CALL TO ORDER

A. Study Session (5:15 p.m.)

• Discussion of Proposed Date for Facilities Master Plan Study Session – The Board agreed to schedule the study session to discuss the facilities master plan and legislative agenda on Wednesday, October 26, 2011 from 4:00 – 6:00 p.m.

• 2011-12 Institutional Goals – The Board prioritized the following goals that focus on student success in areas of innovative instruction in basic skills, completion and transfer to the university, and responding to on and off campus educational needs. These goals will also provide a framework for assessing institutional progress:

  o Rio Hondo College will provide excellent instruction in general education and major requirement courses leading to increased student AA / AS degree completion and successful university transfer.

  o Rio Hondo College will provide excellent and innovative instruction and other learning opportunities in basic skills.
Rio Hondo College will promote a student-centered climate that ensures equal access to educational opportunities, contributes to increase in retention and persistence, and improves student success through collaboration that values diversity.

Rio Hondo College will respond to the region’s educational needs and contribute to its economic future through service to the community and partnerships with public, private, and non-profit organizations.

Rio Hondo College will design, modernize, and maintain a physical infrastructure, both on and off site that meets the changing needs of students, staff, and the college’s instructional and student support programs while valuing and enhancing the aesthetic beauty of the campus.

- **Residency Requirements** – The Board reviewed Board Policy 5015, Residence Determination.

- **Student Catalog and Schedule** – Trustee Martinez asked about the printing of the student catalog and class schedule. Dr. Martinez reported that the class schedule would be accessible through the Rio Hondo webpage and agreed to provide a report to the Board this Fall semester.

B. **Call to Order (6:00 p.m.)**

Ms. Martinez called the meeting to order at 6:03 p.m.

C. **Pledge of Allegiance**

Sandy Rivera led the pledge of allegiance.

D. **Roll Call**

All members of the Board were reported present with the exception of Trustee Angela Acosta Salazar (who later arrived at 7:10 p.m.).

E. **Approval of Minutes**: July 13, 2011; July 29, 2011

136. It was moved by Ms. Shapiro, seconded by Ms. Garcia and carried to approve the minutes of July 13, 2011.

137. It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously to approve the minutes of July 29, 2011.

F. **Commendations**

- **Wildland Fire Cadets**

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

II. **CONSENT AGENDA**
It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously to approve the following Consent Agenda:

A. **FINANCE & BUSINESS**

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

   b. **Payroll Warrant Report**
      Attached is the Payroll Warrant Report for the month of July, 2011.

2. **Authorization for Out-of-State Travel & Conferences**
   
   Approved the following staff members and those Board members who could attend in the following educational conferences:

   Howard Kummerman and Ted Martinez, Jr., to participate at the National Community College Hispanic Council in San Antonio, TX on September 22-24, 2011.


3. **Approval Clinical Affiliation Agreement with Beverly Hospital**
   
   Approved the services of Beverly Hospital to provide Rio Hondo Community College District Health Science students with clinical experience. The department has identified a need to expand the facilities for clinical experience since community facilities currently utilized are becoming impacted with students. Term of the Affiliation will be for a period of 5-years through July 30, 2016.

4. **Commission on Peace Officer Standards and Training (POST) – Contract Renewal and Resolution Providing Force Option Simulator and Driving Simulator Training**
   
   Approved Revenue Agreement #11112311 for funding 796 students in the Driving Simulator and 796 students in the Force Option Simulator not to exceed $125,768.00 for Fiscal Year 2011-2012. POST reimburses at the rate of $79.00 for each 4 hours of training in each simulator category. FTES generation is above POST reimbursement.

5. **Approval of Memorandum of Understanding (MOU) with the USDA Forest Service, Angeles National Forest to Field Organized Fire Crew**
   
   Approved Memorandum of Understanding with USDA Forest Service, Angeles National Forest with the Rio Hondo Community College District in order to provide employment and firefighter training for students enrolled in Fire Technology and Wildland Fire classes. The College will
maintain 30-40 trained firefighters in order to field one 17- person crew when ordered

6. Clinical Internship (Teaching) Agreement – California State University, Los Angeles

Approved clinical internship agreement with Cal State Los Angeles where graduate students may complete their academic fieldwork studies for required coursework. The term of contract: through February 24, 2014.

