I. CALL TO ORDER

A. Call to Order

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

B. Pledge of Allegiance (Led by RHC Police Academy Color Guard)

Our own Police Academy Color Guard made their debut and led us in the pledge of allegiance.

C. Roll Call

All members present.

D. Open Communication for Public Comment

Ella Esparza spoke on issues pertaining to ASB President and accountability.

E. Approval of Minutes – November 10, 2004

It was moved by Mr. Mendez, seconded by Ms. Yanez and carried unanimously, that the Board of Trustees approve the minutes of November 10, 2004, as corrected in Item III.A.5. showing the motions of Martinez/Yanez.
F. **Annual Organization, Election of Officers**

Dr. Joyce assumes the chairmanship of the meeting and calls the annual organization meeting to order calling for nominations for the President of the Board of Trustees.

1. It was moved by Mr. Mendez, and seconded by Ms. Martinez and carried unanimously to nominate André Quintero as President of the Board.

2. It was moved by Ms. Martinez, seconded by Ms. Yanez and carried unanimously to close the nominations for the Office of President of the Board.

   After hearing no objections, Dr. Joyce closed the nominations for the Office of President of the Board of Trustees. The recorder was instructed to cast a ballot for the new President of the Board, Mr. André Quintero.

Mr. Quintero assumed the chairmanship of the meeting and called for nominations for Vice President of the Board of Trustees.

3. It was moved by Ms. Yanez, seconded by Mr. Mendez and carried unanimously to nominate Ms. Maria Elena Martinez as Vice President of the Board of Trustees. After hearing no further nominations, Mr. Quintero closed the nominations for the Office of Vice President of the Board of Trustees and the recorder was instructed to cast a ballot for the New Vice President, Ms. Martinez.

   Mr. Quintero called for nominations for Clerk of the Board of Trustees.

4. It was moved by Ms. Montenegro, seconded by Ms. Yanez and carried unanimously to nominate Mr. Gary Mendez for the Office of Clerk of the Board of Trustees.

5. After hearing no further nominations, Mr. Quintero closed the nominations for the Office of Clerk of the Board of Trustees and the recorder was instructed to cast a ballot for Mr. Mendez.

6. According with Board Policy 1035, it was moved by Mr. Camalich, seconded by Ms. Martinez and carried unanimously to declare Dr. Rose Marie Joyce to serve as Secretary to the Board of Trustees.
7. Mr. Quintero called for nominations for the representative to the Los Angeles County Committee on School District Organization. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously to nominate Ms. Michelle Yanez as the new representative to the Los Angeles County Committee on School District Organization.

After hearing no further nominations, Mr. Quintero closed the nominations and the recorder was instructed to cast a ballot for Ms. Yanez as this year’s representative to the Los Angeles County Committee on School District Organization.

G. Presentation – Performance by Rio Hondo Small Choral Group (Linda Brown)

H. Commendation
   - Retirees (Faculty)
     • Carole Fritz
     • Richard Lopez

II. CONSENT AGENDA

8. It was moved by Mr. Camalich, seconded by Ms. Montenegro and carried unanimously that the Board of Trustees accept the consent agenda as presented.

A. 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. Unit Change
   The following course has been recommended for a unit change from 2 units to 3 units to align with the other Fine Arts courses required for graduation:

   PHOTO 190: Photography
   (3 units)

   The following course has been recommended for a unit change from variable units to 1/6 unit due to a decrease in lecture hours and to align with other Division of Public Safety courses:

   PAC 43.11: Supervisory and Management Seminar
   (1/6 units)
b. Deletion from Curriculum

The following course has been recommended for deletion from our curriculum because it is no longer offered and has been replaced by CIT 152:


B. PERSONNEL

1. Academic

a. Employment

Part-Time, Spring 2005

BAILEY, Richard, Business, Arts & Applied Technology
BREITENBUCHER, Alba, Communications & Languages
VU, Phi, Physical Science

