I. CALL TO ORDER

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

Mr. Mendez called the meeting to order at 6:46 p.m.

B. Pledge of Allegiance

Mr. Oscar Payan led the pledge of allegiance.

C. Roll Call

All members were present.

D. Open Communication for Public Comment

Mr. Bill Fuentes commented on the disabled students drop off point being moved without notice to those affected, Ms. Martha De La Mora commented on Non-Instructional Faculty issues, and Mrs. Georgia Atkins commented on selectivity in the programs for disabled students and would like the creation of a college wide Disability Action Group.
E. Approval of Minutes – January 4, 2006; January 18, 2006

41. It was moved by Ms. Martinez, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees accept the minutes of January 4, 2006 as presented.

42. It was moved by Ms. Martinez, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees accept the minutes of January 18, 2006 as presented.

F. Commendations

- RHC Men’s Soccer Team
- Student Leadership & Success Conference Facilitators

Mr. Mendez made a motion to move Information Items (V.) 1 State and (V.) 2 Federal Lobbyists out of order prior to the Consent Agenda. There were no objections to the motion. Mr. Patrick Mc Callum and Mr. James Fabiani made presentations to the Board of Trustees.

II. CONSENT AGENDA

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

44. There was a motion to reconsider made by Mr. Quintero, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees reconsider for the purposes of discussion Consent Agenda Item II.A.3.d. – CAHSEE – California High School Exit Exam.

45. After discussion, a motion was made by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, that the Board of Trustees approve the Consent Agenda with the exclusion of Consent agenda Item II.A.3.d. – CAHSEE – California High School Exit Exam which will be brought back to the Board of Trustees at a later time.

A. 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 and meetings listed below:
Lyla Eddington and Gloria Arevalo to attend the Tech Prep Demonstration Project (TPDP) Director/Coordinator Meeting in Washington, D.C., February 8-10, 2006.

Lyla Eddington and Gloria Arevalo to attend the League for Innovation in Community Colleges in Atlanta, Georgia, March 19-22, 2006.

John Frala at attend the Allison Hybrid Training in Indianapolis, Indiana, February 14-16, 2006.


Ralph Velazquez to attend the English Composition Workshop in Coconut Grove, Florida, February 9-12, 2006.


Andy Howard to travel to February 2-8, 2006 to meet with he legislative representatives regarding transit plan.

Zolita Fisher to attend the Western Association of Educational Opportunity Personnel Annual Conference in Las Vegas, Nevada, March 4-8, 2006.

Henry Gee and Antonio Flores to attend the National Council for Community and Education Partnerships (NCCEP)/Gaining Awareness and Readiness for Undergraduate programs (GEAR UP) Capacity-Building Workshops 2006, San Antonio, Texas.

3. **Community Services**

a. David Cook – to present Community Services workshop, How to Build Your Dream Home for a Song. Date of service will be March 1, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.

b. Kris G. Hall – to present Community Services workshops, Medical Billing Certificate Program, Medical Billing 1, Advanced Billing, Worker’s Compensation and Possible Injury, Orientation, Online Computerized Billing, and Starting Your Own Medical Billing Service. Dates of service will be May 13, 14, 20, 21, and 22, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.

c. Diana I. Moreno – to present Community Services Workshop, floral Arranging 1 and 2. Dates of service March 11, 18, 25 and April 8, 2006/April 15, 22, 29, and May 6, 2006. Payment will be split 60% to Rio Hondo and 409% to consultant.
d. Jerry Bobrow – to present Community Services workshop, Preparation for CAHSEE: Math (California High School Exit Exam). Dates of Service will be February 25, March 4, 11, & 18, 2006 and April 8, 22, & 29, 2006. Payment will be split 60% to Rio Hondo and 40% to consultant.

e. David Saint-Laurent – to provide piano instruction for children and adults through Community Services. Dates of Service will be January 31, 2006 through May 9, 2006. Payment will be split 50% to consultant.

