I. CALL TO ORDER

A. Tour of ACEDD-GIS Program – S309 (5:30 p.m.)

B. Call to Order (6:00 p.m.)

Ms. Acosta-Salazar called the meeting to order at 6:12 p.m.

C. Pledge of Allegiance

Mr. Julio Flores led the Pledge of Allegiance.

D. Roll Call

All members were present.

E. Open Communication for Public Comment

The following individuals addressed the Board of Trustees.

Mr. Jim Newman congratulated faculty members who receiving tenure.

Ms. Mary Ann Pacheco addressed the Board on the case of a Classified Employee and her return to work.
Kimmie Castillo addressed the Board on the turnaround time in processing transcripts.

Mr. Samuel Castillo addressed the Board regarding Agenda Item III.A.5.

F. **Approval of Minutes: February 17, 2010; February 27, 2010**

59. It was moved by Ms. Martinez, seconded by Mr. Flores and carried unanimously, that the Board of Trustees accepted the Minutes of February 17, 2010 with the following amendments – correction to Action Items III.A.7. and 8. Trustee Garcia voted no on both items and also the inclusion of community advocate Fernando Magdaleno was inadvertently omitted from the public comments.

G. **Commendations**
   - Men’s/Women’s 2010 Basketball Teams – Commitment to Community Service

H. **Presentations**
   - Accreditation Surveys (Howard Kummerman)
   - Sabbatical Leave (Jay Sunyogh)

II. **CONSENT AGENDA**

Ms. Shapiro requested that PO 0910-1755 and 0910-1776 of the Purchase Orders be removed from the Consent Agenda.

60. It was moved by Ms. Martinez, seconded by Ms. Garcia and carried unanimously, that the Board of Trustees approved the Consent Agenda with the exclusion of Item II.A.1.a. Finance and Business Report items 0910-1755 and 0910-1776 which were pulled from the Consent Agenda and moved to the Action agenda.

A. **FINANCE & BUSINESS**

1. **Finance and Business Reports**

   a. **Purchase Order Report**

      Attached is the Purchase Order Report reviewing purchases for the preceding 60 days. Funds have been budgeted for these purchases in the funds shown. Individual purchase orders are available in Contract Management and Vendor Services prior to the meeting for Board review. The purchases have been processed in accordance with Administrative Procedure No. 6334.

      See Action Agenda for items that were pulled.

   b. **Payroll Warrant Report**


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

   The following staff and Board Members were approved to attend the educational conferences and meetings listed below;

   Kevin Luong to attend the Luminis System Administration Training in Salt Lake City, UT, April 6, 2010.
Huy Nguyen to attend the Luminis System Administration Training in Salt Lake City, UT, April 6, 2010.

Dr. Paul Parnell to attend the American Association of Community Colleges in Seattle, WA, April 16-20, 2010.

Larry Scher to attend the National Association of Broadcasters Conference in Las Vegas, NV, April 12-15, 2010.


Steve Tomory to attend the National Alternative Fuels Training Consorium Business and Professional Development Meeting in Charlotte, NC, April 14-18, 2010.

Gail Biesemeyer to attend the National Student nurses Association Conference in Orlando, FL, April 7-10, 2010.

3. **Lease Renewal – Print Shop Copier – Xerox**

The high speed copier in the print shop is at the end of its lease period. Xerox has proposed a new 60-month lease piggybacking off Contract Award 3-01-36-0030A from the State of California—Department of General Services—California Multiple Award Schedule. Xerox will replace the old high speed copier with a new Xerox copier. The new Xerox Docutech 6115 has the same copy speed and configuration as the existing copier.

- Sun® Workstation W1100z, 1.8 GHz, 2 GB memory, 80 GB system disk, DVD/ROM CD-RW combination drive, 17.0” color flat panel display, Keyboard and mouse;
- Ethernet interface (10/100/1000BaseT) computer network connection;
- Print speed up to 115 pages per minute (8.5” x 11”/A4);
- Simplex or duplex printing;
- Enhanced 600 x 600 dpi laser raster output;
- ImageSense Technology with redesigned 85+, 106+, 121 and 140 line screens;
- On-line, right and left side stitching/binding.

The new 60-month lease amount is $5,261.35 per month. The new lease will cost the District about $231.94 less per month than the prior 60-month lease.

