I. CALL TO ORDER

A. Call to Order

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

B. Pledge of Allegiance

Ms. Sandra Rivera led the salute to the flag.

C. Roll Call

All members of the Board reported present with the exception of Vicky Santana who later arrived at 6:10 p.m.

D. Approval of Minutes: January 14, 2015; January 17, 2015; February 7, 2015

23. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Mendez, Pacheco, Garcia] to approve the minutes of January 14, 2015 (with an editorial to include motion on adjournment); January 17, 2015, and February 7, 2015.
Student advisory vote was aye.

E. Open Communication for Public Comment

Mr. Alejandro Ramirez, President of ASRHC, requested to address the Board on the Director of Student Life and Leadership position.

Trustee Santana arrived at this point of the meeting of the meeting (6:10 p.m.).

F. Commendation

- Women’s Soccer Team – Foothill Conference Championship
- Jennifer Tanaka-Hoshijo – Coach of the Year
- Live Your Dreams Scholarship Recipients - Soroptimist International of Whittier - Heba Griffiths / Laura Verdugo

BREAK

G. Presentation

- Sabbatical Leave (Shelly Spencer)

II. CONSENT AGENDA

24. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the following Consent Agenda:

A. FINANCE & BUSINESS

1. Finance and Business Reports
   a. Purchase Order Report – Approved the purchase order report for the preceding month.
   c. CCFS-311Q Quarterly Report – Approved the quarterly financial status report CCFS-311Q period ending December 31, 2014.

2. Authorization for Out of State Travel & Conferences

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

Margaret Griffith to participate at the Visiting Artist/Sculpture Department, Cranbrook Academy of Art in Bloomfield, Michigan on March 25-28, 2015.

Maria Elena Martinez and Barbara Salazar to participate at the Alliance of Hispanic Serving Institution Educators (AHSIE) 7th Annual Best Practices Conference in San Antonio, TX on March 8-11, 2015.

Mike Slavich to participate at the Community College Baccalaureate Association Conference in Boston, Massachusetts on March 6-8, 2015.

3. **First Amendment to Clinical Affiliation with AHMC Whittier Hospital Medical Center LP**

The Health Science Department requested the services of AHMC Whittier Hospital Medical Center, LP to provide Rio Hondo Community College District Health Science students with clinical experience.

AHMC Whittier Hospital Medical Center, LP initiated the First Amendment to a three year Affiliation Agreement that began January 2012. The Amendment extends the agreement for one year through December 31, 2015.

The Board approved the First Amendment with AHMC Whittier Hospital Medical Center, LP.

4. **Acceptance of Donation**

The Board approved the acceptance of the following donations:

A. The Monrovia Fire Department has offered to donate the following items to the Rio Hondo Fire Academy:
   - 15 100’ sections of 1-1/2” used fire hose (1500’ total)
   - 33 each PASS (personal alarm safety device)

   Estimated value of this donation is $2,650.00

B. PIH (Presbyterian Intercommunity Hospital) has offered to donate items for first responder and EMT (emergency medical technician) student training:
   - 12-boxes outdated IV solution
   - 11-each outdated medical trays & related obstetrics supplies
   - 18-boxes outdated emergency medical supplies

   Estimated value of this donation is $4,200.00

5. **Adopt Resolution #021815-1 and #021518-2 Approval of Alternative Informal Bidding Procedures Pursuant to the California Uniform Public construction Cost Accounting Act (CUPCCAA)**
The Board of Trustees approved Resolutions #021815-1 and #021815-2 to adopt California Uniform Public Construction Cost Accounting Act and authorized the Administration to execute the appropriate documents on behalf of the District.

6. **Memorandum of Understanding (MOU) for Transition from Associates Degree in Nursing to the Bachelors of Science in Nursing with California State University Los Angeles**

The Board of Trustees approved MOU with California State University Los Angeles. The intent of this MOU is for Rio Hondo College to work collaboratively with California State University Los Angeles to provide a seamless transition from the Associate Degree in Nursing (ADN) to the Bachelors of Science in Nursing (BSN) degree (ADN-BSN Program). Students accepted into this program will have completed pre-requisite courses and gained a solid foundation in nursing, enabling them to pass the NCLEX-RN exam and ultimately complete their BSN degree at California State University Los Angeles (CSULA) in an accelerated format. The parties will conduct courses for the ADN-BSN Program as Special Sessions through the College of Professional and Global Education (PaGE).

