I. CALL TO ORDER

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

Mr. Camalich called the meeting to order at 6:35 p.m.

B. Pledge of Allegiance

Dr. Howard led the pledge of allegiance.

C. Roll Call

All member present.

D. Open Communication for Public Comment
E. **Approval of Minutes – April 2, 2004; April 14, 2004; April 26, 2004, May 7, 2004**

89. It was moved by Mr. Quintero, seconded by Mr. Montoya and carried that the Board of Trustees accept the minutes of April 2, 2004, April 14, 2004 and April 26, 2004. There were no objections for a unanimous consent. Motion passed.

F. **Commendation**
   - Special Recognition Award (Dr. Charles A. Kane, accepted posthumously by Dr. Marie Kane)
   - Distinguished Service Award (Dr. Andy Howard)
   - Faculty Retirees
     - Ray E. Williams
     - Bill Patric Vanet
   - Missing Student Statues Project (Richard Lopez, Ronald Reeder, Richard Stein)
   - California Community College State Speech Championship (Gil Puga)
   - JACC State Conference Winners Spring 2004 (John Francis)

G. **BREAK (Reception)**

H. **Presentation**
   - Extended Opportunity Programs & Services (EOPS) – Adrian Tanakeyowma

II. **CONSENT AGENDA**

90. It was moved by Mr. Quintero, seconded by Mr. Montoya and carried that the Board of Trustees accept the consent agenda as presented. There were no objections for a unanimous consent. Motion passed.

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:

   CIT 105: Microsoft®PowerPoint®
   Degree Applicable; (1.5 units)
FAC 43.61: Fire Command 1C I-Zone Fire Fighting for Company Officers
Degree Applicable; (2 units)
b. New Certificate Program (Under 18 Units)
The following certificate of skill proficiency has been recommended for inclusion in our offerings and catalog:
GIS: Geographic Information Systems
Options:
Facilities Management (17.5 units)
Environmental Technology (17.5 units)
Crime Analysis and Mapping (16.5 units)
c. Deletion from Curriculum
The following courses have been recommended for deletion from our curriculum because they are no longer offered and have been replaced by other courses:
GEOL 140: Geomorphology
GEOL 160A-N: Geology Field Laboratory
HIST 115 and HIST 116: History of Western Civilization

B. PERSONNEL

1. Academic

a. Employment

Temporary Full-Time, 2004-2005, Categorically Funded (E.C. 87470)

AREVALO, Gloria, Tech Prep. Coordinator, Vocational Education and Economic Development
FLORES-OLSON, Raquel, SUBE Counselor/Coordinator, Vocational Education and Economic Development
HANNAH, Kathleen, Nursing Instructor, Health Science

Hourly as Needed, Summer, 2004

HERNANDEZ, Louie Public Safety
McCOMBS, Richard, Public Safety
SMITH, Terry, Public Safety

KIRKMAN, Kevin, Public Safety
NATHAN, Daniel, Public Safety
TORRANCE, Robert, Public Safety
WILKINS, Marc, Public Safety

Part-Time Summer, 2004

AGUILAR, Edgard, Comm. & Lang.
CLAUSS, Lee, Social Science
VANCE, Holly, Comm. & Lang.

ANAND, Bhagirathi, Mathematics
RHI, Lisette, Comm. & Lang.
WOOLSEY, Ronald, Social Science
Non-Credit, Summer, 2004

GRAFF, Mark, Communications & Languages

b. Retirement

VANET, Bill Patric, Social Sciences, Professor of History, resignation effective May 19, 2004.

WILLIAMS, Ray E., Math & Sciences, Professor of Biology, resignation effective May 19, 2004.

