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

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

Julianna Ojeda, Student Member

Members Absent: None

Staff Members: Dr. Ted Martinez, Jr., Superintendent/President
Ms. Teresa Dreyfuss, Vice President, Finance & Business
Mr. Henry Gee, Vice President, Student Services
Marie Eckstrom, Academic Senate President
Colin Young, RHCFA President
Zeus Galindo, ASB President
Ms. Sandy Sandello (Recorder)

A. Call to Order (6:05 p.m.)

Ms. Martinez called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

Andre Martinez, son of Maria Elena Martinez, led the salute to the flag.

C. Roll Call

All members were reported present.

D. Approval of Minutes: October 11, 2011; October 26, 2011

210. It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously to approve the minutes of October 11, 2011.

211. It was moved by Ms. Garcia, seconded by Student Trustee Garcia and carried unanimously to approve the minutes of October 26, 2011.

E. Commendations

- 2011 Green Community Colleges Leadership Award (John FraLa)
- Retirement, Trustee Area 2 (Maria Elena Martinez)
F. Presentations
   - GIS Development (Warren Roberts)
   - Child Development Center Update (Dr. Sondra Moe)

G. Open Communication for Public Comment – No comments from the public.

H. PUBLIC HEARING ON THE INITIAL PROPOSAL FOR A SUCCESSOR AGREEMENT TO THE 2008-2011 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477 COLLECTIVE BARGAINING AGREEMENT SUBMITTED BY THE CALOFIRNIA SCHOOL EMPLOYEES ASSOCIATION NUMBER 477.

212. It was moved by Mr. Mendez, seconded by Ms. Garcia to declare the public hearing open at 7:21 p.m.

213. After hearing no comments, it was moved by Mr. Mendez, seconded by Ms. Garcia to declare the hearing closed at 7:22 p.m.

II. CONSENT AGENDA

214. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the Consent Agenda as follows:

A. FINANCE & BUSINESS

1. Finance & Business Reports
   Approved Purchase Order Report reviewing purchases for the preceding 60 days.

   Payroll Warrant Report
   Approved the Payroll Warrant Report for the month of October, 2011.

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

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

   Russell Castaneda-Calleros and Student Trustee Ojeda to participate at the Association of Community College Trustees (ACCT) 2012 National Legislative Summit in Washington, DC on February 13-15, 2012.


   Henry Gee to participate at the 2012 NASPA Annual Conference in Phoenix, Arizona on March 10 – March 14, 2012.

3. Renewal Agreement – California Early Childhood Mentor Program – CN110123 San Francisco Community College District (SFCCD)

   Approved the renewal agreement with the California Early Childhood Mentor Program – CN110123 San Francisco Community College District for the period through July 31, 2012. SFCCD will pay up to $500 for the Contractor’s College Coordinator and up to $150 for printing and copying costs for program implementation or mentor materials.
4. **Continuing Education**

a. George Caamano – To instruct “Green Program Courses” – Students will learn a variety of environmental courses. Dates of service will be November 10, 2011- June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

b. Gary Duran - To instruct “Green Program Courses” – Students will learn a variety of environmental courses. Dates of service will be November 10, 2011- June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

c. Jerry Earley - To instruct “Green Program Courses” – Students will learn a variety of environmental courses. Dates of service will be November 10, 2011- June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

d. Kelee Eiselein – To instruct “Aromatherapy, Massage and Body Therapy Courses” – Students will be introduced to the basics and history of health practices and the application of therapies. Dates of service will be November 10, 2011 to June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

e. Steve Katnik - To instruct “Green Program Courses” – Students will learn a variety of environmental courses. Dates of service will be November 10, 2011- June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

f. Joe Rasmusssen - To instruct “Green Program Courses” – Students will learn a variety of environmental courses. Dates of service will be November 10, 2011- June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

g. Romeo E. Ricarte, Jr. - To instruct “Green Program Courses” – Students will learn a variety of environmental courses. Dates of service will be November 10, 2011- June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

h. David Saint Laurent – To instruct “Piano for Adults and Children” This course is for beginners. Students will learn the basics of the piano and music theory. Learn how to read and play music. Dates of service will be through June 30, 2012. Payment will be split 60% to the consultant and 40% to Rio Hondo College.

i. Christopher Soto – “Celestial Delights” - To instruct various Observatory Courses. Participants will be introduced to the operation of a professional grade telescope and will view a number of celestial objects visually and with the aid of the observatory telescope. Planets, moon, interstellar nebulae, and binary stars will be observed dependent upon which objects are visible at the time of the program. Dates of service: November 10, 2011 to June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

B. **PERSONNEL**

1. **Academic**

   a. **Employment**

   Temporary, Full-time Categorically funded (E.C. 87470) Spring 2012
ALDRICH, Christine, Cal WORKS Counselor/Coordinator

Part time, Spring 2012

HUGHES, Sean, Career Technical Ed.          KING, Yesenia, Behavioral & Soc. Sciences
MORTON, William, Career Tech. Ed.