7. **Sub-Grant Agreement Number DO-15-2214-22**

The Board of Trustees approved Rancho Santiago Community College District sub-grant agreement number DO-15-2214-22, Career Technical Education (CTE) Enhanced Funds Program in the amount of $322,488.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

8. **Memorandum of Understanding (MOU) and Facility Use Agreements**

The Board of Trustees approved the memorandum of understanding with a) San Gabriel Valley Service Center and b) Los Nietos Community and Senior Center for the Foster/Kinship Care Education Program (FKCE) to provide classes at these facilities and authorized the Administration to sign the appropriate documents on behalf of the District.

9. **Instructional Services Agreement with the Tri-Cities Regional Occupational Program**

The Board of Trustees approved the Instructional Services Agreement with Tri-Cities Regional Occupational Program as summarized above and authorized the Administration to sign the appropriate documents on behalf of the District.
10. **Proctoring Services Agreement – ProctorU**

   The Board of Trustees approved the Proctoring Services agreement with ProctorU as summarized and authorized the Administration to execute appropriate documents on behalf of the District.

   Academic Services – Virtual College requires a system optional to the on-line students to monitor online examinations (tests) and authenticate that the named examinee is the actual person taking the test. ProctorU will provide proctoring services using webcams and live persons, each of whom is qualified to monitor exams and to use industry-accepted processes to authenticate that the named examinee is the individual taking the exam.

   The District is not responsible for making any payments to ProctorU. The Payment of all proctoring fees will be the responsibility and obligation of the individual examinee. Charges applicable to the examinee must be paid by credit or debit card.

11. **Revenue Agreement – Quemetco, Inc.**

   Rio Hondo College Automotive and Environmental Departments will provide 16-hour safety training sessions consisting of 10-hours of OSHA certification courses and 6-hours of customized safety training for Quemetco, Inc. employees. The Agreement will continue through December 31, 2017. The training will be conducted either at Rio Hondo College in the Auto Technology Department training rooms or at Quemetco. The environmental training will consist of sixteen hours of instruction conducted on-site at Rio Hondo College in the Environmental Technology Department training rooms. Training will be billed at $250.00 per instructional hour and total revenue will not exceed $16,000.00. Materials are included in the cost of training. The training dates and times will be mutually agreed upon by both the College and Quemetco.

   The Board of Trustees approved the revenue agreement with Quemetco.

12. **Surplus Property – AV and Computer Equipment**

   The Board of Trustees approved the declaration of surplus and determined that the value of the surplus property listed below does not exceed $5,000.00 and hereby consigns the items to The Liquidation Company for recycling and electronic waste disposal.

   **Rio Hondo Asset and Serial Numbers:** 8185; 8768; K0807; 34403185; 7CB3W81; 6QB5W81; 9F10W81; N625A01014623; BBOP; A593322A01021; 3064/BB89; CAF17E;
13. **Surplus Property – Facilities Department**

The Board of Trustees, determined that the referenced property below is surplus and of insufficient value to defray the cost of arranging a sale and approves 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>License</th>
<th>Vehicle Identification Number</th>
</tr>
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<tbody>
<tr>
<td>1992</td>
<td>Ford</td>
<td>E150 Econoline Van</td>
<td>13030391FTEE14N3NHB58943</td>
<td></td>
</tr>
</tbody>
</table>

14. **Maintenance and Repair of the Science Building Roof System – Chapman Coast Roof Company, Inc.**

The Board of Trustees awarded a contract to Chapman Coast Roof Company, Inc. for roof maintenance and repair at Science Building in an amount not to exceed $84,683.00 paid from State Scheduled Maintenance Funds and authorized the Administration to execute appropriate documents on behalf of the District.

15. **Testing and Inspection Services – Additional Augmentation for the Soccer Field Renovation Project**

On December 6, 2006, the Board of Trustees approved $1,860,000.00 for testing and inspection services. On April 8, 2009 for $1,950,000.00, on June 8, 2011 for $97,940.00, on October 11, 2011 for $39,857.06, on January 11, 2012 for $670,000.00, on November 14, 2012 $450,000, on August 14, 2013 $61,500, November 13, 2013 $40,500 and on May 14, 2014 $75,700 was approved by the Board of Trustees, for accumulative total of $5,245,497.06.
At this time additional money will be required to continue with the required DSA inspection, testing lab, and Geotechnical services for the Soccer Field Renovation project.

The costs not exceed amounts received from AMEC for Testing Lab Services is $33,588.00 and for their Geotechnical Inspection Services is $74,950.00.

The total increase for testing and Inspections services is $206,458.00 from Bond Funds. The Board approved the DSA Inspection Service cost not to exceed the amount $97,920.00 received from Tony Massadi.

