Location: Rio Hondo College Board Room  
3600 Workman Mill Road, Whittier CA 90601

Members Present:  
Angela Acosta Salazar, Presiding  
Maria Elena Martinez, Vice President  
Gary Mendez, Clerk  
Norma Edith García, Member  
Madeline Shapiro, Member  
Ilíana García, Student Trustee

Members Absent:  
None

Staff Members:  
Dr. Ted Martinez, Jr., Superintendent/President  
Dr. Paul Parnell, Vice President, Academic Affairs  
Ms. Teresa Dreyfuss, Vice President, Finance & Business  
Mr. Henry Gee, Student Services  
Ms. Rebecca Green, President, Academic Senate  
Mr. Adam Wetsman, Rio Hondo Faculty Association  
Sandra Rivera, representing CSEA  
Juliana Ojeda, ASB President  
Ms. Sandy Sandello, (Recorder)

I. CALL TO ORDER

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

Ms. Acosta-Salazar called the meeting to order at 6:04 pm.

B. Pledge of Allegiance

Mr. Dane Hanes led the Pledge of Allegiance.

C. Roll Call

All members present (Ms. García arrived at 6:26 p.m.)

D. Approval of Minutes: October 8, 2010; October 13, 2010

It was moved by Ms. Martinez, seconded by Mr. Mendez and carried unanimously to approve the minutes of October 8, 2010 and October 13, 2010.

BOARD OF TRUSTEES: Angela Acosta-Salazar, Gary Mendez, Maria Elena Martinez, Norma Edith García, Madeline Shapiro, Ilíana García, Student Trustee
E. Open Communication for Public Comment – Moved out of order

F. Commendations
   • Journalism Association of Community Colleges in Southern California (JACC) Winners

G. Presentations
   • Edinburgh Theater Group
   • Drug Studies Program – (Melissa Rifino-Juarez)
   • Accountability Report for Community Colleges (ARCC) / Indicators of Student Success – (Howard Kummerman / Kevin Smith)

E. Open Communication for Public comment

Mr. Adam Wetsman and Ms. Rebecca Green congratulated Dr. Judith Henderson on her retirement and expressed their appreciation for her leadership of the Social Science Division.

II. CONSENT AGENDA

189. It was moved by Ms. Garcia, seconded by Mr. Mendez and carried unanimously to approve the following Consent Agenda with the addition of II.B.2.f., Retirement, and II.B.4., Management/Confidential.

A. FINANCE & BUSINESS

1. Finance and Business Reports
   a. Purchase Order Report – Approved Purchase Order report reviewing purchases for the preceding 60 days.
   c. Quarterly Report – Approved the Quarterly Financial Status Report CCFS- 311Q period ending September 30, 2010

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

   Approved the following staff members and Board members who could attend in the following educational conference:

   Shin Liu to participate at the International Forum for Women in E-Learning on December 1-3, 2010 in Albuquerque, New Mexico.


Approved the resolution authorizing a contract of purchase, a preliminary official statement and a continuing disclosure undertaking in connection with the issuance of the Rio Hondo Community College District General Obligation Bonds, 2004 Election, 2010 Series C.

4. Household Hazardous and Electronic Waste Collection and Roundup

Approved the agreement with the County of Los Angeles to conduct a Household Hazardous and Electronic Waste Collection and Roundup at Santa Fe Springs Regional Public Safety Facility January 29, 2011 and authorized the Administration to execute agreement on behalf of the District.

B. PERSONNEL

1. Academic

   a. Employment

      Hourly as Needed, 2010-2011

      BURROUGHS, Sally, Phys. Ed.
      HANKER, Frederick, Phys. Ed.
      MORENO, Alejandro, Phys. Ed.

      FAULKINBURY, Kimberly, Phys. Ed.
      MAZZARELLA, Jillian, Phys. Ed.
      TOAL, Shane, Phys. Ed.