2. Classified

a. Employment

ASHBURN, William, Locksmith, Facilities Services, 100%, effective April 26, 2004

SAMAYOA, Glen, Admissions & Records Assistant, Admissions & Records, 100%, effective May 3, 2004

Substitute

MARTINEZ, Priscilla, Clerk Typist I, Human Resources, effective date May 3, 2004

MATSUSHITA, Pearl, Senior Secretary, Physical Education, effective April 27, 2004

Short Term

ADAMS, Mark, PA Training & Operation Specialist, Public Safety, ending date June 30, 2004

COSEBOOM, Ramsey, FA Training & Operation Specialist, Public Safety, ending date June 30, 2004

DESSAINT, Amy, Clerk Typist I, Financial Aid, ending date June 30, 2004

GALLARDO, Mario, FA Training & Operation Specialist, Public Safety, ending date June 30, 2004

LOPEZ, Darling, Clerk Typist I, Financial Aid, ending date June 30, 2004

SENGUPTA, Regina, Sr. Instructional Assistant-Interpreter/Translator for Deaf, ending date June 30, 2004

TORRANCE, Robert, PA Training & Operation Specialist, Public Safety, ending date June 30, 2004

Increase in Assignment

HUYEN, Dung, Account Clerk II, Accounting, from 50% to 100%, effective July 1, 2004

LAM, Xuan, Account Clerk II, Accounting, from 50% to 100%, effective July 1, 2004
b. **Retirement/Resignation**

CHAN, Darlene, Student Services Assistant, College Outreach, resignation effective April 30, 2004


RUBENS-GARCIA, Ronny, Sr. Instructional Assistant, Communications and Languages, resignation effective May 11, 2004.

c. **Unpaid Leave**

SERRANO, Lorraine, Accounting Technician II, has requested a 25% 12-week Unpaid Family Medical Leave, effective March 24, 2004. After exhausting all benefits due to her, she is requesting a 25% unpaid leave through July 15, 2004.

3. **Management/Confidential**

a. **Re-employment, Full-time Categorically funded (E.C. 87470)**

COBB, Melvin, Director, Online Education, effective July 1, 2004 through August 6, 2004

b. **Resignation**

CAPET, Mitjl, Dean of Business, Arts and Applied Technology, resignation effective July 1, 2004

COBB, Melvin, Director, Online Education, resignation effective August 6, 2004

4. **Unrepresented 2003-04**

a. **Community Services**

Guest Lecturers

TALAVERA, Juan Michael, Flamenco Dance

b. **Students**

ABARCA, Desiree, Teacher Prep.  CAO, Hung, MSC
ESPARZA, Elva, Accounting  GIL, Lizet, Teacher Prep.
GARCIA, Dennis, Physical Ed.  JONES, Angela, Career Dev. Ctr.
RODRIGUEZ, Inga, Counseling  SMITH, Ralph, Accounting
YEPEZ, Meliza, Teacher Prep.

C. **COLLEGE SERVICES**

1. **College Services Reports**

a. Purchase Order Report

b. Payroll Warrant Report
2. **Authorization for Out-of-State Travel and Conferences**

The Board of Trustees approved staff to attend the following educational conferences:


Steve Herbert to attend the Nike Championship Basketball Clinic in Las Vegas, Nevada, May 1-9, 2004.


Carolyn Russell to travel to New Zealand, May 19-June 1, 2004.

Nguyet Nguyen to attend the National Association of Foreign Student Advisors (NAFSA): Association of International Educators Annual Conference in Baltimore, Maryland.


Jim Rogers, Rose Marie Joyce, Voiza Arnold, Andy Howard, Teresa Dreyfuss, Beverly Reilly, Michelle Yanez and Sandra Rivera to attend the Society for College and University Planning Conference (SCUP) in Toronto, Canada, July 16-21, 2004.

3. **Revenue Agreement with the Los Angeles County Police Department (LACOPD)**

The Board of Trustees approved the Revenue Contract with the Los Angeles County Police Department and authorized the Administration to execute contracts on behalf of the District.
4. **Apprenticeship Instructor(s) – 2003-04**

The Board of Trustees approved the employment recommendation of Gregory Ginther.

5. **Approval to Renew Lease Agreement for Lanier Copier**

The Board of Trustees approved the renewal of lease agreement for Lanier Copier.

6. **Annual Household Hazardous Waste Roundup**

The Board of Trustees approved the consent agenda as presented.