Substitute, Spring 2005

FORSYTHE, Steve, Business, Arts & Applied Technology

Hourly as Needed, Spring, 2005

CHIEN, Roger, Public Safety
DOYLE, Andrew, Public Safety
RIOS, Jose, Public Safety

b. Medical Leave

HINZE, Michael, Physical Education, has requested a 12-week unpaid Family Medical Leave beginning approximately January 15, 2005.

c. Sabbatical Leave, 2005-2006

CURLEE, Karleen, Comm. & Languages
SEVILLA-MARZONA, Judy, Library

KAMDIBE, Muata, Comm. & Languages
NYAGGAH, Lynette, Comm. & Languages

2. Classified

a. Employment

Short Term

MORA, Robert, FA Training & Operation Specialist, Public Safety, ending date June 30, 2005
RIOS, Jose, PA Training & Operation Specialist, Public Safety, ending date June 30, 2005

Substitute

YRIARTE, Michelle, Clerk Typist III, Public Safety, effective November 23, 2004
b. Resignation

RAMIREZ, Jorge, Instructional Assistant, Math & Sciences, last day of employment is January 3, 2005.

c. Transfer

GORDEN, Randall, Clerk Typist III, 100%, from Teacher Prep. to Counseling department, effective January, 2005.

The following employee will continue in the designated capacity. Funding is available through September 30, 2005. If continued funding should not be available, appropriate 45-day notice shall be served prior to the end of funding.

LARRAZABAL, Lidia, Clerk Typist III, 100%, from Upward Bound/Student Support Services, to Vocational Education/Tech Prep/DEP Program, effective December 1, 2004

d. Medical Leave

ALLEN, Mina, Children’s Center Aide, has requested an unpaid 12-week Family Medical Leave beginning January 3, 2005.

3. Management and Confidential

a. Employment

Per Diem

MASCORRO, Fred, Facilities Services, effective December 9, 2004 through June 30, 2005

PARRA, Peter, Human Resources, effective January 3, 2005 through June 30, 2005

4. Unrepresented, 2004-2005

a. Employment

Community Services

CHUTE, Steven, EMT
DONOVAN, Christopher, EMT
FLACK, Charles, EMT
KEEN, William, EMT

COFFELT, Kevin, EMT
ESPARZA, Benjamin, EMT
JAEGGI, Scott, EMT
LEE, Robert, EMT

Students

ADACHI, Yoshihito, LAC
AVILA, Dinora, Social Science
BUGARIN, Leonila, Math & Sciences
CHONG, Karen, Project Teach
DANG, Long, Mathematics,
DeFRANCO, Tatianna, Math & Science
DeFRANCO, Tatianna, Financial Aid
Espinoza, Monica, Health Science
Hawman, Lana, Admissions
Ramirez, Erilda, Project Teach
Rivera, Nadia, Child Devp. Center
Serratos, Maribel, Project Teach

ARROYO, Rebecca, Project Teach
BERRELLEZA, Gerald, Parking Ser.
CASTILLO, Nancy, Social Science
CONTRERAS, Claudia, Admissions
DeFRANCO, Tatianna, Financial Aid
ESCOBAR, Elizabeth, Project Teach
GONZALES, Leticia, Career Center
PEREZ, Arthur, Project Teach
RAMIREZ, Jacqueline, Project Teach
SCOTT, Valentina, Project Teach
VENTURA, Jacob, Physical Education
C. FINANCE & BUSINESS

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

2. Out-of-State Travel and Conferences

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

   Stephanie Wells to attend the Association of College and Research Libraries Conference in Minneapolis, Minnesota, April 7-10, 2005.

   Jeanette Williams to attend the National Association for Kinesiology and Physical Education in Higher Education in Tucson, Arizona, January 5-8, 2004.

   Mike Salazar to attend the American Baseball Coaches Association in Nashville, Tennessee, January 6-9, 2005.

3. Acceptance of Donation: Saturn Cut-Away Vehicle

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Budget Augmentation 2004-05

   It was moved by Mr. Camalich, seconded by Ms. Montenegro and carried unanimously that the Board of Trustees approve the recommendation to augment the position listed below:

   Registration Clerk (Admissions) 47.5%, 12 months. This position is to assist with registration in the Division of Public Safety. It is funded from the general fund.
2. **Declaration of Membership in the West San Gabriel Valley Benefits Joint Powers Authority (JPA)**

10. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approve Teresa Dreyfuss, Vice President, Finance and Business and Yolanda Emerson, Director of Human Resources, as representatives to the West San Gabriel Valley Benefits JPA for dental and vision.

