Ms. Garcia called the meeting to order at 5:30 p.m. for the Board induction ceremony; the oath of office was administered to Vicky Santana and Gary Mendez followed by a reception.

Ms. Garcia resumed the meeting at 6:38 p.m.

Mr. Gary Mendez led the salute to the flag.

All members were reported present.

It was moved by Ms. Acosta Salazar, seconded by Ms. Julianna Ojeda and carried to approve the minutes of November 9, 2011; Ms. Santana abstained.

The Superintendent/President assumed the chairmanship of the meeting and called for nominations for President of the Board of Trustees and proceeded with the election.
1. It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro to nominate Ms. Garcia as the President of the Board. Hearing no further nominations, Dr. Martinez closed the nomination for President of the Board of Trustees. The motion was carried unanimously and Ms. Garcia was congratulated.

Ms. Garcia assumed the chairmanship of the meeting and called for nominations for the Vice President of the Board of Trustees.

2. Ms. Acosta-Salazar nominated Ms. Santana for Vice President of the Board of Trustees; Ms. Ojeda seconded it. Mr. Mendez nominated Ms. Shapiro for Vice President. The first motion was voted on and carried. Mr. Mendez and Ms. Shapiro voted no and Ms. Santana was congratulated as Vice President of the Board.

3. Ms. Garcia called for nominations for the Clerk of the Board of Trustees. Ms. Acosta Salazar nominated Ms. Shapiro; Mr. Mendez seconded it. After hearing no further nominations, the nominations were closed for the Clerk of the Board of Trustees. The motion was carried unanimously and Ms. Shapiro was congratulated.

Ms. Garcia announced that in accordance with Board Policy, the Secretary of the Board shall be the Superintendent/President, Dr. Ted Martinez, Jr.

F. Commendations
   - Yoshio Nakamura, Recipient, Congressional Gold Medal
   - Classified Retirements
     o Delmira Miovsky
     o Cindy Reuben
     o Richard Marino

G. Open Communication for Public Comment – No public comment.


4. It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously to declare the public hearing open.

5. After hearing no comments from the public, it was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously to declare the hearing closed.

II. CONSENT AGENDA

6. It was moved by Ms. Ojeda, seconded by Ms. Shapiro and carried unanimous to approve the following Consent Agenda:

A. FINANCE & BUSINESS
   1. Finance & Business Reports
      a. Approved Purchase Order Report reviewing purchases for the preceding 60 days.
2. **Authorization for Out-of-State Travel & Conferences**

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

   Angela Acosta Salazar, Gary Mendez, and Ted Martinez, Jr. to participate at the Association of Community College Trustees Legislative Summit in Washington, DC on February 13-16, 2012.

   Katherin Brandt to participate at the Elsevier/Mosby’s Faculty Development Institute in Las Vegas on January 2-4, 2012.

   Monique Delatte to participate at the American Library Association Midwinter Conference in Dallas, TX on January 19-22, 2012.

   Marie Eckstrom to participate at the Conference on College Composition and Communications in St. Louis, MO on March 21-24, 2012.

   Juana Mora and Irma Valdivia to participate at the National Association of Chicano/o Studies 40th Conference in Chicago, IL on March 14-17, 2012.


3. **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 Public Safety Fire Training Center January 21, 2012 authorizing the Administration to execute agreement on behalf of the District.

4. **Universal Waste Roundup – City of Santa Fe Springs**

   Approved the Universal Waste Roundup agreement with the City of Santa Fe Springs on March 30, 2012 authorizing the Administration to execute agreement on behalf of the District.

5. **Joint Use Agreement – El Monte Union High School District at El High School Site**

   Approved the joint use agreement with El Monte Union High School District. Rio Hondo Applied Technology Division desires lab and classroom space at El Monte High School to conduct Auto 103 course, Introduction to Automotive Service and Repair for qualified El Monte Union High School District students.

6. **Certification of Signatures**

   Approved the certification of signatures including members of the Governing Board and authorized administrators to sign notices of employment, contracts and orders drawn on the funds of the district.
7. **Continuing Education**

Approved Paul Baza – To instruct “Drum Set Playing” – Students will learn the fundamentals of drumming. Learn how to read drum music notation and how to properly hold the drumsticks. Learn rudiments, simple fills and cool beats. Dates of service will be December 14, 2011 - June 30, 2012. Payment will be split 60% to Rio Hondo and 40% to the consultant.