### III. ACTION ITEMS

#### A. COLLEGE SERVICES

1. **Donations**

   91. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried that the Board of Trustees accept the donation of 6 used police cars from the City of Azusa Police Department for use in the Rio Hondo College Public Safety Police Academy program. There were no objections for a unanimous consent, motion passed.

2. **Surplus Property**

   92. It was moved by Ms. Martinez, seconded by Mr. Montoya and carried that the Board of Trustees determined that the above referenced property is surplus and of insufficient to defray the cost of arranging a sale. There were no objections for a unanimous consent, motion passed.

3. **Acceptance of Project(s) as Complete**

   93. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried that the Board of Trustees accept the work as complete and authorize the filing of a Notice of Completion with the Los Angeles County Recorder for the work performed. There were no objections for a unanimous consent. Motion passed.
4. **Award Contract – Master Plan Architect**

94. It was moved by Mr. Quintero, seconded by Ms. Yanez and carried that the Board of Trustees approved a one year contract with the Master Plan Architect Hardy Holzman Pfeiffer Associates (HHPA) in an amount not to exceed $290,000 from Series “A” bond to proceeds and authorized the Administration to execute on behalf of the District. There were no objections for a unanimous consent. Motion passed.

5. **Approval of Clinical Affiliation Agreement Renewal – Methodist Hospital**

95. It was moved by Ms. Martinez, seconded by Mr. Montoya and carried that the Board of Trustees approve the Clinical Affiliation Agreement with Methodist Hospital and authorized the Administration to execute contracts on behalf of the District. There were no objections for a unanimous consent. Motion passed.

**B. PRESIDENT’S OFFICE**

1. **Appointment of Citizen’s Oversight Committee**

96. It was moved by Mr. Quintero, seconded by Ms. Yanez and carried that the Board of Trustees appoint the nominated members to the Citizen’s Oversight Committee as listed below:

**Nominees from Legislatively Required Categories**

1. Foundation Representative – Sylvia Southerland (nominated by Leo Camalich)

2. Senior Representative – John Diaz (nominated by Maria Elena Martinez)

3. Business Representative – Mac McFarland (nominated by Leo Camalich)

4. Taxpayer Association Representative – Patricia Romero (nominated by Maria Elena Martinez)

5. Student Representative – Michelle Holden (nominated by Gabriel Montoya)
Other Nominees

6. Pete Chinn (nominated by André Quintero)
7. Robert Salcedo (nominated by André Quintero)
8. Sam Guyan (nominated by Michelle Yanez)
9. John Gonzales (nominated by Michelle Yanez)
10. Kathleen Lohran (nominated by Gary Mendez)
11. Oscar Payan (Gary Mendez)

2. Adoption of Citizen's Oversight Committee By-laws

97. It was moved by Ms. Martinez, seconded by Mr. Mendez and carried that the Board of Trustees accept the Citizen's Oversight Committee bylaws. There were no objections for a unanimous consent. Motion passed.

CITIZENS’ BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. Rio Hondo Community College District (the “District”) was successful at the election conducted on March 2, 2004, in obtaining authorization from the District’s voters to issue up to $245,581,122 aggregate principal amount of the District’s general obligation bonds, pursuant to a 55% vote. The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State (“Prop 39”). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Rio Hondo Community College District (the “Board”) hereby establishes the Citizens’ Bond Oversight Committee (the “Committee”) which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee’s purposes, set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as “Bond proceeds.”

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the following duties:
3.1 **Review Expenditures.** The Committee shall review quarterly expenditure reports produced by the District to ensure that (a) Bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no Bond proceeds are used for any teacher or administrative salaries or other operating expenses of the District.

3.2 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee’s proceedings and activities for the preceding year.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District’s annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect school site facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the ___________________________ [INSERT TITLE OF PROJECT MANAGER AT DISTRICT].

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review the District’s efforts to maximize use of Bond proceeds in ways designed to: (1) reduce costs of professional fees or site acquisition; (2) incorporate efficiencies in school site design; (3) encourage joint use of core facilities; or (4) involve cost-effective and efficient reusable facility plans.

