I. CALL TO ORDER

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

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

B. Pledge of Allegiance

The Rio Hondo College Color guard led the Pledge of Allegiance.

C. Roll Call

Ms. Martinez was reported absent, but later arrived at 8:15 p.m.

D. Open Communication for Public Comment

No comments were made.

E. Approval of Minutes – October 12, 2005; October 19, 2005

It was moved by Mr. Mendez, seconded by Ms. Yanez and carried unanimously, that the Board of Trustees accept the minutes of October 12, 2005 and October 19, 2005 as presented.
G. COMMENDATIONS

- André Quintero, Trustee Area 1
- Michelle Yanez, Trustee Area 3
- Leo Camalich, Trustee Area 5

H. PUBLIC HEARING ON THE INITIAL PROPOSAL FOR A SUCCESSOR AGREEMENT TO THE 2002-2005 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477 COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY THE DISTRICT

Mr. Quintero opened the public hearing at 7:30 p.m. After hearing no comments, Mr. Quintero closed the public hearing at 7:31 p.m.

II. CONSENT AGENDA

196. It was moved by Mr. Mendez, seconded by Mr. Camalich and carried unanimously, that the Board of Trustees approve the following Consent Agenda:

A. ACADEMIC SERVICES

1. Curriculum Items
   a. Unit Change

   The following course has been recommended for a unit change due to an increase in course content.

   ARCH225: Commercial Wood and Masonry Design and Construction (from 3 to 4 Units)

B. FINANCE & BUSINESS

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

2. Revenue Agreements

   Use of Weapons Firing Range

3. Grant Renewals

   AmeriCorps Teacher and Reading and Math Development Partnership (TRMDP) Program
4. **Additional Grant Augmentation – Children’s Center and State Preschool**

   a) Grant Renewal for agreement CCTR-5191
   
   b) Grant Renewal for agreement CPRE-5167

C. **PERSONNEL**

1. **Academic**

   a. **Employment**

   Hourly as Needed, 2005-2006

   SZENCZI, Christopher, Public Safety

   Substitute

   SUMAL, Navreet, Business & Applied Technology

   b. **Leave of Absence**

   DUARTE, Jeannette, full-time instructor in Communications and Languages has requested a 60% leave of absence for the Spring, 2006 semester

2. **Classified**

   a. **Employment**

   Regular Classified

   RAMIREZ, Roberto, Registration Clerk, 100%, Admissions & Records, effective date October 17, 2005

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

   BATSON, Marsha, Clerk Typist II, 47.5%, Cal WORKS, effective November 1, 2005

   CLARK, Thomas, Paraprofessional Tutor, 47.5%, EOP&S, effective October 11, 2005

   GONZALEZ, Elizabeth, Children’s Center Aide, 37.5%, Child Development Center, effective November 1, 2005

   VASQUEZ, Johana, Children’s Center Aide, 37.5%, Child Development Center, effective November 1, 2005

   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.

SINGH, Babanpal, Paraprofessional Tutor, 25%, Upward Bound/Student Support Services, effective date October 25, 2005

Short Term

BEHEN, Timothy, FA Training & Operations Specialist, Public Safety, ending date June 30, 2006

BRAKEBILL, James, FA Training & Operations Specialist, Public Safety, ending date June 30, 2006

LEEPER, Cory, PA Training & Operations Specialist, Public Safety, ending date June 30, 2006

MUNOZ, Omar, Registration Clerk, Admissions & Records, ending date June 30, 2006

PULOKAS, John, PA Training & Operations Specialist, Public Safety, ending date June 30, 2006

SNIDER, Owen, FA Training & Operations Specialist, Public Safety, ending date June 30, 2006

VISER, Michael, FA Training & Operations Specialist, Public Safety, ending date June 30, 2006

Substitute

SALMERON, Odila, Testing Technician, Assessment Center, ending date June 30, 2006

b. Transfer

BECKWITH, Mary Jo, Instructional Assistant-Communications, has transferred from her 100% position to a 75% position, effective November 1, 2005

c. Medical Leave

GOMEZ, Helia, Senior Secretary, EOP&S, has requested a 12-week intermittent Family Medical Leave, effective September 23, 2005

d. Elimination of Position

The following position was created with categorical funds that expire October 31, 2005

One full-time employee, Webmaster, California Virtual College

e. Resignation

HARDY, Kelly, Clerk Typist III, Arts & Cultural, last day of employment was October 18, 2005.
3. **Management & Confidential**

   a. **Retirement**

   CALDWELL, Jean, Senior Administrative Assistant, Finance & Business, last day of employment is June 29, 2006

   CORTEZ, Ruth, Senior Administrative Assistant, Human Resources, last day of employment is June 30, 2006

   HOWARD, Andy, Executive Director of Planning & Development, last day of employment is June 30, 2006

   SARTWELL, Victoria, Division Dean II, Student Learning & Support and Articulation Officer, last day of employment is January 3, 2006

