent. Motion passed.

3. Teacher and Reading Development Partnership (TRDP) Grant Renewal

   14. It was moved by Mr. Mendez, seconded by Mr. Montoya and carried that the Board of Trustees approved the grant funding as outlines above and authorize the Administration to execute contracts on behalf of the District. There were no objections for a unanimous consent. Motion passed.

4. Memorandum of Understanding between Rio Hondo College and the Los Angeles County Sheriff’s Department

   15. It was moved by Mr. Mendez, seconded by Ms. Yanez and carried that the Board of Trustees approved the Memorandum of Understanding with the Los Angeles County Sheriff’s Department. There were no objections for a unanimous consent. Motion passed.
5. **Consultant Services**

16. It was moved by Mr. Quintero, seconded by Ms. Yanez and carried that the Board of Trustees approved the Consultant Services listed below. There were no objections for a unanimous consent. Motion passed.

   a) VMA Communications (Valerie Martinez) – to conduct research and to produce marketing materials, newsletters, and press releases; To provide public affairs as directed by the District and to facilitate outreach activities such as the Town Hall meetings; based upon the needs of the District, the agreement may be renewed through 6/30/04; not to exceed $5,000/month (Unrestricted General Funds funding)

   b) Southwest Management Consultants (Leon Garcia) – to provide local political consulting; and to facilitate the development of partnerships with local governments and the private sector; based upon the needs of the District, the agreement may be renewed through 6/30/04; not to exceed $5,000/month (Unrestricted General Funds funding)

   c) Laura Garnica - to lecture Foster/Kinship Care Education classes for three hour increments as needed; 1/1/04-6/30/04; not to exceed $900 for 20 hours (Foster/Kinship Care Education funding)

   d) Louie Garnica - to lecture Foster/Kinship Care Education classes for three hour increments as needed; 1/1/04-6/30/04; not to exceed $980 for 35 hours (Foster/Kinship Care Education funding)

   e) Karen Dixon - to lecture Foster/Kinship Care Education classes and D-Rate classes for foster parents of mentally handicapped children for three hour increments as needed; 1/10/04-6/30/04; not to exceed $1400 for 50 hours (Foster/Kinship Care Education funding)

6. **Agreement with American Institute for Foreign Studies**

17. It was moved by Mr. Mendez, seconded by Mr. Montoya and carried that the Board of trustees approved the agreement with AIFS London Program Headquarters for the Costa Rica partnership Program Summer, 2004. There were no objections for a unanimous consent. Motion passed.
7. **Small Business Development Center Grant Development**

18. It was moved by Mr. Mendez, seconded by Ms. Yanez and carried that the Board of Trustees approved the grant funding as outlined and authorized the Administration to execute contracts on behalf of the District. There were no objections for a unanimous consent. Motion passed.

8. **Reject Bid # 1051 Hardware Replacement for Child Development Center**

19. It was moved by Mr. Quintero, seconded by Ms. Yanez and carried that the Board of Trustees reject all bids submitted for Bid #1051 Hardware Replacement for Child Development Center. There were no objections for a unanimous consent. Motion passed.

IV. **STAFF & BOARD REPORTS**

V. **CLOSED SESSION**

Mr. Camalich recessed the meeting to Closed Session at 8:15 p.m. He reconvened the meeting at 10:20 p.m. Mr. Camalich reported that no action was taken in Closed Session.

*(Pursuant to Section 54957 of the Government Code)*

- PUBLIC EMPLOYEES DISCIPLINE/DISMISSAL/RELEASE*
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
  - Superintendent/President’s Mid Year Goal Setting

*(Pursuant to Section 54957.6)*

- CONFERENCE WITH LABOR NEGOTIATOR

  Agency Negotiator: Rose Marie Joyce, Ph.D.
  Employee Organization: RHCFA, CSEA

*Mr. Mendez excused himself from Closed Session for discussion of this item.

VI. **CLOSING ITEMS**

A. **Adjournment**

  Mr. Camalich adjourned the meeting. The next regularly scheduled meeting is January 14, 2004, 6:30 p.m., Administration Building, Rio Hondo College, 3600 Workman Mill Road, Whittier, California.