Members Present: Mr. Leo Camalich (Presiding), Mr. André Quintero, Ms. Maria Elena Martinez, Mr. Gary Mendez, Ms. Michelle Yanez, Ms. Beatrice Montenegro (Student Trustee)

Members Absent: None.

Secretary to the Board: Rose Marie Joyce, Ph.D.

Staff Members: Dr. Voiza Arnold, Mr. Henry Gee, Dr. Andy Howard, Mr. Gus Gonzalez, Mr. Jim Newman (Representing RHCFA) Mr. Mark Gonzales, (Vice-President, ASB), Ms. Beverly Reilly (President, Academic Senate), Ms. Sandra Rivera (President, CSEA), Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER (5:30 p.m.)

A. Call To Order

Mr. Camalich called the meeting to order at 5:45 p.m.

B. Board Self Evaluation/Goals

C. Pledge of Allegiance (6:30 p.m.)

Mr. Gabriel Montoya led the pledge of allegiance.

D. Roll Call

All members present.

E. Open Communication for Public Comment

Mr. Mendez introduced Dr. George Hensel and Dr. Ralph Hansen.

Mr. Gabriel Montoya representative from CalSACC Region VIII, spoke regarding the California Performance Review.
F. Approval of Minutes: August 11, 18, 25, 2004

157. It was moved by Mr. Mendez, seconded by Ms. Yanez and carried that the Board of Trustees accept the minutes of August 11, 18 and 25 as presented. There were no objections for a unanimous consent. Motion passed.

G. Commendations
   - Retirements
     • CSEA Retirement – Marie Alexandré
     • Management/Confidential – Marie Van Scyoc
   - 2004 California Community College Dance Educator of the Year - Lauren Kearns

H. Presentation
   • Award by UniHealth Foundation to Benefit Beverly Hospital and Rio Hondo College

II. CONSENT

158. It was moved by Mr. Quintero, seconded by Mr. Mendez and carried that the Board of Trustees approve the Consent Agenda. There were no objections for a unanimous consent. Motion approved.

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:

         AUTOT 55.2: Automotive Repair Shop Management
         Degree Applicable; (3 units)

   b. Unit Change
      The following course has been recommended for a unit change due to a decrease in lab hours and a course content revision was made to align AUTOT 102 with AUTOT 101 and 103:

         AUTOT 102: Introduction to Honda/Acura Service and Repair
         (3 units)
B.  FINANCE AND BUSINESS

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

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

   The Board of Trustees approved the following Board and Staff Members to attend the following educational conferences:


   Kip Whelan to travel to New York City, to visit art galleries, museums and national historic places, November 25-28, 2004.

   Kip Whelan to attend the National Council on Education for the Ceramic Arts Conference in Baltimore, Maryland, March 11-19, 2005.

   Kip Whelan to travel to Maryland visit art galleries, museums and national historic sites, March 20-26, 2005.


   Linda Brown to attend the Concert Participation at Carnegie Hall in New York, NY to perform with the choir, May 27-31, 2005.


   Ellie Bewley to attend the Earlham College Board of Trustees Meeting, Richmond, Indiana, October 14- 15, 2004.


3. **Grant Renewals**
   a. Title V Individual
   b. Title V Cooperative
   c. Foster Kinship Care Education (CARE)
   d. Early Start to Emancipation Program (ESTEP)
   e. SBDC Augmentation

4. **Revenue Agreement – Los Angeles County Office Education**

5. **Approval Clinical Agreement – Mount St. Mary’s College**

6. **Peace Officer Standards and Training (POST) Certified Emergency Vehicle Operations Course**

7. **Agreement and Resolution – Children’s Center**
   a. The Office of Child Development of the California Department of Education – Agreement # GCTR-4191.
   b. The Office of Child Development of the California Department of Education – Agreement #GPRE-4169.
   c. The Office of Child Development of the California Department of Education – Agreement #GPKR-3261.

C. **PERSONNEL**

1. **Academic**
   a. **Employment**
      
      Part-time, Fall 2004
      
      DENNIS, Laura, Physical Education        FRALA, Jeremy, Business
      GAMEROS, Loren, Apprenticeship           ROBLES, Albert, Business
      STEELE, Richard, Auto                    STEELE, Richard, Auto
      
      Hourly as Needed, Fall, 2004
      
      VEGA, Maria, Careers in Child Care       VILLAGOMEZ, Marlena, Public Safety
2. **Classified**

a. **Employment**

ORDAZ, Maria, Student Services Assistant, Student Health Services, 100%, effective September 1, 2004

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

SOTO, Christopher, EOP&S Paraprofessional Tutor, 37.5%, effective August 16, 2004

**Continued Employment, Regular Classified**

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.