   TELLEZ, Armida, Senior Administrative Assistant, Student and Community Services, last day of employment is December 30, 2005

4. **Unrepresented, CP 5155, 2005-2006**

   a. **Employment**

   **Students**

   BANG, Kenneth, Contract Ed.
   GARCIA, Myrna, Counseling
   GUTIERREZ, Carolina, Govt./Com.
   HUYNH, Mai, Child Devp. Ctr.
   MARTINEZ, Ernest, Adm. & Rec.
   REEDY, Christina, Stud. Sup. Ser.
   COVINGTON, Vernon, Physical Ed.
   GARCIA, Rudy, Facilities Ser.
   HERNANDEZ, Leia, Stu. Activities
   LE, Duc, LAC
   McGRATH, Cody, Comm. Ser.
   SLIVKOFF, Josh, Adm. & Records

   **Volunteers**

   TOSCANO, Jose, Child Devp. Ctr.
   WILLIAMSON, Elizabeth, Child Dev. Ctr.

III. **ACTION ITEMS**

   A. **FINANCE & BUSINESS**

   1. **Library Book Sale**

   It was moved by Mr. Camalich, seconded by Ms. Yanez and carried unanimously, that the Board of Trustees, by unanimous vote of the members present, determine that the value of the property does not exceed $5,000 and by a majority vote of the Board and authorize the Administration to conduct such a sale.
2. **Consultant Services**

It was moved by Ms. Yanez, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approve the Consultant Services outlined below:

a) Jay J. Jacobson – To present four 30-hour ILP modules to Foster Youth in the Independent Living Program and to attend three 4-hour ILP Refresher Trainings for Trainers. Dates of service will be November 2005 through June 2006. Payment is from Independent Living Program (ILP-B Youth) funds and shall not exceed $4,000.

b) Rosa Febles – To present workshops to Foster/Kinship Care providers, social workers and/or foster youth on topics such as: Teaching Youth Financial Responsibility; Working With Your Image, Activities that Teach Family Values, and other related topics in foster care and parenting. Dates of service will be from November 2005 through April 2006. Payment is not to exceed $700 from Foster/Kinship Care Education (FKCE) funds and $400 from Independent Living Program-Adult (ILP-A) funds.

3. **Memorandum of Understanding for Exchange Programs with Changshu Institute of Technology in Changshu, China**

It was moved by Mr. Mendez, seconded by Ms. Gunn and carried unanimously, that the Board of Trustees authorize the Administration to sign on behalf of the District the attached Memorandum of Understanding between the Rio Hondo Community College District and the Changshu Institute of Technology, China.

4. **Annual Bond Audit Report**

It was moved by Ms. Yanez, seconded by Mr. Camalich and carried unanimously, that the Board of Trustees accept the Bond Financial and Performance Audit for fiscal year ending June 30, 2005.

5. **Constructability Review and Cost Estimate for Learning Resource Center**

It was moved by Ms. Yanez, seconded by Mr. Camalich and carried unanimously, that the Board of Trustees approve O’Connor Construction Management, Inc. for LRC Construction Document Constructability Review and Cost Estimate, not to exceed $45,500 from Bond Funds and authorize the Administration to execute the appropriate documents on behalf of the District.
A MEMORANDUM OF UNDERSTANDING FOR EXCHANGE PROGRAMS
Between Changshu Institute of Technology, China and Rio Hondo Community College District, USA

The purpose of this agreement is to establish the framework for an agreement to be executed by the respective Colleges and to establish a framework for cooperation to establish an exchange program between the two Colleges concerning education and other academic activities. Accordingly, Changshu Institute of Technology and Rio Hondo Community College District, USA, (collectively “Colleges” have reached the following understanding:

1. Both Colleges have agreed to cooperate with each other to establish and implement exchanges in the areas as designated below:
   a. Student Exchanges
   b. Faculty Exchanges
   c. Joint programs or activities which both Colleges are interested in participating including co-sponsoring international conferences, if feasible to both Colleges.

2. The implementation of each joint Program shall be discussed independently and in accordance with the requirements, demands and goals of each College for implementing the exchange. Once both parties reach a consensus regarding a Program to be implemented, a separate written agreement will be entered into for each Program which shall be established by mutual agreement.

3. This Memorandum of Understanding will be effective as of the date of the signatures of the President’s or Designee’s of each College and remain effective for a period not to exceed five (5) years, or otherwise agreed and legally permissible according to applicable law, whichever term is shorter. The parties may renew this agreement upon written mutual consent. Either party may withdraw from this agreement provided that a 60 days written notice to withdraw is given to the President or Designee of the College.