B. **PERSONNEL**

1. **Academic**

   a. **Employment**

   **Hourly as Needed, Intersession 2012**

   ALVARADO, Lupe, Counseling
   BABOU, Robin, Library
   CAAMANO, Jorge, Enviro. Tech
   CLARK, Dennye, Counseling
   DIGHERA, Michael, Career Tech. Ed.
   DORNEAN, Marius, Career Tech. Ed.
   DURAN-KATNIK, Sylvia, Counseling
   ENRIGHT, Adele, Library
   FLORES-OLSON, Troy, Counseling
   FRALA, John, Career Tech. Ed.
   GUZMAN, Sergio, Counseling
   HAEBERLEIN, Lee, Career Tech. Ed.
   HINARO, Hahrin, Career Tech. Ed.
   HUINQUEZ, Jorge, Counseling
   JOHNSON, Steve, Physical Ed.
   KIMBER, George, Pubic Safety
   LIU, Jeanie, Business
   MAFFRIS, Nancy, Counseling
   MOE, Sondra, Child Devp. Center
   O'BRIEN, Katie, FLEX
   REYES, Dianna, Counseling
   RIVERA, Mary, Counseling
   ROMO, Claudia, Career Tech. Ed.
   SAUCEDA, Henry, Counseling
   SPIELER-PERSAD, Gisela, Math
   TOMORY, Steve, Career Tech. Ed.
   VU, Irene, Career Tech. Ed.

   **Part Time, Spring 2012**

   BOVE, Gina, Behavioral and Social Sciences
   RAMIREZ, Adriana, Behavioral & Social Sciences

   **Hourly as Needed, 2011-2012**

   LAW, Cynthia, Arts & Cultural

   **Part Time, Spring 2012**

   HALL, David, Behavioral & Social Sci.
   PERRET, Jonathan, Career Tech. Ed.
Special Assignment, Intersession 2012

The following instructor will be paid a $500 stipend for assisting students in preparing for the American College Theatre Festival

LEVITT, Susanna, Arts & Cultural

2. Classified
   a. Employment

   Regular Classified, 2011-12

   OSOLLO, Elizabeth, Clerk Typist III, Public Safety, 12 months, 100%, effective November 22, 2011

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

   LOPEZ, Jasmine, Student Activities Assistant, Student Activities Department, 100%, 12 months, effective December 2, 2011

   Substitute, 2011-2012

   BATEMAN, Carissa, Clerk Typist III, Cal WORKS, effective December 15, 2011

   MONTELONGO, Isaac, Electrician, Facilities Services, effective November 21, 2011

   NELSON, Shirley, Clerk Typist III, Student Activities, effective November 14, 2011

   VALDEZ, Juvencio, Utility Worker, Facilities Services, effective November 3, 2011

   Short Term, 2011-2012

   BATEMAN, Carissa, Clerk Typist III, Cal WORKS, ending date June 30, 2012

   b. Transfer

   LASSITER, Marian, Clerk Typist III, from Student Activities Department to EOPS

   c. Retirement

   MARINO, Richard, Sr. Grounds Maintenance Worker, Facilities Services. His last day of employment is December 13, 2011

3. Unrepresented, (AP 7130), 2011-12
   a. Employment

   Hourly

   DIAZ, Maria, Tutor II, LAC

   HARDY, Frances, Model, Arts/Cultural

   KRUKOW, Amanda, Coaching Spec., Physical Education
Volunteers

CRESPO, Dannea, Counseling
LOPEZ, William, Physical Education

Students

ALDANA, Erika, LAC
AMEZQUITA, Kevin, Accounting
CHAVEZ, Deborah, Stud. Services
CORIA, Maricela, LAC
ESTRADA, Gilbert, MSC
GUERRA, Anai, Counseling
MACIAS, Elvia, Ed. Partnerships
MEJIA, Jessica, Inst. Research
PONCE, Jose, Arts/Cultural
RODRIGUEZ, Christian, Cal WORKS
Hernaldo, Student Activities
VARGAS, Michelle, Foster Care
WANG, Peggy, LAC

4. Order of Employment

Per Education code 87413, et seq. following is the Order of Employment List. We have added those faculty members employed during the Fall Semester of 2011, and deleted those who have separated/retired as of 2011:

See attached List

III. ACTION ITEMS
A. FINANCE & BUSINESS

1. Annual Audit Report

7. It was moved by Student Trustee Ojeda, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees accepts the Audit for the fiscal year ending June 30, 2011.