16. **Additional Division of the State Architect (DSA) Fees for Review of Construction Change Directives – Science Building Modernization**

The Board of Trustees approved the additional plan check fees from the Division of the State Architect (DSA) for an amount not to exceed $16,478.81 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

17. **Additional Division of the State Architect (DSA) Fees for Review of Applied Technology Building**

The Board of Trustees approved the additional plan check fees from the Division of the State Architect (DSA) for an amount not to exceed $1,498.88 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

18. **Substantial Completion of Bid #2028 – PE Building & Softball Retaining Wall/Guardrail Project – Fast Track Construction**

The Board of Trustees approved the substantial completion of the work performed under Bid #2028 and authorized the filing of the Notice of Completion with the Los Angeles County Recorder.

19. **Award of Bid #2037 – Soccer field Renovations Project – Sanders Construction Services**

The Board of Trustees awarded contract for Soccer Field Renovations Project to Sanders Construction Services, in the amount of $2,959,000.00 funded by Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

20. **Authorization to Transfer Compressed Natural Gas (CNG) Bus to City of Monterey Park**
The Board of Trustees authorized staff to transfer the CNG bus from Rio Hondo College to the City of Monterey Park and authorized the Administration to execute appropriate documents on behalf of the District.

21. **Drug Screening Agreement - Certified Background.com**

The Rio Hondo College – Fire Technology Programs requires the addition of drug screening to our background check agreement with Certified Background.com. The drug screening is $32.00 per test at the testing site. The screening panel tests for THC, Cocaine, Opiates, PCP, Amphetamines, Benzodiazepines, Barbiturates, Methaqualone, Propoxyphene and Methadone.

The Board of Trustees approved drug screening addendum to background check agreement with Certified Background.com as summarized above and authorize the Administration to sign the appropriate documents on behalf of the District.

22. **Approve Renewal for the Puente Project with the UC Regents of the University of Southern California – Cooperative Agreement No: 14-PUENTE-CC-37**

The Board of Trustees approved the Puente Agreement with Regents of University California and authorized the Administration to sign the appropriate documents on behalf of the District.

23. **Amendment to Ellucian Agreement for Annual Maintenance for the Financial Aid Module**

The Board of Trustees approved amendment to the Ellucian software maintenance agreement for a total amount for the Financial Aid Software Module in an amount not to exceed $8,800.00 for 2015 from General Funds and authorized the Administration to execute appropriate documents on behalf of the District.

24. **Award of bid #2033 – Veterans Memorial Project – Fast Track Construction**

The Board of Trustees awarded a contract for the Veterans Memorial Construction Project to Fast Track Construction, in the amount of $73,000.00 from Bond funds and authorized the Administration to execute appropriate documents on behalf of the District.

25. **Consultants**

   a. Traude Gomez Rhine – To plan, coordinate and work as a writer, editor and production coordinator of Rio Hondo College

b. Ana Rodriguez-Zimmer – To present/speak to Foster and Kinship Care Education (FKCE) Trainings/workshops/classes on various topics such as: Working with the System (DCFS); Working with Biological Families/Supporting Family Visits; Foster Parent/Kinship Care Provider Roles/Responsibilities; Understanding Social Services and Therapeutic Services; Parenting Strategies in Modifying Difficult Behaviors; State/County Care Licensing Requirements, Mental Health topics, as well as other specialized topics in foster care and parenting. Dates of service: February 19, 2015 – June 30, 2015. Payment not to exceed $800.00 from FKCE Grant.

B. PERSONNEL
   1. Academic
      a. Employment

         Special Assignment

         Fall, 2014

         The following instructor will receive a $200 stipend, paid out of Title V grant, for participating in two instructional development workshops as part of the “Strengthening Basic Skills Across the Curriculum” series and then creating at least two new assignments/activities to incorporate into her Speech 101 course to enhance student success:

         DUARTE, Jeanette, Communications & Languages

         Intersession, 2015

         The following instructor will receive a $200 stipend, paid out of the Title V grant, for participating in the Winter 2015 Teaching for Learning Institute workshop on “Enhancing Basic Skills Across the Curriculum: A day of sharing best practices” and then creating at least two new assignment/activities to incorporate into his Anthropology 101 and/or 110 course(s) to enhance student success:

         WETSMAN, Adam, Behavioral & Social Sciences

         Hourly as Needed, Spring 2015

         Cal WORKS

         MUNOZ, Marta
Veterans Services
CASTANEDA, Arely
Part Time Spring, 2015
Arts & Cultural
GOMEZ, Edward                  GALINDO, James
Behavioral & Social Sciences
HOLE, Michael                   JACKSON, Anika
NYAGGAH, Ngatha                 SU-CHEN, Sueng
Career Technical Education
ALVAREZ, Ricardo                FREEMAN, Robert
MOTTA, Oscar                     NAKATANI, Farrah
TABATA, Flint                    VASQUEZ, David
                              ZAKI, Nabil
Communications & Languages
ANDREWS, Christopher            RODRIGUEZ, Carmen
                              WONG, Jan
Counseling & Student Success
HART, Jeremy
EOPS
NORIEGA, Jennette
Health Sciences & Nursing
CHAVEZ, Mario                    KIRTON, Andrea
LOPEZ, Amy                       MARSHALL, Evelyn
MARTINEZ, Roxanne                STOIAN, Razvan
Library
GUTER, Brian
Math & Sciences
ALSHAWA, Ahmad
MUENCH, Uwe
FITZGERALD, Megan
TRINH, Tranh
TUMAKOV, Vladeimir

Public Safety

BLAND, James
HEBERT, Dominic
RAMIREZ, Richard

Hourly as Needed, 2014-2015

Public Safety

CARNEWAL, Victor
HANSEN, Jason
WEISSHAUPT, Brad

b. Reduced Workload, 2015-2016

In accordance, with E.C. 87483, Reduction in Workload and provisions of Article 6 of the Academic Contract, the following academic employees have requested a reduction in workload for the 2015-2016 school year:

ENRIGHT, Adele 60% Library
GASPAR, Georgia 74.4% Communications & Languages
MOSHARRAF, Firouz 60% Mathematics

c. Sabbatical Leave, 2015-2016

DE LA MORA, Martha, Counseling & Student Success
DIXON, Scott, Behavioral & Social Sciences
FLORES-OLSON, Troy, Counseling & Student Success
GRIFFITH, Margaret, Arts & Cultural Programs
ISAAC, Lily, Communications & Languages

2. Classified


Regular Classified

BEDOLLA, Margarita, Custodian, Facilities Services, 45%, 12 months, effective January 31, 2015

TELLES, Eric, Audio Visual Repair Technician, Information Technology Service, 45%, 12 months, effective February 3, 2015

The following employee is being hired in the designated capacity with dedicated funding through June 30, 2015. If continued funding should not be available, 60-day notice shall be served:
LIEU, Phuong, Financial Aid Assistant, Financial Aid, 100%, 12 months, effective January 22, 2015

Substitute

RODRIGUEZ, Juan, Grounds Maintenance Worker, Facilities Services, effective January 29, 2015

XULU, Ana, Secretary, Government & Community Relations, effective January 29, 2015

b. Increase in Assignment

GILMORE, P. Marcel, Research Specialist, Institutional Research & Planning from 50% to 100%, effective January 20, 2015

c. Transfer

PEREA, Jessica, Clerk Typist III, 47.5%, Student Affairs to Math & Sciences, 45%, 11 months, effective February 9, 2015

TAPIA, Erika, Student Services Assistant, Admissions & Records, 25%, 10.5 months to Student Success & Retention (Basic Skills), 47.5%, 12 months, effective February 2, 2015

d. Family Care and Medical Leave

AVILA, Elizabeth, Scheduling Technician in Continuing Education, has requested a (12) twelve-week Family Care and Medical Leave, to be taken intermittently effective January 22, 2015

e. Leave of Absence

CASTANEDA, Arley, Sr. Financial Aid Assistant in Veterans Services has requested a 50% leave of absence from her classified position effective February 2, 2015 through June 30, 2015

GONZALEZ, Teresa, Student Services Assistant in Outreach, has requested a 20% leave of absence from her classified position effective June 9, 2015 through July 9, 2015

MUNOZ, Marta, Student Services Assistant in Cal WORKS, has requested a 50% leave of absence from her classified position effective February 2, 2015 through June 30, 2015

f. Reclassification and approval of New Classification
FIGUEROA, Juan, Accounting from a Payroll Systems Coordinator to a Senior Payroll Systems Coordinator effective July 1, 2014

See attached job description

g. Resignation

BAEZ, Gerson, Paraprofessional Tutor, TRIO/SSS. His last day of employment was February 5, 2015

GILMORE, P. Marcel, Research Specialist, Institutional Research & Planning. His last day of employment is February 24, 2015

RUFF, Denzel, P.E. & Athletic Equipment Attendant, Kinesiology, Dance & Athletic. His last day of employment was January 29, 2015

SERRATO, Melissa, Secretary, Government & Community Services. Her last day of employment was February 2, 2015

h. Retirement

ALMANZA, Olivia, Human Resources Assistant II. Her last day of employment is April 3, 2015 with her first day of retirement being April 4, 2015