B. PERSONNEL

1. Academic

   a. Employment

      Part Time Fall, 2011

      ANDERSON, Carl, Career Tech.DANIELS, Patrice, Health Sci. & Nursing
      DE DIOS, Angela, Behav. & Social Sciences FEINOUR, Andrew, Business
      GIN, Jonathan, Pubic Safety GALINDO, James, Arts & Cultural
      HENRY, Shayna, Behavioral & Social Sciences GOMEZ, Edward, Arts & Cultural
      HIGHT, Deana, Behavioral & Soc. Sci. HERBST, Brian, Arts & Cultural
      HUFFAKER, Phildon, Behav. & Social Sciences KUNIOKA, Todd, Behavioral & Soc. Sci.
      ROBINSON, Joyce, Behav. & Social Sciences STONE, William, Career Tech. Ed.
      YBARRA, Lisa, Behav. & Soc. WARD, Debra, Behavioral & Soc. Sci.
      YBARRA, Shawon, Behavioral & Soc. Sci.

      Hourly as Needed, 2011-2012

      RINKER, Richard, Public Safety

      Summer Bridge Program – Summer 2011

      The following instructor will received a stipend of $750 for participation in the Summer Bridge program:

      LITTRELL, Mark, Mathematics

      Hourly as Needed, Public Safety, (Fire Science), 2011-2012

      See attached list

   b. Resignation

      SEILER, Kendra, full-time Nursing Instructor. Her last day of employment was May 26, 2011

2. Classified

   a. Employment
Continued Employment

The following employee will continue in the designated capacity with dedicated funding through August 31, 2012. If continued funding should not be available, 45-day notice shall be served:

KATNIK, Jared, Paraprofessional Tutor, Student Support Services
PALLINI-QUEZADA, Cynthia, Educational Advisor, Student Support Services
VALDIVIA, Michelle, Paraprofessional Tutor, Student Support Services

Substitute, 2011-2012

ALONZO, Alan, Custodian, Facilities Services, effective July 1, 2011
ARSENE, Hratch, Grounds Maintenance Worker, Facilities Services, effective July 1, 2011
BANUELOS, Jose, Custodian, Facilities Services, effective July 1, 2011
CARRERA, Anatolio, Grounds Maintenance Worker, Facilities Services, effective July 1, 2011
CARRERA, Anatolio, Utility Worker, Facilities Services, effective July 1, 2011
JOHNSON, Alice, Custodian, Facilities Services, effective July 1, 2011
MENDOZA, Chelsea, Custodian, Facilities Services, effective July 1, 2011
OSOLLO, Elizabeth, Clerk Typist III, Public Safety, effective July 11, 2011
RIOS, Guillermo, Grounds Maintenance Worker, Facilities Services, effective July 1, 2011
ROMO, Aracely, Clerk Typist II, EOPS, effective August 8, 2011

Short Term, 2011-2012

ALONZO, Alan, Custodian, Facilities services, ending date June 30, 2012
BANUELOS, Jose, Custodian, Facilities Ser., ending date June 30, 2012
JOHNSON, Alice, Custodian, Facilities Ser., ending date June 30, 2012
MENDOZA, Chelsea, Custodian, Facilities Services, ending date June 30, 2012
NELSON, Shirley, Clerk Typist III, GEAR-UP, ending date December 31, 2011

b. Increase in Assignment

The following employee will continue in the designated capacity with dedicated funding through August 31, 2012. If continued funding should not be available, 45-day notice shall be served:

BELMAL, Erik, Educational Advisor, STEM Program, Mathematics from 47.5% to 75%, effective September 1, 2011

c. Retirement

ALVAREZ, Patricia, Clerk Typist III, Behavioral & Social Sciences. Her last day of employment was June 1, 2011
VILLEGAS, Adeline, Clerk Typist III, Public Safety. Her last day of employment was July 14, 2011

d. Resignation

HUA, Nicholas, Paraprofessional Tutor, Upward Bound. His last day of employment is August 26, 2011

TRAN, Johnny, Account Clerk II, Accounting, his last day of employment was July 29, 2011.