4. This agreement is to be translated into both English and Chinese.

5. Any amendment to this agreement must be discussed, mutually agreed upon, legally sufficient pursuant to either parties’ laws controlling or governing such agreements, and reduced to writing to be executed by the President’s or Designee’s of both Colleges to be considered valid and binding.
RIO HONDO COMMUNITY COLLEGE DISTRICT

__________________________  __________________________
Signature                     Signature

__________________________  __________________________
Name                          Name

__________________________  __________________________
Title                         Title

__________________________  __________________________
Date                          Date
PRESIDENT’S OFFICE

1. **Revision of Board Policies 7160 (Sexual Harassment) and 7350 (Resignations) for Final Adoption**

202. It was moved by Mr. Camalich, seconded by Mr. Mendez and carried unanimously, that the Board of Trustees approve the revised Board Policies 7160 & 7350 for final adoption.

2. **New Board Policies to the 2000 Section (First Reading)**

203. It was moved by Ms. Yanez, seconded by Mr. Camalich and carried unanimously, that the Board of Trustees approve new Board Policies to the 2000 Section for first reading.

IV. **INFORMATION ITEMS**

1. Student Health Services
2. AB982, Laird Bill (Student Health Service Center at California Community Colleges)
3. Assessment of Community Services & Contract Education Programs
4. China Trip *(This item was moved out of order)*
5. Building Program Update

V. **BOARD SUB COMMITTEE REPORTS**
- Goals
- Building Program

VI. **STAFF AND BOARD REPORTS**

VII. **CLOSED SESSION**

204. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried that the Board of Trustees recess to Closed Session in memory of Congressman Ed Roybal. Mr. Quintero reconvened the meeting and reported that no action was taken in Closed Session.

*(Pursuant to Section 54957)*
- Public Employee Discipline/Dismissal/Release

*(Subdivision (a) of Section 54956.9)*
- **Conference With Legal Counsel--Existing Litigation** Name of case: File No. 1703-088

*(Subdivision (a) of Section 54956.9)*
- **Conference With Legal Counsel--Existing Litigation** Name of case: File No. VC 42309
I. It is the intent of the Governing Board to deem as unacceptable any form of sexual harassment. Conduct constituting sexual harassment will not be tolerated at Rio Hondo College.

II. This Policy applies to all aspects of employment and the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

III. All District employees who violate this Policy will be subject to disciplinary action up to and including termination in accordance with applicable College Procedures, Education Code sections and collective bargaining agreements. Non-employees, such as sales representatives, service vendors, contractors or consultants are also covered by this Policy and will be subject to corrective measures.

IV. Source/Reference
California Code of Regulations, Title 5, sections 59300 et seq
California Code of Regulations, Title 2, sections 7285.0 et seq (7291.1 & 7287.6)
California Education Code, section 200 et seq
California Government Code 12940
Civil Rights Act of 1964 (Title VII) and amendments thereto
Education Amendments of 1972 (Title IX)
EEOC Policy Guidance on Current Issues of Sexual Harassment
Sex Equity in Education Act (Education Code sections 200 et seq)
Title 29 Code of Federal Regulations, section 1604.11
I. The Board shall accept the resignation of any employee and shall fix the
time when the resignation takes effect, which shall not be later than the
close of the academic year during which the resignation has been received
by the Board.

II. The Board hereby delegates to the Superintendent/President or his/her
designee, the authority to accept resignations on its behalf at any time.

A. Resignations shall be deemed accepted by the Board when accepted in
writing by the Superintendent/President or his/her designee. When
accepted by the Superintendent/ President, or his/her designee, the
resignation is final and may not be rescinded. All such resignations
shall be forwarded to the Board for ratification.

III. Source/Reference
EC 87730, 81655, 88201
I. In the case of a CEO vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations. (CCLC)

II. Source/Reference

Accreditation Standard IV.B.1
I. The Board delegates authority to the CEO to appoint an acting CEO to serve in his or her absence for short periods of time, not to exceed fourteen calendar days at a time. (CCLC)

II. In the absence of the CEO and when an acting president has not been named, administrative responsibility shall reside with:

- Executive Vice President, Academic Services
- Vice President, Finance and Business
- Vice President, Student & Community Services

III. The Board shall appoint an acting CEO for a period exceeding fourteen days. (CCLC)

IV. Source/Reference

   Education Code Sections 70902(d); 72400; Title 5 Section 53021(b)
I. Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing board. (CCLC)

II. Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the Board’s position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures. (CCLC)

III. Source/Reference

Education Code Sections 7054; 7056; Government Code 8314.
I. No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purposes not authorized by law. (CCLC)

II. Source/Reference

Government Code Section 8314; Penal Code Section 424
(Pursuant to Section 54957.6)

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

**VIII. CLOSING ITEMS**

A. Mr. Quintero adjourned the meeting at 9:35 p.m. The next regular meeting of the Board of Trustees on will be held on Tuesday, December 13, 2005, Rio Hondo College, 3600 Workman Mill Road, Whittier. This meeting will be the Annual Organization meeting and Election of Officers.