3. **Consultant Services**

11. It was moved by Ms. Martinez, seconded by Ms. Montenegro and carried unanimously, that the Board of Trustees approve the Consultant Services as outlined below:

   a) Maria Dolores Alvidrez – to present three 4-hour trainings to foster parents and caregivers on: Allegations (12/18/04), Parenting Skills (3/25/04), and Discipline (4/9/04) and, one 8-hour workshop, Training on Adolescent Anger Management (12/9/04). Payment is not to exceed $750 and will be from the Foster Kinship Care Education-FKCE funds.

   b) Lori Switanowski – to present five 3-hour workshops to foster parents and caregivers on the following topics: Who is in Control, You or Your Strong-Will Child? (1/11/05); Anger Management and Conflict Resolution Skills (2/8/05); How to Handle Bullying and Aggressive Behavior (3/9/05); The Power of Addition (3/22/04); Peer Pressure, Does it Really Exist? (4/12/05). Payment is not to exceed $600 and will be from the Foster Kinship Care Education-FKCE funds.

   In addition, to present two 2-hour workshops to foster youth and adults in the Independent Living Program-Adult on the following topics: The Teenage Body (1/24/05) and The Teen Brain (2/7/05). Payment is not to exceed $200 and will from the Independent Living Program-Adult ILP-A funds.

   c) Karen Dixon – to present seven 3-hour workshops to foster parents and caregivers on the following topics: Cultural Diversity (1/25/05); Working in Parenting with the System (1/27/05); Working with Lesbian, Gay, Bi-Sexual and Transgender Youth (2/22/05); Dealing with Sexual Identity Issues With Our Youth (2/24/05); Permanency Planning (3/17/05); Life Skills (4/19/05); and Building Self-Esteem (4/28/05). Payment is not to exceed $800 and will be from the Foster Kinship Care Education-FKCE funds.
In addition, to present four 2-hour workshops to foster youth and adults in the Independent Living Program-Adult on the following topics:  How to Manage Your Records and What's Needed (2/21/05); Employment – What's Needed (3/21/05); Graduating from High School (4/4/05); and, What's Available for College – Grants, etc. (4/18/05). Payment is not to exceed $300 and will be from the Independent Living Program-Adult ILP-A funds.

d) Mary Hibbard – to present two 1.5-hour workshops to foster parents and caregivers on the following topics: Recovery From the Holidays (1/13/05); Teaching Children To Do Chores (4/14/05); and to present four 3-hour workshops to foster parents and caregivers on the following topics:  Teaching Children To Do Chores (1/4/05); High Risk Behavior in Our Teens (2/15/05); Learning Ways to Manage Stress (3/29/05); and, Sexual and Physical Abuse and How it Affects the Child (4/26/05). Payment is not to exceed $500 and will be from the Foster Kinship Care Education-FKCE funds.

e) Karen Nutt – to present one 4-hour mini conference to foster parents and caregivers on Burnout Prevention (1/26/05). Payment is not to exceed $200 and will from the Foster Kinship Care Education-FKCE funds.

In addition, to present two 2-hour workshops to foster youth and adults in the Independent Living Program-Adult on ILP Resources (12/20/04). Payment is not to exceed $200 and will from the Independent Living Program-Adult ILP-A funds.

f) Shelia McClellan – to present three 2-hour presentations to the youth in the Independent Living Program on the Law and the Youth and on The Importance of Sealing Juvenile Records Before Emancipating. Dates of service shall be from January 19, 2005 through June 6, 2005. Payment shall not exceed $250 and will from the Independent Living Program-Youth ILP-B funds.