4.2 Make requests for copies or inspection of District records in writing to the District’s ___________________________ [INSERT TITLE OF PROJECT MANAGER AT DISTRICT].

**Section 5. Membership.**

5.1 **Number.** The Committee shall consist of a minimum of 7 members appointed by the Board from a list of candidates [submitting written applications] and based on criteria established by Prop 39, to wit:

(1) at least one representative of the local business community;

(2) at least one person active in a senior citizens’ organization;

(3) at least one person active in a bona fide taxpayers’ organization;
(4) one student who is both currently enrolled in the District and active in an organization, such as student government, who may, at the discretion of the Board, serve for up to six months following graduation;

(5) at least one person active in the support and organization of the District, one of its advisory councils or the District Foundation.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age and reside within the District’s geographic boundary, in accordance with Government Code Section 1020.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.), and to complete the Form 700 as required by all “designated employees” of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as Attachment A to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning May 2004. No member may serve more than two (2) consecutive terms. At the Committee’s first meeting, members shall draw lots to select a minimum majority for an initial three (3) year term and the remaining members for an initial two (2) year term.

5.5 Removal; Vacancy. The Board may remove any Committee member for cause, including failure to attend three consecutive Committee meetings or for failure to comply with the Committee Ethics Policy. Upon a member’s removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

5.6 Compensation. The Committee members shall not be compensated for their services.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall establish a schedule for the date and time of regular meetings to be held at least quarterly to include an annual organizational meeting to be held in July.

6.2 Location. All meetings shall be held at 3600 Workman Mill Road, Administration Building, located at Whittier, California, or at some other location within the District freely accessible to the public, as may be designated by the Committee on the particular agenda.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the
number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of Bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee shall report to the Board at least quarterly in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

Section 11. Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.
ATTACHMENT A

CITIZENS’ BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members following carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

• CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by Bond proceeds or (2) any District construction project which will benefit the committee member’s outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

• OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by Bond proceeds, or (2) any District construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (a) bidding on projects funded by Bond proceeds; and (b) any District construction project.

• COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Rio Hondo Community College District.

• COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.
IV. INFORMATION ITEMS – No Items

1. Information Technology Planning Process
2. Request for Qualifications Marketing and Public Information Consultant
3. Project Labor Agreements (PLA) – Public Hearing
4. Proposed Revision of Organizational Chart
5. Job Descriptions – revisions
   a. Vice President of Financial and Business Services
   b. Dean of Planning and Development
   c. Director of Facilities
   d. Director of Governmental Relations
6. Discussion of Board Meeting Start time

V. STAFF AND BOARD REPORTS

VI. CLOSED SESSION

Mr. Camalich recessed the meeting to closed session at 9:38 p.m. The Meeting was reconvened at 10:42 p.m. Mr. Camalich reported the following action was taken in closed session:

98. It was moved by Mr. Quintero, seconded by Ms. Martinez and carried unanimously that the Board of Trustees adopt a decision that denies Dr. De La Pena’s grievance regarding whether the district violated, misinterpreted or misapplied any of its policies or procedures concerning the evaluation of probationary employees. There were no objections for a unanimous consent. Motion passed.

99. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried that the Board of Trustees approve the tentative agreement with RHCFA and the Rio Hondo Community College District. There were no objections for a unanimous consent. Motion passed.

(Pursuant to Section 54957 of the Government Code)
- PUBLIC EMPLOYEES DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Section 54957.6)
- CONFERENCE WITH LABOR NEGOTIATOR
  Agency Negotiator: Rose Marie Joyce, Ph.D.
  Employee Organizations: CSEA, RHCFA
VII. CLOSING ITEMS

A. Adjournment

The meeting was adjourned at 10:50 p.m. The next regularly scheduled Board meeting is June 9, 2004, 6:30 p.m. Administration Building, Rio Hondo College, 3600 Workman Mill Road, Whittier, California