4. Augment Revenue Agreement – Project No. 02-637

B. PERSONNEL

1. Academic

a. Employment

Part Time, Hourly as Needed, 2006

ADRID, Brian, Public Safety  MUNOZ, Manuel, Public Safety
WHEELER, Mark, Public Safety

Part Time, Spring 2006

ADESINA, Catherine, Social Sci.  CHAMBERS, Thomas, Social Sci.
CURRINGTON, William, Comm.  DeGENNARO, John, Comm./Lang
DIXON, Wendy, Biology  ELAM, Christine, Business
LaROSA, Catherine, Comm./Lang.  LATSON, Jack, Social Sci.
LIM, Joyce, Comm./Lang.  LUNA, Patricia, Health Science
PHARES, D’Artagnan, Soc. Sci.  QUEZADA, Sara, Social Sci.
SEETHARAMAN, Gayathri, Math  SHAFER, Kenneth, Social Sci.
ZEIGLER, Christina, Phys. Sci.

Non Credit, 2006

ETO, Sandra, Disabled Students  MARTIN, Benjamin, Voc. Ed.
YANG, Elaine, Voc. Education

b. Medical Leave

GASPAR, Georgia, full-time instructor in Communications and Languages, has requested a paid medical leave effective January 27, 2006, the first 12-weeks will be covered under the Family Medical Leave

2. Management & Confidential

a. Employment

BABCOCK, Mary Rachel, Senior Administrative Assistant, Student & Community Services, effective January 17, 2006
b. **Resignation**

REILLY, Colleen, Director of Child Development Center last day of employment was January 25, 2006

3. **Classified**

a. **Employment**

**Regular Classified**

The following employee is hired in the designated capacity. Funding is available through September 30, 2006. If continued funding should not be available, appropriate 45-day notice shall be served prior to the end of funding.

HERRERA, Brenda, Clerk Typist III, Upward Bound Student Support Services, 100%, effective January 23, 2006

**Short Term**

VENEGAS, Bobbi Jo, Disabled Students, Instructional Assistant, Translator for the Deaf ending date June 30, 2006

WHEELER, Mark, Public Safety, FA Training & Operations Specialist, ending date June 30, 2006

**Substitute**

BARRON, Esther, Registration Clerk, Admissions & Records, effective January 3, 2006

DE LA TORRE, Angela, Clerk Typist III, Community Services effective January 3, 2006

TELLEZ, Armida, Senior Secretary, Disabled Students, effective January 20, 2006

b. **Promotion**

GONZALEZ, Anamaria, International Student Specialist, Admissions & Records, 100%, effective January 26, 2006

RAMIREZ, Yolanda, Account Clerk II, 100%, in Accounting, effective January 18, 2006

SERRATO, Melissa, Clerk Typist III, Contract Management & Vendor Services, 50%, effective February 6, 2006
c. **Resignation**

SINGH, Babanpal, Upward Bound/Student Support Services Paraprofessional Tutor, last day of employment was December 31, 2005

STALLWORTH, Lisa, Registration Clerk, Admissions and Records, last day of employment was January 12, 2006

d. **Transfer**

CAPLIS, Claire, Senior Secretary in Disabled Students has transferred to Community Services effective January 19, 2006

4. **Unrepresented, CP 5155 - 2006**

a. **Employment**

**Students**

CAO, Feng Juan, LAC  
CUEVAS, Maria, Americorps  
HERRERA, Carla, Americorps  
MIRANDA, Noreen, Child Dev.  
NAVARRO, Dina, Foster Care  
RAMIREZ, Jesus, Americorps  
REYNA, Mayda, Americorps  
VILLARINO, Jill, Americorps

**Hourly**

BAUMGARTNER, Jr., Daniel,  
Asst. Training Specialist

III. **ACTION ITEMS**

A. **FINANCE & BUSINESS**

1. **Putnam Center Workaround Project**

46. It was moved by Mr. Couso-Vasquez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees award Spectrum Communications the Putnam Center workaround Project for a total not to exceed an amount of $78,053.90 from Bond Funds.