2. Consultants

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


c. Judith Grutter – To train participants to administer and interpret the Myers-Briggs Type Indicator (MBTI)

3. **SARS-TRAK Software License and Support**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve the purchase of the SARS-TRAK software license and one-time training in the amount of $9,171.25 to be paid from Bond Funds, and authorized the Administration to execute appropriate documents on behalf of the District.

4. **Surplus Property**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees determine that the following referenced property is surplus and of insufficient value to defray the cost of arranging a sale and approves the consignment of the vehicle to a local recycling center after its destruction in support of fire safety and extraction training.

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Vehicle Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991</td>
<td>GMC</td>
<td>Sierra C2500</td>
<td>2GTGC29K5M1524339</td>
</tr>
</tbody>
</table>

5. **Award of Bid #1196 – Installation of District Owned Playground Apparatus – Parks and Playgrounds Inc.**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Santana and carried unanimously that the Board of Trustees approve and award Bid #1196 for the Installation of District Owned Playground Apparatus in the amount of $49,960.00 to Parks and Playgrounds, Inc., to be paid from Bond Funds and Grant Funds, and authorized the Administration to execute appropriate documents on behalf of the District.

6. **South Whittier Educational Center, Quatro Design Group – Contract Modification #4**

   It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the proposal for additional services for the South Whittier Educational Center Annex to Quatro Design Group, Inc. in an amount not to exceed $6,425.00 for a revised contract of $288,155.00 to be paid from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

7. **Approval of Electrical Engineering Pool**

   It was moved by Ms. Acosta-Salazar, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve RFP #1198 Electrical Engineering Pool listed above and authorized the Administration to negotiate contracts on behalf of the District.
8. **Subcontractor Agreement – El Camino CCD ET11-0806**

   It was moved by Ms. Shapiro, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the subcontractor agreement with El Camino Community College District as fiscal agent for ETP Grant ET11-0806 and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Student Union Building – Security Gate – Lawrence Roll-Up Doors**

   It was moved by Student Trustee Ojeda, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve the award of a contract for the Student Union Security Gate to Lawrence Roll-Up Doors in the amount of $1,422.00 to be paid from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Student Services and Student Union Buildings – Purchase of White Boards, Total Plan, Inc.**

    It was moved by Student Trustee Ojeda, seconded by Ms. Acosta-Salazar and carried unanimously that the Board of Trustees approve the award of a contract for the Student Services and Student Union Building White Boards to the Total Plan Inc., in the amount of $5,876.13 to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

11. **Revenue Agreement – Simulation Training Lab – Downey Adult School and El Monte-Rosemead Adult School**

    It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve revenue agreements with a) Downey Adult School and b) El Monte-Rosemead Adult School and authorized the Administration to execute appropriate documents on behalf of the District.

12. **Appointment to Rio Hondo College Citizen’s Oversight Committee**

    It was moved by Ms. Santana, seconded by Mr. Mendez and carried unanimously that the Board of Trustees approve Yesenia Fernandez as a COC member and that Dr. Joseph Rivera replace COC Member Gustavo Camacho effective January 1st 2012.

13. **New Water Service at Circle Direct – San Gabriel Valley Water Company**

    It was moved by Student Trustee Ojeda, seconded by Ms. Shapiro and carried unanimously that the Board of Trustees approve the award of a contract to San Gabriel Valley Water Company for installation of a new water service at Circle Drive and North Road not to exceed $21,400.00 from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

14. **East Campus Vehicular Drop Off – Architectural and Engineering Services**

    It was moved by Mr. Mendez, seconded by Student Trustee Ojeda and carried unanimously that the Board of Trustees approve the award of a contract for preparation of construction documents, to assist in project bidding and provide construction administration services for the East Campus.
Vehicular Drop Off to J.C. Chang and Associates in the amount of $28,750.00 to be paid from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

15. **Award of Bid #2001 – Student Services and Student Union Electrical and Data Cable Work – C.E. Fry Construction**

The Administration requested that this item be pulled from the agenda.