4. **Grants**

A. Alliance for Regional Collaboration to Heighten Educational Success (Arches) has awarded Planning Grant, to develop a regional collaborative, in the amount of $10,000 to the Rio Hondo College.

B. MPR Associates, Inc., through its support of the Institute of Education Sciences at the U.S. Department of Education, and in partnership with the University of California Office of the President, has approved the 2nd portion of its implementation grant UCOP-TES-3475-01 in the amount of $10,000 to help offset transcript evaluation services (TES) for the period March 1, 2009 through December 31, 2010. The 1st portion of the grant $17,500 was approved on May 13, 2009 as Action Item III.A.3.
5. **Apprenticeship Instructors**

The college has entered into a program with the Carpenters Joint Apprenticeship and Training Fund Committee for Southern California to provide instruction. The District will employ the instructors and the committee will provide the instructor’s salary and benefits. The college is recommending the employment of the following individual.

- Robert Wayne Miller

6. **Approve Clinical Affiliation Training Agreement – University of LaVerne**

The Physical Education Department is requesting approval of a clinical education training agreement with the University of La Verne. The University of La Verne desires the cooperation of Rio Hondo College faculty and staff to assist University in providing clinical experience for students enrolled in its Athletic Training Education Program. The purpose of this agreement is to provide clinical education (e.g. learning experiences) to students enrolled in the educational program of the University.

B. **PERSONNEL**

1. **Academic**
   a. **Employment**

   Part time, Spring 2010

   GREEN, Voiza, Comm./Lang. NOBLE, William, Public Safety

   **Hourly as Needed, Spring 2010**

   MARTINEZ, Angelica, Cal WORKS

   b. **Sabbatical Leave, 2010-2011**

   KOUTROULIS, Mathew, full-time instructor in Physical Science was approved for a Sabbatical Leave in the January 13, 2010 Board Agenda. However, his sabbatical has been deferred to the 2011-2012 academic year.

2. **Classified**
   a. **Employment**

   **Substitute, 2009-2010**

   AHUMADA, David, Electrician, Facilities Services, effective March 8, 2010.

   GONZALES, Gabriela, Custodian, Facilities Services, effective February 18, 2010

   KINDRED, Kelly, Instructional Lab Technician-Biology, Math and Sciences, effective March 5, 2010
PILAR, Maria, Custodian, Facilities Services, effective February 18, 2010

Short Term, 2009-2010

BAIRES, Rey, FA Training & Operations Specialist, Public Safety, ending date June 30, 2010

MACHUCA, Steven, FA Training & Operations Specialist, Public Safety. Ending date June 30, 2010

ORTIZ, Derrick, Web Developer, Career Technical Education, ending date June 30, 2010

b. Retirement

RONQUILLO, Mary, Clerk Typist III, Transfer Center, last day of employment is June 30, 2010

3. Unrepresented (AP 7130), 2009-2010

a. Employment

Hourly

BURNS, Gloria, Tutor II, LAC  
COOPER, Sarah, Tutor II, LAC  
HUIPIO, Apolinar, Tutor II, LAC

Volunteers

HURNDON, Reuben, Phys. Ed.  
LORENZETTI, Gerald, Counsel.  
McWILLIAMS, Geoffrey, Math  
MOORE, Lindsay Physical Ed.

4. Academic Rank

The Academic Rank Committee of the Academic Senate has met to review the applications for Faculty for Advancement in academic rank. The applications for academic rank are in compliance with the Academic Rank Policy and have been verified by staff in the Office of Human Resources.

Professor

Sylvia Duran-Katnik  
Julie Huang  
Melissa Juarez  
Patricia Kepner  
Barbara Mikalson  
Jo Ann Springer  
Jon Whitford  
Financial Aid  
Business  
Social Science  
Social Science  
Social Science  
Communications & Lang.  
Business

Associate Professor

Katherine Lopez  
Kendra Seiler  
Colin Young  
Health Science  
Health Science  
Social Science
Assistant Professor

Alyson Cartagena  Physical Education
Margaret Griffith  Arts & Cultural
Mike Hinze  Physical Education

5. Evaluation of Academic Employees

At the Board of Trustees meeting on February 17, 2010, the Trustees received statements and recommendations from the Superintendent/President regarding evaluations for second, third and tenure employees in accordance with Education Code 87607.