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

a. Employment

Hourly

LASSITER, Awndrea, Tutor II, LAC
LOPEZ, Nicholas, Tutor II, Basic Skills

Community Services

COHENOUR, Holly, Upward Bound
FRANCIS, Steven, Upward Bound
GALLEGOS, Ruby, Upward Bound
MGRDICHIAN, Hovhannes, Upward Bound
MUNOZ-LOPEZ, Aimee, Upward Bound
# Fire Science (H) Report

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III. ACTION ITEMS
   A. FINANCE & BUSINESS
      1. Consultants

139. It was moved by Student Trustee Ojeda, seconded by Ms. Shapiro and carried unanimously to approve the following Consultants:

   a. Christina Maria Auer-Arriaga – To instruct/present/plan to Youth in the Youth Empowerment Strategies for Success Youth Development Services (YESS-ILP) Independent Living Program. Dates of service are September 1, 2011 to June 30, 2012. Payment not to exceed $2,000.00 from YESS-ILP Grant.

   b. Betsy A. Cisneros – To present/train Foster & Kinship Care Education trainings/workshops/classes on topics such as effective Parenting, Grief Process, Self Esteem, Homework Help, and other topics related in Foster Care and Parenting. Dates of service are August 11, 2011 to February 29, 2012. Payment not to exceed $1,500.00 from Foster Kinship Care Education (FKCE) Grant.

   c. John Cordova – “JCNSEA Group” – To serve as a clinical simulation consultant. Dates of service are August 16, 2011 to June 30, 2012. Payment not to exceed $75,250.00 from the PIH Grant/Rio Hondo College Foundation.

   d. Hector De La Paz – To present/train Foster/Kinship Care Education trainings/workshops/classes on topics such as Effective Parenting Skills; Substance Abuse Prevention; Family Systems; Academic Success Skills for Parents and Children; Successful Emancipation; College Resources for Youth; and other topics related in Foster Care and Parenting. Dates of service are August 11, 2011 to February 29, 2012. Payment not to exceed $1,500.00 from Foster Kinship Care Education (FKCE) Grant.

   e. Paul Gallagher – “PGINET Consulting” – To provide the Plug-In Electric Automobile Technician grant with web development, web and database design, consulting and web hosting services to meet core indicators and grant requirements. Dates of service are August 11, 2011 through December 31, 2011. Payment is not to exceed $7,200.00 from CODA Grant.

   f. Karen Dixon – To instruct/present/plan to Foster Youth in the Youth Development Services (YDS)
Independent Living Program. Dates of service are August 2011 to June 30, 2012. Payment not to exceed $4,500.00 from Youth Development Service (YDS) Grant.

g. Grandparents As Parents Organization (GAP) – To provide trainings to Foster & Kinship Caregivers at workshops/classes on topics related to Foster/Relative Care, Parenting, and other topics related to raising children in out of home care. Dates of Service are September 1, 2011 to February 29, 2012. Payment not to exceed $1,000.00 from Foster Kinship Care Education (FKCE) Grant.

h. Demontray Hankins – To address Foster Youth and Caregivers and provide speaker services at Youth Empowerment Strategies for Success (YESS-ILP) and Foster/Kinship Care Education Classes/Workshops/Events. Dates of service are September 1, 2011 to June 30, 2012. Payment not to exceed $500.00 from Youth Empowerment Strategies for Success (YESS-ILP) Grant and $500.00 from Foster Kinship Care Education (FKCE) Grant.

i. Concepcion Martinez – To present/co-train Foster/Kinship Care Education trainings/workshops/classes to Foster & Kinship Caregivers on topics related to foster/relative care. Working with the System, Roles/Responsibilities of Foster/Kinship Caregivers and other topics related to raising children in out of home care. Dates of service are August 11, 2011 to February 29, 2012. Payment not to exceed $1,500.00 from Foster Kinship Care Education (FKCE) Grant.

2. **Administration of Justice Building – Contract Modification #4**
   **Quatro Design Group**

   It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees authorize an increase to the contract value of Quatro Design Group for additional design services in the amount of $39,700.00 for a revised total contract amount of $1,013,140.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

3. **SB 70 Grant Funding for San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) – Citrus Community College District as Fiscal Agent**

   It was moved by Mr. Mendez, seconded by Mr. Shapiro and carried unanimously that the Board of Trustees approve SB 70 Grant Funding for San Gabriel Valley Career Technical Education.
Community Collaborative in an amount not to exceed $151,655.00 authorizing the Superintendent/President or designee to sign the appropriate documents on behalf of the District

4. **Substantial Completion of Bid #1176 – Lot H and Miscellaneous Paving-Lee and Stires, Inc.**

142. It was moved by Ms. Garcia, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees approve the substantial completion of the work performed under Bid #1176 and authorized the filing of a Notice of Completion with the Los Angeles county Recorder.