   21. It was moved by Mr. Mendez, seconded by Ms. Shapiro and carried unanimously to declare an emergency authorizing immediate repair of Chiller #2 and hot water piping between the Business Building and Art Gallery 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.

17. **Emergency Resolution #121411-1 Emergency Repair of the Water Service to the Science Building**

22. It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously to declare an emergency authorizing immediate repair of the leak 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.

18. **Redistricting Consultant Selection of District Areas**

23. It was moved by Ms. Acosta Salazar, seconded by Mr. Mendez and carried to that the Board of Trustees 1) opened the discussion of the three consultant proposals outlined 2) after discussion, the Board of Trustees selected the Southern California Association of Governments (SCAG) to be paid from General fund to render the District redistricting services. Ms. Garcia abstained.

19. **Administration of Justice Building, Signage Relocation – Kendall Sign Inc.**

24. It was moved by Ms. Acosta-Salazar, seconded by Mr. Mendez, and carried unanimously that the Board of Trustees approve the award of a contract to Kendall Sign, Inc. to relocate the letters for an amount not to exceed $2,115.00 from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

**B. PRESIDENT’S OFFICE**

1. **Approval of New/Revision of Board Policies (Final Adoption)**

25. It was moved by Ms. Acosta-Salazar, seconded by Student Trustee Ojeda and carried unanimously to approve the following Board Policies for final adoption:

**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

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

26. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following policies for first reading:

PROPOSED NEW BOARD POLICIES
BP 5510    Off-Campus Student Organizations
BP 7100    Commitment to Diversity
BP 7510    Domestic Partners

REVISIONS TO EXISTING BOARD POLICIES
BP 2720    Communications Among Board Members
BP 5010    Admissions and Concurrent Enrollment
BP 5130    Financial Aid
BP 5800    Prevention of Identify Theft in Student Financial Aid Transactions
BP 7130    Compensation

3. Approval of Board Meeting Dates for 2012

27. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the Board Meeting Dates for 2012:

January 11, 2012    July 11, 2012
February 8, 2012    August 8, 2012
March 14, 2012      September 12, 2012
April 11, 2012      October 10, 2012
May 9, 2012         November 14, 2012
June 13, 2012       December 12, 2012

C. ACADEMIC AFFAIRS
1. Curriculum Items

28. It was moved by Ms. Shapiro, seconded by Ms. Acosta-Salazar and carried unanimously to approve the following curriculum items:

a. New Courses that are Part of an Existing Program

The following course has been recommended for inclusion in our offerings and catalog:

ACCT 096: Volunteer Income Tax Assistance Program I (Business & Economic Development)
Degree Applicable; (1 Unit)
Justification: This course is 1 of 2 courses designed for students who want to be a volunteer in the Volunteer Income Tax Assistance (VITA) program at Rio Hondo. This course will cover federal and California Tax theories and laws appropriate for the current tax year, and students will apply their knowledge by taking the IRS exams for VITA volunteers. Upon successful completion of the exams, the students will be able to assist low income individuals and families with tax return preparation through the VITA program for the current tax year.
ACCT 097: Volunteer Income Tax Assistance Program II  
(Business & Economic Development)  
Degree Applicable; (.5 Unit)  
**Justification:** This is the second course designed for students who want to be part of the Volunteer Income Tax Assistance (VITA) program at Rio Hondo. This course will allow students who have successfully passed ACCT 096 to apply their tax knowledge by assisting low income individuals and families with tax return preparation through the VITA program for the current year. The VITA program gives students practical experience in the tax preparation profession.

ART 104: Art of the Ancient Americas  
(Arts & Cultural Programs)  
Degree Applicable; (3 Units)  
**Justification:** The Transfer Model curriculum for Art history includes a requirement of at least one course in non-Western art history. Currently, we only offer one non-Western course, the Art of Asia. This new course would provide another option in the study of non-Western art for Art History majors and any student with an interest in native arts of the Americas and/or Latin American Studies in general.