At this time, the Board of Trustees must make a decision on the re-employment of these contract employees:

a. Re-employment of Academic Employees

1. First Contract Employees

It is recommended by the Superintendent/President that the following employees be re-employed pursuant to Education Code 87608 as second contract employees for the 2010-2011 academic year:

David Dawson  Arts and Cultural
Alonso Garcia  Communications and Lang.
Karen Gottlieb  Health Science
Dianne Martinez  Counseling & Student Devp.

2. Second Contract Employees

It is recommended by the Superintendent/President that the following second contract employees be re-employed pursuant to Education Code 87608.5 as third contract employees for the following two academic years 2010-2011 and 2011-2012:

Brian Brutlag  Social Science
Scott Dixon  Social Science
Shelly Ferrari  Health Science
Sergio Guzman  Counseling & Student Devp.
Jorge Huinquez  Counseling & Student Devp.
David Lindy  Career Technical Education
Kelly Lynch  Social Science
Ann Mansolino  Arts & Cultural
Krysa Mayer  Mathematics
Robert Miller  Arts & Cultural
Lydia Okelberry  Mathematics
Daniel Osman  Communications & Lang.
Lydia Perez  Health Science
Dorali Pichardo  Counseling & Student Devp.
3. **Third Contract Employees (year 4)**

It is recommended by the Superintendent/President that the following third contract employees be re-employed pursuant to Education Code 87609 as tenured employees for the academic year 2010-2011:

- Mike Javanmard  
  Social Science  
- Cynthia Lewis  
  Arts & Cultural  
- Katherine Lopez  
  Health Science  
- Juana Mora  
  Social Science  
- Jill Pfeiffer  
  Social Science  
- Matt Pitassi  
  Mathematics  
- Ron Reeder  
  Arts & Cultural  
- Lorraine Sfeir  
  Communications & Lang.  
- Shelly Spencer  
  Biology  
- Irma Valdivia  
  Social Science  
- Colin Young  
  Social Science

C. **ACADEMIC AFFAIRS**

1. **Curriculum**

   a. **New Courses that are Crosslisted with Existing Courses**

   The following courses have been recommended for inclusion in our offerings and catalog:

   **AET/ET 181: Home Energy Management and Auditing**  
   (Career and Technical Education)  
   Degree Applicable; (3 Units)  
   Transfers to: CSU

   **Justification:** This course will provide students with the knowledge and skills to work in the green energy field. Members of the Environmental Technology Advisory Committee recommend the development of green energy courses to fill the growing need for energy managers and auditors.

   **AET/ET 182: Industrial Energy Management and Auditing**  
   (Career and Technical Education)  
   Degree Applicable; (3 Units)  
   Transfers to: CSU

   **Justification:** This course will provide students with the knowledge and skills to work in the green energy field. Members of the Environmental Technology Advisory Committee recommend the development of green energy courses to fill the growing need for energy managers and auditors.

   **AET/ET 280: Green Building Design Principles**  
   (Career and Technical Education)  
   Degree Applicable; (3 Units)  
   Transfers to: CSU
**Justification:** This course will provide students with the knowledge and skills to work in the green energy field. Members of the Environmental Technology Advisory Committee recommend the development of green energy courses to fill the growing need for green building designers and Leadership in Energy and Environmental Design Accredited Professionals (LEED AP’s).

b. **Program Change**

The following Certificate of Achievement has been recommended for inclusion in our offerings and catalog with the following changes:

**Automotive Technology Certificate of Achievement**

- **Unit Change:** TO: 35 Units
- **Course Requirement Change:** ADD: AUTO 106
- **Title Change:** TO: General Automotive Service
- **Division Name Change:** TO: Career and Technical Education
- **Description Change**

**Justification:** To meet NATEF certification requirements.

*UC transfer process in progress for courses where applicable

**RECEPTION RECOGNIZING TENURED FACULTY**

Ms. Acosta-Salazar recessed the meeting for a break and reconvened the meeting at 7:35 a.m.

**III. ACTION ITEMS**

A. **FINANCE & BUSINESS**

1. **Finance & Business Reports**

   A portion of this agenda item was pulled from the Consent Agenda and moved to the Action Agenda.

   a. **Purchase Order Report**

   Attached is the Purchase Order Report reviewing purchases for the preceding 60 days. Funds have been budgeted for these purchases in the funds shown. Individual purchase orders are available in Contract Management and Vendor Services prior to the meeting for Board review. The purchases have been processed in accordance with Administrative Procedure No. 6334.