g) Rebecca Mann – to present two 2-hour workshops on Sexual Issues, STD’s, Safe Sex and provide materials and handouts to the youth in the Early Start to Emancipation Preparation (ESTEP) Program. Dates of service will be January 8, 2005 through May 21, 2005. Payment shall not exceed $150 and will be from ESTEP funds.
h) David Marquez- to coordinate activities for the East Los Angeles Small Business Development Center (SBDC). Activities to include: 1) Raise appropriate funds, 2) Implement goals and objectives of SBDS Grant and Chancellor’s Office Grant and, 3) Facilitate workshops, conferences and counseling sessions for small businesses in services areas. Dates of service shall be from January 3, 2005 through March 31, 2005. Payment shall not exceed $24,000 and will be from SBDC Grant funds.

i) Dian H. Steinberg – to develop a preliminary evaluation plan for the Tech Prep Demonstration Program Grant – Dual Enrollment Program (DEP). This is a requirement of the TPDP Grant. Dates of service shall be from December 9, 2004 through January 31, 2005. Payment shall not exceed $3,000 and will be from DEP Grant funds.

4. **Resolution Approving Temporary Loan Transfer Between District Funds**

12. It was moved by Mr. Camalich, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approve the resolution for temporary loan transfer between district funds.

5. **Landscape Architect**

13. It was moved by Ms. Yanez, seconded by Ms. Montenegro and carried unanimously, that the Board of Trustees authorize the Administration to negotiate a contract with Wallace, Roberts & Todd (WRT) as Landscape Architect.

6. **Award Bid #1070 Ford Vans and Sedans**

14. It was moved by Ms. Martinez, seconded by Ms. Yanez and carried unanimously, that the Board of Trustees accept and award bid #1070 submitted by the lowest, responsive and responsible bidder, Birch Ford, in the amount of $262,891 plus taxes and fees and authorize the Administration to execute contracts on behalf of the District.

7. **Learning Resource Center Architect Selection**

15. It was moved by Ms. Yanez, seconded by Mr. Camalich and carried unanimously, that the Board of Trustees authorize the Administration to solicit proposals from selected architects, from the architect pool, for design of the Learning Resource Center.
B. PERSONNEL

1. Chancellor’s Office for Personnel Reassignment to the Board of Governors

16. It was moved by Mr. Camalich, seconded by Ms. Yanez and carried unanimously, that the Board of Trustees approve the contract with the Chancellor’s Office for personnel reassignment and authorized the Administration to sign the appropriate documents on behalf of the District.

V. INFORMATION ITEMS

1. Noel Levitz Results
2. Building Program Update
3. RHC Foundation Receives Grant

VI. STAFF AND BOARD REPORTS

VII. CLOSED SESSION

Mr. Quintero recessed the meeting to closed session at 8:15 p.m. Mr. Quintero reconvened the meeting at 9:25 p.m. The following action was taken and reported out of closed session:

(Pursuant to Section 54957 of the Government Code)

• PUBLIC EMPLOYEE APPOINTMENTS
  - Dean, Public Safety
  - Executive Director, RHC Foundation & Alumni
  - Director, Community Governmental Relations
  - Architectural Instructor
  - Automotive Instructor

17. It was moved by Mr. Camalich, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approve the employment of Joseph Santoro as the Dean of Public Safety, effective December 9, 2004.

18. It was moved by Ms. Yanez, seconded by Mr. Camalich and carried unanimously, that the Board of Trustees approve the employment of Trinidad Jimenez, Executive Director of the Rio Hondo College Foundation & Alumni, Effective December 9, 2004.

19. It was moved by Mr. Camalich, seconded by Ms. Martinez, and carried unanimously, that the Board of Trustees approve the employment of Rodney Lineweber as Automotive Instructor (grant Funded) pending reference checks, effective January 6, 2005.
• PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Section 54957.6)

• CONFERENCE WITH LABOR NEGOTIATOR
  Agency Negotiator: Rose Marie Joyce, Ph.D.
  Employee Organizations: CSEA, RHCFA,

VIII. CLOSING ITEMS

A. Adjournment

  Mr. Quintero adjourned the meeting at 9:34 p.m. The next regular meeting of the Board of Trustees will be held on Wednesday, January 12, 2005, 6:30 p.m.