5. **Emergency Resolution 081011 – Repair of Heating Hot Water Piping – D. burke Mechanical Corp**

143. It was moved by Ms. Garcia, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees declare an emergency authorizing immediate repair of the heating hot water piping and authorized the administration to execute the Los Angeles County Office of Education Emergency Resolution form to acquire the approval of the Superintendent of schools.

6. **Approval of Mitigated Negative Declaration for the El Monte Educational Center**

144. It was moved by Ms. Garcia, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees approve the California Environmental Quality Act (CEQA) mitigated negative declaration for the El Monte Educational Center and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

7. **SARS-GRID Software License and Support**

145. It was moved by Student Trustee Ojeda, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the purchase of the SARS-GRID software license and support in the amount of $32,678.75 to be paid from Bond Funds, authorizing the Administration to sign the appropriate documents on behalf of the District.

8. **Surplus Property – Equipment**

146. It was moved by Ms. Garcia, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees determines that the value of the surplus property listed does not exceed $5,000.00 and approved consignment of surplus to a local auction house for disposal.

10. **Baseball Scoreboard – Site Plan and Electrical Engineering – J.C. Chang and Associated, Inc. – Taken out of order**
147. It was moved by Mr. Mendez, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve and award a contract to prepare a site plan and electrical engineering for the baseball field scoreboard to J.C. Chang and Associates, Inc. for a fee not to exceed $13,510.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Emergency Medical Technician – Expanded Scope of Practice Course – Taken out of Order**

148. It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees offer the Expanded Scope of Practice Course at the Fire Academy and charge students $50.00 for the 4-hour course.

11. **Campus Quad Outdoor Benches Procurement – Landscape Forms for the Campus Quad**

149. It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the purchase of Campus Quad Exterior Benches from Landscape Forms for a total amount of $25,180.32 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

12. **Student Services Building Furniture Procurement**

150. It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees approve the purchase of furniture for the Student Services Building for a total amount of $781,440.50 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

13. **Student Union Building Furniture Procurement**

151. It was moved by Student Trustee Ojeda, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the purchase of furniture for the Student Union Building for a total amount of $169,377.78 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

14. **Authorization to Purchase Bus Passes from Transit Agencies**

152. It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees authorizes staff to purchase discount bus passes for Rio Hondo College full-time students for the 2011-12 year not to exceed $143,000.00 from the General Fund, and authorized the Administration to sign appropriate documents on behalf of the District.
15. **Surplus Property – Electronic Waste**

153. It was moved by Ms. Garcia, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the declaration of surplus and determines that the value of the surplus property listed above does not exceed $5,000.00, and hereby consigns the items to a local e-waste recycling center for disposal.

16. **Rejection of all Bids #1190 – Campus Security and Tram Driver Services**

154. It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees reject all bids #1190 and authorized administration to notify all bidders of the bid cancellation.

**B. PRESIDENT’S OFFICE**

1. **Change in Board Meeting Schedule**

155. It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously to approve the change in meeting schedule and schedule the regular Board meeting in October to Tuesday, October 11, 2011 at 6:00 p.m.

2. **Wage Reclassification**

156. It was moved by Ms. Garcia, seconded by Mr. Mendez and carried unanimously to approve the wage range for the Director of DSPS be adjusted from a 51 to a 48 prior to advertising for a permanent position as a result of a classification study. This is a 7.73% savings.

The District also conducted a salary classification study for the Director of Facilities and approved the salary range for the Director of Facilities be adjusted from a 55 to a 51 prior to advertising for a permanent position. This is a 10.36% savings.

3. **Approval of Board Norms and Protocols**

157. It was moved by Student Trustee Ojeda, seconded by Ms. Garcia and carried unanimously that the Board of Trustees approve and act in accordance with the Board norms and protocols as attached.

**IV. INFORMATION ITEMS**

1. **Building Program**

**V. STAFF AND BOARD COMMENTS**

Ms. Acosta-Salazar arrived at this point of the meeting.
Trustee Shapiro reported on her participation at the Association of Community College Trustees (ACCT) conference in Washington, DC.

VI. CLOSED SESSION

Pursuant to Section 54956.8:
- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 11515 S. Colima Road, Whittier, California
  - 3017 Tyler Avenue

Pursuant to Section 54956.9
- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (3 Cases)

The following action was reported out of Closed Session:

158. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the settlement agreement with MAAS Company for the final settlement amount of $285,000 and authorized the Administration to sign the appropriate documents on behalf of the District.