      Part Time, Fall 2010

      GALLAGHER, Nancy, Communications & Languages

2. Classified

   a. Employment

      MEDINA, Annel, Research Specialist, Institutional Research and Planning, 100%, 12 months, effective November 1, 2010

      RUIZ, Daniel, Educational Advisor, S^3 STEM Grant, Mathematics & Sciences, 47.5%, 12 months, effective November 1, 2010

      Short Term, 2010-2011

      RIOS, Guillermo, Grounds Maintenance Worker, ending date June 30, 2011

   b. Promotion

      LOPEZ, Janice, Instructional Division Secretary, Communications
c. **Resignation**

Nguyen, Quoc "Tim", Research Specialist, Institutional Research & Planning. His last day of employment is November 20, 2010.

d. **Family Care and Medical Leave**

YI, Annie, Clerk Typist III in Health Sciences and Nursing has requested a twelve-week unpaid FMLA effective November 19, 2010 through February 17, 2011.

ZHAN, Lauren "Jessie", Accountant, has requested a two-week unpaid FMLA, effective November 29, 2010 through December 10, 2010.

e. **New Classification - Job Description**

Admissions & Records Specialist/Analyst
See attached job description

f. **Retirement**

WALKER, Mary, Library/Online System Technician, her last day of employment is December 30, 2010

3. **Unrepresented (AP 7130), 2010-2011**

a. **Employment**

**Hourly**

HOANG, Long, Tutor II, LAC NAJARRO, Jeff, Tutor II, LAC ZARAGOZA, Rudy, Tutor II, LAC

**Volunteers**

GONZALEZ, Julian, Library HOUGEN, Marcie, Public Sfty. KALYN, Charles, Public Sfty. TURRUBIARTES, Maria, Counseling WEIGAND, Brett, Public Sfty.

**Students**

4. Management and Confidential

a Retirement

HENDERSON, Judith, Dean of Behavioral and Social Sciences. Her last day of employment is December 30, 2010.
CLASS TITLE: ADMISSIONS AND RECORDS SPECIALIST/ANALYST

BASIC FUNCTION
Under the direction of an assigned administrator, this position will provide support services for the college's degree audit software. The A/R Specialist/Analyst evaluates campus degree and program requirements. This position is responsible for reviewing the quality baseline that serves as the foundation for subsequent revisions to the degrees, majors, minors, programs, and concentrations. The position requires working with appropriate resources across the campus to determine the appropriate rules for academic progress and completion. This position will also support articulation and evaluation of all transfer coursework used to satisfy degree requirements and ensure appropriate application of such credit into the appropriate system. This position supports all aspects of testing, checking for errors, and reporting to all constituent offices who utilize the software any changes and/or problems associated with the software. This position will participate with the College Curriculum Committee (CCC) and other appropriate committees as appropriate, required, and/or needed.

REPRESENTATIVE DUTIES

Review and evaluate non-CCC incoming transfer records and transcripts, audit records, and enter data into the college's degree audit software system as needed. E

Understand the interoperability of transfer articulation tools and student academic data with regard to degree audit output. E

Test and validate the college's degree audit configuration and web audit output. E

Track formal questions and answers regarding requirements, business process, and desired outcomes. Respond promptly to questions and requests. Share information freely and accurately when requested. E

Test the degree audit software for quality control purposes where needed. E

Remain abreast of product improvements and enhancements. E

Define, analyze, and resolve user problems. Test the degree audit configuration as necessary. E

Analyze and assemble source documents from academic departments. E

Act as liaison between appropriate departments and the Admissions office regarding the automated degree audit system. E

Review information on degree requirements and college and university policies related to major requirements as mandated by California Community College Chancellor's Office (CCCCO). E

Respond to questions that arise concerning course requirements and web audit outputs. E

Work with appropriate committees to analyze, interpret, apply, and explain transfer credit as entered in the degree audit software. E

Problem solve with counselors as requested in analyzing degree audit records.
Identify and report errors in the degree audit configuration. 

Provide test control of input and output documents. 

Train and instruct users on proper and efficient system operations; assist users in resolving online/web data output. 

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
Modern office procedures and equipment operation.
Principles, techniques, and concepts related to the troubleshooting of computer systems.
Oral and written communication skills.
Procedures and operation of a student Admissions and Records Office.
Record-keeping techniques.
Operation of a computer terminal.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Applicable sections of State Education Code and other applicable laws.
Technical aspects of field of specialty.

ABILITY TO:
Ability to analyze new applications.
Analyze data and draw sound conclusions.
Compile, organize, and verify information.
Initiate procedural modifications.
Interpret, apply and explain provisions of federal, State and District regulations related to admissions, records and attendance reporting.
Plan, organize and implement computerized records systems as related to admissions, registration and records.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.