2. **Consultant Services**

47. It was moved by Ms. Acosta-Salazar, seconded by Mr. Quintero and carried unanimously that the Board of Trustees approve the Consultant Services as outlined and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.
a) Stephanie L. Spaulding – to present three 30-hour Independent Living Program (ILP-B) modules to foster youth in the Independent Living program and to attend three to four ILP Refresher Training for Trainers. Dates of service will be February 2006 through June 2006. Payment is not to exceed $3,200.00 from Independent Living Program-Youth (ILP-B) funds.

b) Higher Education Evaluation and Research Group (Norena Norton Badway, Ph.D.) – to conduct evaluation of Tech Prep Demonstration Program-TPDP (Dual Enrollment Program) as required by the U.S. Department of Education Office of Vocational and Adult Education. Dates of service will be February 2, 2006 through August 30, 2008. Payment is not to exceed $32,000 from TPDP funds.

c) Planned Parenthood – to present Planned parenthood workshops on sexual issues, STD’s, safe sex and provide materials and handouts for youth in the Independent Living Program (ILP). Dates of service will be January 2006 through July 2006. Payment is not to exceed $600 for four presentations from Independent Living Program-Youth (ILP-B) funds.

d) Heather Brown – to perform institutional research in the areas of successful course completion, student degree and certificate completion, the number of transfer students, and the number of transfer prepared students and comparing Rio Hondo students to the statewide performance of students at other community colleges. Also, to assist with the analysis of student equity numbers by ethnicity to determine what educational equity issues need to be reviewed. Dates of service will be for the Spring 2006 semester. Payment is not to exceed $13,500 from General Funds.

3. **Personnel Reassignment to the Board of Governors**

   48. It was moved by Mr. Couso-Vasquez, seconded by Mr. Quintero 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.

4. **Auditing Services - Contract Renewal**

   49. It was moved by Ms. Gunn, seconded by Mr. Couso-Vasquez and carried unanimously, that the Board of Trustees award a contract to Vasquez & Company, LLP for auditing services for fiscal years 2005/2006 through 2007/2008 in an amount not to exceed $152,907.
5. **Applied Technology Remodel Project - Design Services**

50. It was moved by Ms. Acosta-Salazar, seconded by Ms. Gunn and carried unanimously, that the Board of Trustees approve Martinez Architects to provide design services for the Applied Technology Remodel Project for a not to exceed amount of $900.00 from a combination of State Funds and Bond Funds.

6. **Emergency Resolution – Pool Pump Repairs**

51. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously, to declare an emergency authorizing payment for emergency repairs of the Pool Pump and executing the Los Angeles County Office of Education Emergency Resolution form to acquire the approval of the County Superintendent of Schools.

B. **PERSONNEL**

1. **Reclassification of Management Position/Job Description Change**

52. It was moved by Mr. Couso-Vasquez, seconded by Mr. Quintero and carried unanimously, that the Board of Trustees approve the recommended revised job description and revised range change for the management positions on the attached pages.

IV. **INFORMATION ITEMS**

1. State Lobbyist Efforts – item moved out of order
2. Federal Lobbyist Efforts – item moved out of order
3. Feasibility Study
4. Community Relations Report
6. Reorganization/New Job Descriptions
   - Dean I, Student Learning Support & Articulation
   - Dean II, Institutional Research and Planning
   - Dean I, Community and Educational Services
7. Building Program

VI. **BOARD COMMITTEE REPORTS**

VII. **STAFF AND BOARD REPORTS**
RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, HEALTH SCIENCES

DEFINITION

Reporting directly to the Executive Vice President of Academic Services, to provide leadership and direction; to manage, supervise, and coordinate the Health Sciences programs and activities, including Associate Degree Nursing, Vocational Nursing, and Health Information Technology Certificate Program; to coordinate assigned activities with other District divisions, and outside agencies; develop additional delivery systems such as using evenings and week-ends, develop additional clinical placements and other hospital and health care partnerships, find expanded facilities, and pursue state, federal, and private funding.

SUPERVISION EXERCISED

Exercises direct supervision over faculty and technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume management responsibility for Health Sciences programs, services, and activities.

Develop additional delivery systems to expand program numbers such as using evenings and week-ends.

Develop additional clinical placements and other hospital and health care partnerships.

Find expanded facilities, and pursue state, federal, and private funding.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Health Sciences programs including Associate Degree Nursing, Vocational Nursing, and Health Information Technology Certificate Program; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for Health Sciences; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
Manage and participate in the development and administration of the Health Sciences program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Health Sciences with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Health Sciences programs, policies, and procedures as appropriate.