Hourly as needed, 2011-2012

HARO, Yolanda, Career Tech. Education

Hourly as Needed, Intersession 2012

ALDRICH, Christine, Cal WORKS
FORREST, Alfred, Student Health Services
ITATANI, Bob, Student Health Services
SHERWOOD, Joy, Student Health Services
SMITH, Anza, Student Health Services

Special Assignment, Intersession 2012

The following instructor will receive a $3,500 stipend paid from Title V funds for the Student Success Program Support:

GUZMAN, Sergio, Student Success and Retention

2.  Classified
   a.  Employment

      Regular Classified, 2011

      CAMPOS, Eric, Custodian, Facilities Services, 100%, 12 months, effective October 24, 2011

      NICHOLS, Gregory, Police Academy Training & Operations Specialist, Public Safety, 45%, 12 months, effective October 24, 2011

      Continued Employment, Regular Classified 2011-2012

      The following employee will continue in the designated capacity with dedicated funding through June 30, 2012. If continued funding should not be available, 45-day notice shall be served:

      MUNOZ, Marta, Student Services Assistant, Cal WORKS

      Substitute, 2011-2012

      GARCIA, Elizabeth, Clerk Typist III, Financial Aid, effective October 25, 2011

      SALAZAR, Doreen, Children's Center Aide, Child Development Center, effective October 1, 2011
TELEZ, Armida, Student Services Asst., Student Health Office, effective October 10, 2011

VERDUZCO, Sonia, Clerk Typist III, Financial Aid, effective October 24, 2011

b. Increase in Assignment

SCHANK, Diane, Account Clerk II, Accounting, from 50% to 100%, effective October 16, 2011

c. Promotion

ACOSTA, Monika, Financial Aid Coordinator, Financial Aid, 100%, 12 months, effective October 24, 2011

d. Family Care and Medical Leave

GARCIA, Norma, Educational Advisor, Upward Bound has requested a Family Care and Medical Leave effective December 5, 2011 through January 2, 2012.

HANEY, Elizabeth, Sr. Secretary, Facilities Services, has requested a Family Care and Medical leave to be taken intermittently, effective September 19, 2011 through September 1, 2012

e. Resignation

QUIROZ, Beatriz, Financial Aid Assistant, Financial Aid. Her last day of employment was October 14, 2011

3. Unrepresented, (AP 7130), 2011-2012

a. Employment

Hourly

HII, Christina, Tutor II, LAC ISAAC, Shirley, Tutor II, LAC

Students

ALVARADO, Montiel, Math/Sciences
CAMPOS, Pablo, Math/Sciences
CASTELLANOS, Lindsey, Arts & Cult.
CHIANG, Patrick, LAC
GALBAN, Desiree, Assessment Ctr.
GUERRA, Kimberly, Career Tech. Ed.
GUTIERREZ, Adriana, Math/Sci.
LINSCOMB, Evelyn, Cal WORKS
PEDRAZA, Maria, Upward Bound
SMITH, Ramon, Career Tech. Ed.
VERMA, Arjali, Math/Sciences

ARREDONDO, Louie, Transfer Center CASTELLANOS, Irma, Upward Bound GALVAN, Stephanie, Facilities Ser.
FAWZL, Laila, Admissions
GARCIA, Christina, Cal WORKS HAMMOND, Kristine, Math/Sciences LAI, Cuong, LAC
ORENDAIN, Timoteo, Stud. Services SANDOVAL, Lorena, Career Devp.
TA, Kersandra, Accounting
VERMA, Anshul, Math/Sciences ZEPEDA, Widmar, Contract Mgmt.
III. ACTION ITEMS
A. FINANCE & BUSINESS
1. Consultants

215. It was moved by Ms. Acosta-Salazar, seconded by Ms. Garcia and carried unanimously to approve the following consultants:

a. William B. Braicov, Jr. – “Automotive Instructor Mentor”
   To mentor/guide/coach teacher assistants so that their skills can be developed in a supportive, mentored environment; guide students in the many aspects of the teaching process. Dates of service through December 16, 2011. Payment is not to exceed $1,000.00 from CTE TEACH Teacher’s Pipeline Grant.

b. Dr. Lyla Eddington – “Education Strategic Planning” – Will provide leadership as the project director for Health Workforce Initiative Affiliate Center. Facilitate education and industry partnership to health care providers within Los Angeles County. Dates of service: November 10, 2011 to June 30, 2012. Payment will be $10,000.00 from HWI Butte Affiliate Grant.


d. James Johnson – Motivational Speaker, Health Educator – To address youth/participants and provide speaker services at Youth Development Services (YDS) Workshops. Dates of service: November 9, 2011 - June 30, 2012. Not to exceed $200.00 from Youth Development Services (YDS) Grant.

e. Elizabeth L. Tabb – To mentor/guide/coach teacher assistants so that their skills can be developed in a supportive, mentored environment, guide students in the many aspects of the teaching process. Dates of service through December 16, 2011. Payment is not to exceed $500.00 from CTE TEACH Teacher’s Pipeline Grant.