TECHNICAL ASPECTS OF SPECIALITY:
Thorough understanding of academic course work, transfer credit, and grade point average calculations.
Thorough understanding of Accreditation Standards for academic scholarship.
Thorough understanding of articulation of course work.
Read, interpret, apply and explain rules, regulations, policies and procedures as they pertain to advanced scholastic course work.
Interpersonal skills using tact, patience, and courtesy.
Knowledge of applicable sections of State Education Code, Title V, and other applicable laws.
Principles and practices of administering training and providing direction to office staff.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent experience in business/education with proven record of performance.
Desire for three (3) or more years of experience with college/university registration and/or student advisement activities.
Experience with web-based and application software tools required.
WORKING CONDITIONS

Ability to work in a standard office environment including ability to sit, kneel, crouch, stoop, squat, twist and lift 25 lbs. Subject to interaction with students and the public.

RANGE: 35
Board Approved:

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.
C. ACADEMIC AFFAIRS

1. Curriculum Items
   The following items were approved according to college policy for the development of curricula, which includes review and approval, by the District Curriculum Committee:
   
a. New Courses
   The following course has been recommended for inclusion in our offerings and catalog:
   
   ART 260: Figure Drawing for Animators
   (Arts and Cultural Programs)
   Degree Applicable; (3 Units)
   Transfers to: CSU
   Justification: This course fulfills the animation art major requirement for graduation and transfer from Rio Hondo College.

b. New Program
   The following degree has been recommended for inclusion in our offerings and catalog:
   
   A.A. Degree – Sociology
   (18 Units)

c. Program Change
   The following degree has been recommended for inclusion in our offerings and catalog with the following changes:
   
   A.S. Degree – Environmental Science
   Unit Change: FROM: 31-32 Units
   TO: 32 Units
   Course Change: Remove GEOL courses

   Certificate of Achievement – Fitness Specialist
   Unit Change: FROM: 27 Units
   TO: 23 Units

III. ACTION ITEMS

A. FINANCE & BUSINESS

1. Consultants

190. It was moved by Ms. Martinez, seconded by Ms. Garcia and carried unanimously to approve the following consultants:

   Jane Wright – Consultant from Community College League of California (CCLC) will address on the Planning Fiscal Council (PFC) meeting regarding Policy and Procedures Services. Date of service will be determined (prior to 3/31/2011). Payment not to exceed $200.00 from District General funds.
David Korneff – Advanced Lighting Controls Consultant is a trainer for California Advanced Lighting Controls Training Program (CALCTP) program. He will train in system repairs, operations, and procedures; ability to read plans, familiar with Microsoft Windows for data entry and retrieval. Dates of service will be November 11, 2010 to June 30, 2011. Payment not to exceed $10,000.00 from ATTE Grant.

Juan Aceves – Advanced Lighting Controls Consultant is a trainer for California Advanced Lighting Controls Training Program (CALCTP) program. He will interact with students and teach his knowledge and experience so they can gain from the education program and succeed in their future. Dates of service will be November 11, 2010 to June 30, 2011. Payment not to exceed $10,000.00 from ATTE Grant.

2. **Surplus Property – Vehicles**

191. It was moved by Ms. Martinez, seconded by Ms. Shapiro and carried unanimously to determine that the value of the surplus property listed below does not exceed $5,000.00 and approved the consignment of surplus to an auction house for sale on behalf of the College without advertising. Those items which the auction house refuses or can not sell, shall be consigned to a local recycling center for disposal.

1984 Van Pelt Fire Engine  
VIN: 11HFT6483DLZ16177; License Plate: 1303044

1973 MACK Fire Engine  
VIN: CF795F151027; License Plate: 1136741

1981 Chevrolet Suburban  
VIN: 1GNGC26K5J351789; License Plate: 1217408

3. **Acceptance of Bid #1170 – Audio & video Equipment Installation as Substantially Complete – Troxell Communications, Inc.**

192. It was moved by Ms. Martinez, seconded by Ms. Garcia and carried unanimously to accept as substantially complete the audio & video equipment installation performed under Bid #1170.