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

The following action was reported out of Closed Session:

159. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the tentative agreement for 2010-13 between Rio Hondo College faculty Association (RHCFA) and the Rio Hondo Community College District.

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

- PUBLIC EMPLOYEE APPOINTMENT
  - Dean, Student Affairs

The following action was reported out of Closed Session:

160. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the appointment of Dr. Dyrell W. Foster as the Dean, Student Affairs.

ADJOURNMENT

Ms. Martinez adjourned the meeting and announced that the next regular meeting of the Board of Trustees would be Wednesday, September 14, 2011, 6:00 p.m., Rio Hondo College Board Room, 3600 Workman Mill Road, Whittier, CA 90601.
BOARD OF TRUSTEES
BOARD NORMS

In Public Session:

- Assume everyone means well
- Listen with an open mind; be open to new ideas; try it on.
- Allow all opinions to be heard without interruption.
- Demonstrate respect and support for one another.
- Hold yourself accountable; prepare for meetings; be responsible; do your homework and follow-through on assignments.
- Approach issues professionally, not personally.
- Seek consensus that is in the best interest of Rio Hondo College.
- Address issues by office / position, rather than by individual names.

In Closed Session:

- Honor absolute confidentiality.
- Assume everyone means well.
- No surprises.
- Listen with an open mind; be open to new ideas; try it on.
- Allow all opinions to be heard without interruption.
- Demonstrate respect and support for one another.
- Hold yourself accountable; prepare for meetings; be responsible; do your homework and follow-through on assignments.
- Approach issues professionally, not personally.
- Seek consensus that is in the best interest of Rio Hondo College.
- Create a safe space for open discussion and frank discussion through check in / check out (start and finish of session).
- Address issues by office / position, rather than by individual names;
- Closed session items are outlined in Board Policy 2315.
I. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED TO AN INDIVIDUAL BOARD MEMBER

A. Be accessible; listen respectfully and impartially.

B. Have you discussed with your supervisor; if not, please do so.

C. If the concern is not urgent or does not have policy implications:
   • Refer the individual or group to the Superintendent/President.
   • Do not make any promises to the individual or group.
   • Do not attempt to solve the problem.
   • Inform the Superintendent/President and receive clarification.

D. If the concern is urgent or could have policy implications:
   • Refer the individual or group to the Superintendent/President.
   • Do not make any promises to the individual or group.
   • Do not attempt to solve the problem.
   • The Superintendent/President will inform and discuss with the Board President.
   • In consultation with the Board President, the Superintendent/President, will decide how to handle the issue and inform the Board Members.
     a. May request a written report.
     b. May place on the Board agenda for further discussion.

II. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED IN BOARD MEETINGS DURING PUBLIC COMMENT ON NON-AGENDA ITEMS

A. The Board President thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.

B. If appropriate, the Board President may make a brief statement about the issue.

C. The Board President may ask the Superintendent/President if there are any comments from the Administration.

D. The Board President will ask the Superintendent/President to look into the issue and report back to the Board. The Board President will
determine what form the report will take (e-mail, formal written report, etc.)

E. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda for discussion or action.

III. PROTOCOL FOR RESPONDING TO CONCERNS EXPRESSED DURING A CRISIS

A. Be respectful, listen respectfully and impartially.
B. Refer the individual or group to the Superintendent/President.
C. Do not make any promises to the individual or group.
D. Do not attempt to solve the problem.
E. The Superintendent/President will alert the Board President.
F. In consultation with the Board President, the Superintendent/President will decide how to handle the issue.
G. Any written communication with the individual or group expressing the concern, or with the media, will be made by the Superintendent/President and/or Board President.
H. The Board may request a more formal investigation of the concerns.

IV. PROTOCOL FOR THE CONFIDENTIALITY OF CLOSED SESSION

A. The confidentiality of Closed Session creates a safe space for the candid discussion of appropriate topics.
B. All participants in closed Session are required to maintain the absolute confidentiality of Closed Session discussions.
C. Any suspected breach of Closed Session confidentiality should be referred to the Superintendent/President and/or Board President immediately.
D. Closed Session agenda (BP 2315 – Board Meetings: Closed Session - Attached)
E. Consequences if Confidentiality of Closed Session is Violated (BP 2715 - Code of Ethics / Standards of Practice – Attached)