2. Annual Bond Audit Report

216. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees accept the Bond Financial & Performance Audit for Fiscal Year ending June 30, 2011.
3. **Donation of Surplus Property – Doron Driving Simulator**

   It was moved by Student Trustee Ojeda, seconded by Ms. Garcia and carried that the Board of Trustees:

   1) Rescind donation to McFarland Police Department
   2) Reaffirm the declaration of surplus;
   3) Determine that the value of the surplus property listed above does not exceed $5,000.00 and is of insufficient value to defray the cost of a sale; donating the Doron Driving Simulator module to the Summit Leadership Academy – High Desert.

   Ms. Shapiro voted no.

4. **Disaster Recovery Services – Abtech Systems, Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve the purchase of Abtech Systems, Inc. off-site disaster recovery backup solution in the amount of $62,795.00 to be paid from Bond Funds, and authorized the Administration to execute appropriate documents on behalf of the District.

5. **Award (RFP) 1179 Cafeteria and Related Food Service Operations, Sodexo, America, LLC**

   It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees award RFP# 1179 Cafeteria and Related Food Services to Sodexo America, LLC and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Renew Revenue Sharing Agreement – Veterinary Assistant – Boston Reed College**

   It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve a revenue agreement with Boston Reed College for the Veterinary Assistant class and authorized the Administration to execute appropriate documents on behalf of the District.

7. **Approval of Amendment #6 – RHPMT Fees**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Garcia and carried to that the Board of Trustees approve Amendment #6 to RHPMT for an amount not to exceed $235,000.00 for a new contract value of $12,195,906.00 to be paid from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District. Ms. Martinez abstained.
8. **Award of Bid #2002 – Student Services and Student Union Relocation (Moving) Services – American Relocation and Logistics**

   It was moved by Ms. Garcia, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the award of a contract for Bid #2002, Student Services and Student Union Relocation (Moving) Services to the American Relocation and Logistics in the amount of $12,950.65 to be paid from the Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Student Services & Student Union Buildings – Procurement of IT and AV Systems Equipment**

   It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees approve the purchase and installation of Information Technology and Audio Visual Systems equipment for the Student Services and Student Union Buildings for a total amount of $554,578.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

10. **Student Services Building – Additional Furniture Procurement**

    It was moved by Ms. Garcia, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees approve the purchase of additional furniture for the Student Services Building for a total amount of $22,097.02 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

B. **PRESIDENT’S OFFICE**

1. **Approval of New/Revision of Board Policies (First Reading)**

    It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously to approve the new/revision of the following Board Policies for first reading:

    **PROPOSED NEW BOARD POLICIES**

    - BP 3440  Service Animals
    - BP 3501  Campus Security and Access
    - BP 6550  Disposal of Property

    **REVISIONS TO EXISTING BOARD POLICIES**

    - BP 3505  Emergency Response Plan
    - BP 3520  Local Law Enforcement
C. ACADEMIC AFFAIRS
1. Curriculum Item

226. It was moved by Ms. Garcia, seconded by Mr. Mendez and carried unanimously to approve the following Curriculum Item:

a. Program Change

A.S. Degree – Alternative Energy Technology
Unit Change: From: 33 Units to 34 units

* UC Transfer process in progress for courses where applicable.

IV. INFORMATION ITEMS
1. Building Program

2. New/Revision of Administrative Procedures – The Board reviewed the following Administrative Procedures. These procedures have now been implemented.

PROPOSED NEW ADMINISTRATIVE PROCEDURE

AP 3501 Campus Security and Access

REVISIONS TO EXISTING ADMINISTRATIVE PROCEDURES

AP 3515 Reporting of Crimes
AP 3520 Local Law Enforcement
AP 3560 Alcoholic Beverages

3. Student Health Fee Increase

Per RHC Board Policy 5030, 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.

The Chancellor’s Office issued a memorandum on August 20, 2011, (see attached) to approve an increase of $1.00 to the Student Health Fee for 2011-2012 to $18.00 per semester and $15.00 for summer session. This increase will be effective starting with the spring 2012 registration.

V. STAFF AND BOARD COMMENTS

VI. CLOSED SESSION

The Board recessed the meeting to Closed Session at 8:30 p.m.

Pursuant to Section 54956.8:

- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 11515 S. Colima Road, Whittier, California
Pursuant to Section 54956.9
- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (3 Cases)

Pursuant to Section 54957
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
- PUBLIC EMPLOYMENT APPOINTMENT
  - Dean, Behavioral & Social Science

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

Upon returning from Closed Session, the following action was taken:

227. It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried to approve the appointment of Rebecca Green as Dean of Behavioral & Social Science. Ms. Acosta-Salazar abstained.

228. It was moved by Ms. Garcia, seconded by Ms. Acosta-Salazar and carried unanimously to extend a two year contract to Teresa Dreyfuss as the Vice President of Finance & Business effective July 1, 2012 with the same salary and benefits as she currently has per Ed Code 72411.

229. It was moved by Mr. Mendez, seconded by Ms. Martinez and carried to extend a two year contract to Henry Gee, Vice President of Student Services effective July 1, 2012 with the same salary and benefits as she currently has per Ed Code 72411. Ms. Shapiro abstained.

VII. ADJOURNMENT

- Regular Meeting – December 14, 2011, 6:00 p.m. (Annual Organization / Election of Officers)