4. **Acceptance of Donation**

193. It was moved by Mr. Mendez, seconded by Student Trustee Garcia and carried unanimously to accept and allow storage and use of the Self Contained Breathing Apparatus from the City of Santa Fe Springs Fire Department at the Santa Fe Springs Public Safety Training Center.

5. **Approve Revenue Agreement – Educational Partnership with American Home Inspectors Training Institute (AHIT)**

194. It was moved by Ms. Garcia, seconded by Ms. Shapiro and carried unanimously to approve the revenue agreement with American Home
Inspectors Training Institute and authorized the Administration to sign the appropriate documents on behalf of the District.

6. **Substantial Completion of Bid #1164 – Campus Electrical Projects**

   It was moved by Mr. Mendez, seconded by Ms. Martinez and carried unanimously to approve the substantial completion of the work performed under Bid #1164 and authorized the filing of a Notice of Completion with the Los Angeles County Recorder.

7. **Substantial Completion of Bid #1158 – Rio Hondo Mass Grading Project**

   It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously to approve the substantial completion of the work performed under Bid #1158 and authorized the filing of a Notice of Completion with the Los Angeles County Recorder.

8. **Award of RFP #1175 Environmental Consultant – El Monte Educational Center**

   It was moved by Ms. Garcia, seconded by Ms. Martinez and carried unanimously to approve and award RFP #1175, Environmental Consultant – El Monte Educational Center in the amount of $57,415.00 to URS Corporation to be paid from the Measure A bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Award of Bid #1178 East Campus Sewer Project**

   It was moved by Student Trustee Garcia, seconded by Ms. Shapiro and carried unanimously to approve and award Bid #1178 East Campus Sewer Project in the amount of $544,401.00 to Clarke Contracting Corporation to be paid from the Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Award of Bid #1176 Lot H Repaving & Miscellaneous Paving**

    It was moved by Ms. Garcia, seconded by Ms. Shapiro and carried unanimously to approve and award Bid #1176 for the Lot-H Repaving & Miscellaneous Paving Project in the amount of $361,492.00 to Lee & Stires to be paid from the Measure A bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Title V Grant – Instructional Development and Educational Assessment for Student Success (IDEAS) - ADDENDUM**

    It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the Title V Grant for Instructional Development and Educational Assessment for Student Success (IDEAS) as outlined above and authorized the Administration to execute contracts on behalf of the District. Ms. Martinez abstained.
IV. INFORMATION ITEMS
   1. Building Program

V. STAFF AND BOARD COMMENTS

VI. CLOSED SESSION
Pursuant to Section 54956.8:
   • CONFERENCE WITH REAL PROPERTY NEGOTIATOR
     o 11515 S. Colima Road, Whittier, California
     o 3017 Tyler Avenue
     o 12851 Crossroads Parkway South, City of Industry

Pursuant to Section 54956.9
   • CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (4 Cases)

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

Pursuant to Section 54957.6
   • CONFERENCE WITH LABOR NEGOTIATOR
     Agency Negotiator: Teresa Dreyfuss
     Employee Organization: CSEA, RHCFA

201. Upon returning from closed session, it was moved by Ms. Martinez, seconded by Mr. Mendez and carried that the Board of Trustees ratify the agreement between Rio Hondo College Faculty Association and Rio Hondo Community College District dated March 6, 2006 of adjusted faculty workloads as outlined below (Ms. Shapiro and Ms. Garcia abstained):

To ratify the agreement between The Rio Hondo Community College Faculty Association/CCA/CTA/NEA and Rio Hondo Community College District dated March 6, 2006 (effective January 27, 2006) with explanation of adjusted faculty workloads (Articles 5.3, 5.5.2, 5.5.3 and 5.5.4) including instructional faculty, non-instructional faculty, disabled students faculty, counselors and librarians and LAC Coordinator, school psychologist, school nurse.

VII. ADJOURNMENT

Ms. Acosta-Salazar adjourned the meeting at 10:15 p.m. and announced that the date of the Next Regular Meeting would be held on Wednesday, December 8, 2010, 6:00 p.m. Rio Hondo College, 3600 Workman Mill Road, Whittier, California.

This meeting would be the Annual Organization Meeting/Election of Officers -

Angela Acosta-Salazar
President

Date

Clerk

Date

November 10, 2010
Minutes

Rio Hondo Community College District
Board of Trustees Regular Meeting