Oversee the use of an appropriate process, sequence, and schedule for curriculum revision and implementation through effective functioning of the division and College-wide curriculum committees.

Develop plans for program enrollment based on the College goals and objectives.

Provide leadership in the process of accreditation, the preparation of reports for accreditation, the program review process, and annual reports to licensing agencies.

Develop plans and procedures for Health Sciences within District guidelines and rules and regulations determined by the Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technicians.

Schedule clinical rotations for programs in nursing and facilitate new clinical experience opportunities for students.

Prepare schedule of classes and teaching assignments; monitor enrollments and maintain overall efficiency regarding class size, space usage, and faculty teaching loads.

Supervise the development and implementation of an effective plan for use of the Health Science Skill Center based on enrollment and student learning needs.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Prepare, develop, write, coordinate, and administer grants.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of health sciences.

Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community.
Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of a Health Sciences program.

Organizational and management practices as applied to the analysis and evaluation of Health Sciences programs, policies, and operational needs.

Modern and complex principles and practices of Health Sciences program development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of licensed nursing.

Database applications.

Maintenance and operation of equipment used in the classroom, computer laboratory, and simulated hospital bed areas used in the Health Science Skill Center.

Nurse Practice Acts for Registered Nurses and Vocational Nurses related to scope of practice and administration of programs of nursing.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including California Education Code.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.
**Ability to:**

Provide administrative and professional leadership and direction for Health Sciences.

Recommend and implement goals, objectives, and practices for providing effective and efficient Health Sciences services.

Manage, direct, and coordinate the work of faculty and technical and administrative support personnel.

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

Identify and respond to Health Sciences issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Health Sciences goals.

Research, analyze, and evaluate new Health Sciences service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Health Sciences programs and functions.

Communicate clearly and concisely, both orally and in writing.

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

**Minimum Qualifications:**

**Experience:**

Any combination which meets all of the following:

(a) Three years as a registered nurse, one of which is in teaching or clinical supervision (or combination thereof) in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; OR, three years experience in nursing administration or nursing education within the last five years.

(b) One years experience in an administrative position.

(c) Two years experience teaching in pre- or post-licensure nursing programs.
(d) One year experience as a registered nurse providing direct patient care.

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

**Training:**

Master’s degree from an accredited college or university which includes course work in administration, teaching and curriculum development.

**License or Certificate:**

Hold a current California active license as a Registered Nurse. 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 work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 55

**Effective Date:** May 11, 2005 (Director of Health Science)
**Revised Date:** February 16, 2006
VIII. **CLOSED SESSION**

Mr. Mendez recessed the meeting to Closed Session at 9:45 p.m. Mr. Mendez reconvened the meeting at 11:35 p.m. and reported the following was taken in Closed Session:

*With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:*

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR** - Property:
  - 1250 Imperial, Norwalk
  - 11401 Shoemaker Avenue, Santa Fe Springs
  - 3017 Tyler Avenue, El Monte

  No action taken on this item.

*(Pursuant to Section 54957)*

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
  Pursuant to Section 87607 of the Education Code, full-time tenure-track faculty have been evaluated, the Board will have received statements for the most recent evaluations along with the recommendations of the President and the Board will consider the recommendations. There are 22 faculty members who will be reviewed, including those in their first, second and third contracts

  53. It was moved by Mr. Quintero, seconded by Mr. Garry Couso-Vasquez and carried unanimously, that the Board of Trustees accepted the recommendation to give a successor contract to 22 full-time, faculty members.

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

  54. It was moved by Ms. Martinez, seconded by Mr. Couso-Vasquez and carried unanimously that the Board of Trustees approve the five (5) day suspension with out pay of a classified employee.

*(Pursuant to Section 54957.6)*

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

  No action taken on this item.

VIII. **CLOSING ITEMS**

A. Mr. Mendez adjourned the meeting at 11:45 p.m. The next Special meeting of the Board of Trustees will be held on Wednesday, February 15, 2006; the next regular meeting of the Board of Trustees will be held on March 1, 2006, Rio Hondo College, 3600 Workman Mill Road, Whittier.