JOUR 290: Cooperative Work Experience/Internship for Journalism Related Fields  
(Communications and Languages)  
Degree Applicable; (1-4 Units)  
**Justification:** This course allows the student to apply the theory and skills learned in a vocational setting. In addition, it allows employers an opportunity to support student learning and assist with the transition from school to work. This course is in compliance with Title 5 Cooperative Work Experience Program requirements.

b. **Program Change**  
The following degree/certificate has been recommended for inclusion in our offerings and catalog with the following changes:

**A.S. Degree – Child Development**  
**Unit Change:** FROM: 24 Units  
TO: 27 Units

**Certificate of Achievement – Child Development**  
**Unit Change:** FROM: 24 Units  
TO: 27 Units

c. **Unit/Hour Change**  
The following course has been recommended for a unit/hour change to reflect an increase/decrease in course content:
MUS 117: Advanced Rehearsal and Performance
Unit Change: FROM: 2 Units
TO: 2.5 Units

d. Deletion from Curriculum
The following course/program has been recommended for deletion from our curriculum:

ASTR 220: Astrobiology
ASTR 250: Frontiers-Astronomy
BIOL 005: Biology Seminar
BIOL 010A: General Biology
BIOL 012: Outdoor Biology
BIOL 014: Introduction to Ornamental Horticulture
BIOL 016: General Anatomy & Physiology
BIOL 100: Directed Study: Biology
BIOL 102: General Biology
BIOL 123: Nutrition
JOUR 199: Journalism Internship
PHY 090: Physics for Health Science
RDIO 199: Radio Internship

IV. INFORMATION ITEMS

1. Building Program
   • Bond Expenditure Report

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

PROPOSED NEW ADMINISTRATIVE PROCEDURE
AP 2714 Distribution of Tickets or Passes
AP 3440 Service Animals
AP 3502 Campus Security

REVISIONS TO EXISTING ADMINISTRATIVE PROCEDURES
AP 2710 Conflict of Interest
AP 2712 Conflict of Interest and Disclosure Code
AP 3300 Public Records
AP 4102 Occupational / Vocational Technical Programs
AP 4235 Credit by Examination

3. Status on Unresolved Board Policies and Administrative Procedures – The following status on unresolved board policies and administrative procedures were provided to the Board:

BP 4020 Program and Curriculum Development: Marie Eckstrom – the Academic Senate would like to discuss this Board Policy at the January, 2012 Board Study Session.
Program and Curriculum Development: Marie Eckstrom – this AP with revisions from Academic Senate is ready to be returned through the review process. Both CCLC updates and recommendations from the Academic Senate are noted on the existing procedure.

Distance Education: Kats Gustafson - this will be addressed by Academic Senate this Spring. Judy Pearson and Kats Gustafson are also reviewing as of 11/29/11.

Course Repetition: Fran Cummings – this will be addressed by the Academic Senate this Spring. Fran Cummings and Judy Pearson are also reviewing as of 11/29/11.

Pre-requisites and Co-requisites: Fran Cummings – was not addressed by Academic Senate as of yet because a plan for validation for content review needs to be developed first per Marie Eckstrom 11/30/11.

Computer & Network Usage – Teresa Dreyfuss, committee chair, reported that Gary Van Voorhis will present at the February 14, 2012 meeting.

Bullying – Dr. Munoz, committee chair, has made two attempts to convene the PFC Subcommittee on Bullying. Due to schedule conflicts, it is the consensus of the participants to convene this committee in early February to begin research and discussion.

V. STAFF AND BOARD COMMENTS

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 (5 Cases)

Pursuant to Section 54957
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
- PUBLIC EMPLOYEE APPOINTMENT
  - Director, Disabled Student Programs & Services
- PUBLIC EMPLOYEE EMPLOYMENT
  - Full Time Computer Information Technology Instructor
  - Full Time Nursing Instructor

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:

29. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the appointment of Mark Matsui as the Director of Disabled Students program and Services.

30. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve the employment of Rodolfo Rios as the Computer Information Technology Instructor (CIT).
31. It was moved by Mr. Mendez, seconded by Ms. Acosta-Salazar and carried unanimously to approve Amelia Ortiz as the Nursing Instructor.

VII. ADJOURNMENT

- Regular Meeting – January 11, 2012, 6:00 p.m., Rio Hondo College Board Room, 3600 Workman Mill Road, Whittier, California