CARPIO, Elda, Clerk Typist I, Upward Bound Program

**Substitutes**

GUTIERREZ, Nancy, Clerk Typist III, Small Business Development Center, effective August 9, 2004

MARTINEZ, Priscilla, Clerk Typist III, Evening College, effective August 2, 2004

MATSUSHITA, Pearl, Clerk Typist II, Human Resources, effective August 2, 2004

RODRIGUEZ, Marjorie, Clerk Typist II, Human Resources, effective August 9, 2004

**Short Term**

GUTIERREZ, Jesus, Paraprofessional Tutor, Vocational Education, ending date June 30, 2005

NELSON, Michael, FA Training & Operations Specialist, Public Safety, ending date June 30, 2005

ONG, Newton, FA Training & Operations Specialist, Public Safety, ending date June 30, 2005

b. **Promotions**

AGUILAR, Elvira, Sr. Instructional Assistant, Communications & Languages, effective August 12, 2004

REYNA, Victoria, Secretary, Health Science, effective September 1, 2004

VILLANEDA, Lucio, Utility Leadperson, Facilities Services, effective August 11, 2004
c. **Reclassification**

OSOLLO, Kathleen, Clerk Typist II, Human Resources to a Clerk Typist III, effective July 1, 2004

RASSMY, Mohammed, Accountant in Accounting to an Accountant II, effective September 1, 2004

d. **Retirement**

ALEXANDRE, Marie, Accounting Technician II, Accounting, last day of employment, September 7, 2004.

e. **Resignations**

CUMBE, Daniel, Student Services Assistant, College Outreach, last day of employment, August 31, 2004

SOTO, Christopher, EOP&S Paraprofessional Tutor, Upward Bound, last day of employment August 31, 2004

TORRES, Juan, Paraprofessional Tutor, EOP&S, last day of employment August 10, 2004.
f. **Medical Leave**

FIGUEROA, Juan, Payroll Technician, in Accounting, has requested a 12-week Family Care and Medical Leave, effective September 3, 2004.

3. **Management and Confidential**

   a. **Resignation**

ROGERS, Jim, Director, Facilities Services, last day of employment, August 31, 2004.

4. **Unrepresented, 2004-2005**

   a. **Employment**

   **Non-Credit**

WOOD, Marla, Communications & Languages

**Students**

ALBA, Yazzmin, Contract Ed.
BEL, Patricia, Counseling
BEIMONTES, Deborah, EOP&S
CARRILLO, Abigail, EOP&S
CONTRERAS, Claudia, Admissions
DE LA CRUZ, Alba, LAC
Dwyer, Juliet, EOP&S
García, Tammy, Admissions
Hernández, Carolina, EOP&S
HO, Thanh, Biology
Kentner, Christine, Social Science

ARELLANO, Braulio, Parking Ser,
BLANDON, Xochilt, Facilities Ser.
CARDENAS, Donald, Physical Edu.
CHÁVEZ, Fabian, Parking Ser.
CORONADO, Martin, Parking Ser.
DIAZ, Lorraine, Upward Bound
FUENTES, William, Admissions
GONZALEZ, Marcos, Accounting
HERNANDEZ, Nancy, Accounting
HUANG, Yi, Social Sciences
LEON, Darlene, Academic Services
III. **ACTION ITEMS**

A. **FINANCE AND BUSINESS**

1. **Public Hearing and Approval of the Proposed 2004-05 Adopted Budget**

   Mr. Camalich declared the Public Hearing officially open at 6:58 p.m. After hearing no comments, Mr. Camalich declared the meeting closed at 7:01 p.m.

   **159.** It was moved by Mr. Mendez, seconded by Mr. Quintero and carried that the Board of Trustees approve the adopted budget for 2004-2005. There were no objections for a unanimous consent. Motion passed.

2. **Award Bid #1063 CAD/GIS Computer Systems**

   **160.** It was moved by Mr. Mendez, seconded by Mr. Quintero and carried that the Board of Trustees accept and award bid# 1063 submitted by IC Computer, Inc. in the amount of $145,6612 for CAD/GIS Computer Systems and on-site maintenance. There were no objections for a unanimous consent. Motion passed.

3. **Consultant Services**

   **161.** It was moved by Mr. Quintero, seconded by Ms. Yanez and carried that the Board of Trustees approve the Consultant Services as outlined below. There were no objections for a unanimous consent. Motion passed.
a. Edward C. Anderson – To develop and conduct workshops for the Title V Student Leadership Conference. Dates of service shall be from 9/10/04 through 11/30/04. Payment is from the Title V individual grant funds and shall not exceed $4,000.

b. Personnel Concepts, Inc. – To design, conduct and assist in the implementation of a comprehensive classification and compensation study of the college’s management and confidential positions. Dates of service shall be from 9/14/04 to completion of the study, which is anticipated to be not later than February 28, 2005. Payment is from the General Fund and shall not exceed $30,000.

4. **Award of Contract – Cafeteria and Related Food Services Vendor**

   162. It was moved by Ms. Yanez, seconded by Mr. Quintero and carried that the Board of Trustees award RFP# 1059 Cafeteria and Related Food Services to S & B Food Services and authorize the Administration to negotiate a contract on behalf of the District. There were no objections for a unanimous consent. Motion passed.

5. **Surplus Property**

   163. It was moved by Ms. Martinez, seconded by Mr. Quintero and carried that the Board of Trustees determine that the referenced property listed below is surplus and of insufficient value to defray the cost of arranging a sale.