   **Item #0910-1755 – Go Rio Bus Program for Fall 2009 Semester**

   61. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried, that the Board of Trustees approved Purchased Order Item #0910-1755. Mr. Flores abstained.

   **Item # 0910-1776 – Simply the Best Promotions**

   62. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried that the Board of Trustees approved Purchase Order Item # 0910-1776. Ms. Shapiro voted no.
1. **Consultants**

   It was moved by Ms. Garcia, seconded by Mr. Flores and carried unanimously, that the Board of Trustees approved the Consultant Services as outlined below and authorized the Superintendents/President or designee to sign the appropriate documents on behalf of the District.

   a. Patricia Evans – To present workshops/classes to Foster and Kinship Care Providers on topics such as: Drug and Alcohol Abuse and it's Consequences; Understanding Families that Care for Children with Special Needs; Recovering for Obsessive Compulsive Disorder; and other related topics in foster care and parenting as needed. Dates of service are through June 30, 2010. Payment is not to exceed $1,500 from Foster/Kinship Care Education (FKCE).

   b. Michael Cummings – To present and provide Independent Living Skills and resources to youth in the YESS-ILP Program. Dates of service are through June 30, 2010. Payment is not to exceed $200.00 from YESS-ILP.

   c. Christine Petrell-Kallevig – To present 60 minute workshop featuring several short stories and activities appropriate for early childhood learners. This is followed by a discussion of the benefits inherent in the combination of art and literature. Date of service is April 19, 2010. Payment is not to exceed $860.00 from Target and Verizon Grants.

2. **Additional Services Request #1 – Parking Study, Penfield & Smith Engineers, Inc.**

   It was moved by Ms. Martinez, seconded by Ms. Shapiro and carried unanimously, that the Board of Trustees authorized an increase to the contract value of Penfield and Smith Engineers, Inc., for additional engineering services in the amount of $88,000 for a revised total contract amount of $125,500 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

3. **Applied Technology Building Renovation – Additional Services Request #2 for Construction Management Services – Vanir Construction Management, Inc.**

   It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees authorized an increase to the contract value of Vanir for additional construction management services in the amount of $92,000 for a revised total contract amount of $1,142,000 from State/Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Ratification of Change Order #10 and Approval of Change Order #11, Bid #1136 Applied Technology Building Renovation Project – W.E. O’Neil Construction Company**

   It was moved by the Ms. Martinez, seconded by Ms. Shapiro and carried unanimously, that the Board of Trustees (A) Ratified Change Order #10 in the amount of $109,075.00 and (B) approved Change Order #11 for a net increase to the contract in an amount of $225,000.00 for a new total contract amount of $12,375,115.69 payable from state and bond funds and authorized the Administration to execute the change order on behalf of the District.
5. **Student Fee Assessment for GO RIO Program**

   It was moved by Mr. Flores, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees authorized the ASB-Senate approved GO RIO fee structure - as outlined below - to be included on the Spring ’10 ASB election ballot.

   On Friday, February 26, 2010, the Rio Hondo College ASB Senate voted to include a two tiered GO RIO fee structure in the Spring ’10 ASB Election Ballot. The two-tiered structure includes the following:

   - $3.00 for all students per semester, an additional
   - $12.00 user fee per GO RIO user (GO RIO users would thus pay a total of $15.00) per semester

   The ASB Senate voted this additional $12.00 fee would be starting Fall 2010 binding for two years until Spring 2012.

6. **Veteran Employment Related Assistance Grant – Pacific Gateway Workforce Investment Network**

   It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously, that the Board of Trustees approved Veteran Employment Related Assistance Grant with Pacific Gateway Workforce Investment Network and authorized Administration to execute appropriate documents on behalf of the District.

7. **Appointment to Rio Hondo College Citizen’s Oversight Committee**

   This item was tabled to the next meeting.

B. **PRESIDENT’S OFFICE**

1. **Approval of Board Policies 3715, 5030 (Final Adoption) (GOVERNANCE) see attached**

   It was moved by Mr. Garcia, seconded by Mr. Flores and carried unanimously, that the Board of Trustees approve Board Policy 3715, Intellectual Property; and Board Policy 5030, Fees, for final adoption.

2. **California Community College Trustees (CCCT) Board of Directors Election - 2010**

   It was moved by Mr. Flores, seconded by Ms. Shapiro and carried unanimously, that the Board of Trustees cast a vote for each of the seven vacancies on the CCCT Board of Directors.

IV. **INFORMATION ITEMS**

   1. **Building Program**
      - Bond Expenditure Report
   2. **Revision / New Administrative Procedures (GOVERNANCE)**

V. **STAFF AND BOARD COMMENTS**
VI. CLOSED SESSION

Ms. Acosta-Salazar recessed the meeting to Closed Session at 9:00 p.m. Ms. Acosta-Salazar reconvened the meeting at 9:40 p.m. and reported the following action was taken in Closed Session.

Pursuant to Section 54956.8:
- Conference With Real Property Negotiator
  - 3017 Tyler Avenue, El Monte, California

  No action taken on this item.

Pursuant to Section 54956.9
- Conference with Legal Counsel – Anticipated Litigation (4 Cases)

71. It was moved by Ms. Shapiro, seconded by Ms. Acosta-Salazar and carried unanimously, that the Board of Trustees reject the claim as presented.

- Conference with Legal Counsel – existing litigation (subdivision (a) of Section 54956.9)
  - File No.08-69427MH
    (Disclosure would jeopardize service of process or existing settlement negotiations).

  No action taken on this item.

- Conference with Legal Counsel - existing litigation (subdivision (a) of Section 54956.9)
  - File No.LA-CE-5333-E
    (Disclosure would jeopardize service of process or existing settlement negotiations).

  No action taken on this item.

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

  No action taken on this item.

VII. ADJOURNMENT

Ms. Acosta-Salazar adjourned the meeting at 9:42 p.m. The date of the next. Next Regular Meeting, Wednesday, April 14, 2010, 6:00 p.m. (Meeting in the Community, Trustee Area 2 (Pico Rivera), tbd.
RIO HONDO COMMUNITY COLLEGE DISTRICT

INTELLECTUAL PROPERTY

Board Adopted: NEW

BP No. 3715

I. The Superintendent/President shall develop procedures that define the rights, interests, protection and transfer of intellectual property created by the District employees and students (CCLC) other than those provided for in contractual agreements (Liebert, Cassidy) in collaboration with representatives from all college constituencies in accordance with the District’s policies regarding participatory local decision making (Paul Parnell). shared governance and contractual agreements (Planning Fiscal Council 3-3-09)

II. Source/Reference

17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq. Education Code Sections 72207, 81459, 17 United States Code 201
RIO HONDO COMMUNITY COLLEGE DISTRICT

Fees

Board Adopted: 11/21/07

I. The Board authorizes the following fees. The President or designee shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

II. Enrollment Fee:

Each student shall be charged the fee or fees for enrolling in credit courses as required by law.

III. Health Fee:

The President shall recommend to the Board for approval a fee to be charged to each student for student health services. The district will charge the maximum allowable fee as approved by the Chancellor’s Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government prior to implementation. Additional adjustments to this fee, if needed, are described under this section (72246) Ed Code 72246. (PFC)

IV. Parking Fee:

The President shall recommend for board approval fees for parking for students.

To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he or she regularly has two or more passengers commuting with him or her.

V. Instructional Materials:

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

VI. Physical Education Facilities:

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the district.
RIO HONDO COMMUNITY COLLEGE DISTRICT

FEES

Board Policy

BP No. 5030

Board Adopted: 11/21/07

Page 2 of 2

VII. Student Representation Fee:

Students will be charged a fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

VIII. Transcript Fees:

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The President is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students’ records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. There is a charge for transcripts beyond two; same day transcript requests will be subject to a fee.

IX. International Students Application Processing Fee:

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the President. The fee shall not exceed the actual cost of processing an application and other documentation required by the U.S. government; which shall be deducted from the tuition fee at the time of enrollment.

X. Source/Reference:

Education Code Sections 76300, et seq.; 76300; 76355; 76360; 76365; Title 5, Sections 59400, et seq.; Education Code 72246, 76395; 76060.5; 76223; 76142.

See Administrative Procedures 5030.