   Xerox Copier model 5614 Asset Tag Number: 0005398

6. **New Grants**

   164. It was moved by Mr. Mendez, seconded by Ms. Yanez and carried that the Board of Trustees approve the grant funding as outlined (*UniHealth New Graduate Nurse Internship Program*) and authorized the Administration to execute contracts on behalf of the District. There were no objections for a unanimous consent. Motion passed.
B. STUDENT AND COMMUNITY SERVICES

1. Approval of Memorandum of Understanding Between Rio Hondo College and Independent Study Program (ISP)

It was moved by Ms. Yanez, seconded by Ms. Martinez and carried that the Board of Trustees approve the Memo of Understanding between Rio Hondo College and Independent Study Program (ISP) and authorized the Administration to sign on behalf of the District. There were no objections for a unanimous consent. Motion passed.

C. PRESIDENT’S OFFICE

1. Marketing/Public Information Consultant

There was much discussion by the Board on splitting the duties of the Marketing/Public Information Consultant. Mr. Camalich was opposed to splitting the responsibilities. The Board took the following action:

It was moved by Mr. Mendez, seconded by Ms. Yanez and carried that the Board of Trustees enter into an agreement with VMA Communications to provide consulting services relating to the marketing and communicating of information about the college building program. Ms. Martinez voted no.

Scope of services for communication needs related to the Building Program provided by VMA Communications will be as follows:

1. Develop and implement a plan for communicating building program project information to college staff, students and the community. This plan will include, but not be limited to:

   a. Development of monthly project progress reports;
   b. Establishment of a construction mitigation plan that will include elements including, but not limited to:
      i. Move advisories;
      ii. Informational and directional signage;
      iii. Informational campus meetings;
      iv. A feedback process.
   c. Provision of updates to the community and campus on bond projects;
   d. Development and maintenance of a building program website, both on the intranet and extranet;
e. Coordination of special events related to construction.

f. Development and maintenance of a history of the building program.

2. Produce materials and reports for meetings of the Citizens Oversight Committee, including:

   a. Background information;
   b. Assistance in the preparation of presentations to the Oversight Committee;
   c. Compilation of minutes of meetings;
   d. Archive of meeting documents.

**Scope of services for other college communication and marketing projects provided by VMA Communications will be as follows:**

1. Develop and implement an annual marketing plan for the college. The plan will include, but not be limited to:

   a. Message development;
   b. Organizational image building
   c. Media relations
   d. Marketing materials

2. Design marketing materials, including college brochures, advertisements, and informational; publications, not including the college catalog and schedule.

3. Provide press releases to local newspapers and other media sources on college events.


5. Produce newsletters for District residents.

6. Publicize college events in the community.

7. Produce a summary of Board meetings for college staff.

8. Develop activities and strategies to promote the college’s image in the community.
It was moved by Mr. Mendez, seconded by Ms. Yanez and carried that the Board of Trustees enter into an agreement with the Sierra Group to provide consulting services relating to the marketing and communicating of information about the college building program. Mr. Camalich and Ms. Martinez voted no.

*Scope of services for communication needs related to the Building Program provided by the Sierra Group will be as follows:*

3. Develop and implement an outreach plan to vendors and contractors that will expand opportunities for doing business with the college.

4. Develop and implement an outreach plan to communicate opportunities for internships and apprenticeships.

2. **RFP/RFQ Process**

It was moved by Mr. Mendez, seconded by Ms. Yanez and carried that the Board of Trustees accept RFP/RFQ process in the selection of Technical Advisors for the building program. Recommended changes by the Board or the Program Manager have been incorporated into the following proposed process. Ms. Montenegro abstained from the vote. Motion passed.

### IV. INFORMATION ITEMS

1. Noel-Levitz Student Satisfaction Survey Results
2. Update on Task Forces
3. Focused Midterm Accreditation Visit
4. Building Program Update
   - Infrastructure RFQ
   - Landscape Architect RFP
   - Building Master Schedule
   - PLA Administration
   - Other Building Program Update

### V. STAFF & BOARD REPORTS
VI. CLOSED SESSION

Mr. Camalich recessed the meeting to Closed Session at 9:30 p.m.

(Pursuant to Section 54957.6)
- CONFERENCE WITH LABOR NEGOTIATOR
  Agency Negotiator: Rose Marie Joyce, PhD
  Employee Organization: CSEA
  RHCF
  Management/Confidential

(Pursuant to Section 54957 of the Government Code)
- PUBLIC EMPLOYEES DISCIPLINE/DISMISSAL/RELEASE
- Public Appointment
  o Interim Director of Facilities

(Pursuant to Section 54956.9 (a)
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Case No. BC 312 853

The meeting was reconvened at 10:31 p.m. Mr. Camalich reported that no action was taken in Closed Session.

VII. CLOSING ITEMS

A. Mr. Camalich adjourned the meeting at 10:45 p.m. The next meeting of the Board of Trustees is on September 29, 2004, 6:30 p.m.; the next regular meeting is October 13, 2004 - Administration Building, Rio Hondo College, 3600 Workman Mill Road, Whittier, California