3. Unrepresented, (AP 7130), 2014-15

a. Employment

Hourly

Kinesiology, Dance & Athletics

ZAMBRANO, Jesse, Coaching Specialist

Public Safety

CANO, Brandon, RTO
MARTORANA, John, RTO
REYES, Anthony, RTO

DOWDEN, Jarrod, RTO
ODNEY, Tylor, RTO
ROSETE, Jr., Jesus, RTO

Student Success & Retention (Basic Skills)

AVILA-BARNARD, Sarah, Tutor II
CHAU, Jason, Tutor II
DIAZ, George, Tutor II
FAVELA, Ilse, Tutor II
GARAY, Walter, Tutor II

BARRERAS, Margali, Tutor II
CHAU, Polly, Tutor II
DIAZ, Maria Del Carmen, Tutor II
FAVELA, Melissa, Tutor II
LARIOS, Jose, Tutor II
III. ACTION ITEMS

A. PRESIDENT’S OFFICE

1. Wage Classification

25. On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted with the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the new classification of Dean of Educational Centers at range 57 on the administrative salary schedule. Mr. Mendez abstained (see attached).

2. Approval of Board Protocols

On motion of Ms. Pacheco, seconded by Ms. Santana, the Board reviewed and discussed the changes made to the Board Protocols at the February 7, 2015 meeting.

26. On motion of Ms. Santana, seconded by Mr. Mendez the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the amendment to the Board Protocols.

27. On motion of Ms. Santana, seconded by Mr. Mendez the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the Board Protocols as amended (see attached).

3. Revision of Board Policy 4030, Academic Freedom (First Reading)
28. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the revision of Board Policy 4030, Academic Freedom for first reading.

IV. INFORMATION ITEMS
1. Building Program

V. STAFF AND BOARD COMMENTS
- **Board Development Reporting**- Ms. Pacheco, and Student Trustee Magallon reported on their recent attendance at the ACCT Conference in Washington DC on February 9-12, 2014.
- Mr. Mendez reported on his recent attendance at the CCLC Legislative Conference in Sacramento on January 25-26, 2015.

VI. CLOSED SESSION

Ms. Shapiro recessed the meeting to closed session at 8:10 p.m. and reported the following action:

*Title 5, California Code of Regulations, Section 59328-59338*

*Pursuant to Section 54956.8:*
- CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  - 11400 Greenstone Avenue, Santa Fe Springs

*Pursuant to Section 54956.9(b):*
CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation (2 Cases)

*Pursuant to Section 54956.9(c):*
CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (2 Cases)

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

29. On motion of Ms. Pacheco, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the termination of employee #001002980.

- PUBLIC EMPLOYEE APPOINTMENT
  - **Full Time Director, Student Life and Leadership**

30. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the appointment of Shaina Phillips as the Director Student Life and Leadership.
Full Time Civil & Architectural Drafting & Design Instructor

31. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the employment of Sean Hughes as Civil & Architectural Drafting & Design Instructor.

Full Time Interim Coordinator/Counselor CalWorks – Categorically Funded

32. On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve Rosa Prado as Interim Coordinator/Counselor CalWorks – Categorically funded.

• PUBLIC EMPLOYEE PERFORMANCE EVALUATION
  Pursuant to Section 87607 of the Education Code, full-time tenure-track faculty have been evaluated, Board will have received statements for the most recent evaluations along with the recommendations of the President and the Board will consider the recommendations. There are 20 faculty members who will be reviewed including those in their first, second and third contracts.

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

33. On motion of Mr. Mendez, seconded by Ms. Santana, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to approve the tentative agreement for 2013-14 between CSEA Chapter 477 and Rio Hondo Community College District.

VII. ADJOURNMENT

34. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted by unanimous vote of the five members present [Shapiro, Mendez, Pacheco, Garcia, and Santana] to adjourn the meeting and announced the date of the next regular meeting:

• Next Regular Meeting – Wednesday, March 11, 2015, 6:00 p.m., Rio Hondo College Board Room
CLASS TITLE: **SENIOR PAYROLL SYSTEMS COORDINATOR**

BASIC FUNCTION:

Under direction, to plan, organize, coordinate and participate **perform** in the payroll record management and reporting activities and functions **complex payroll work** to assure timely and accurate reporting and distribution of salary and wage payments to District employees; to lead, train, review and monitor the performance of payroll clerical and technical personnel in maintaining payroll fiscal records; **maintain employee payroll information** in Los Angeles County Office of Education (LACOE) data systems; audit and process incoming payroll data; assist departments with applicable forms and processes; **Compile and administer increases and retro pay**; to perform the more complex and specialized payroll fiscal record management and reporting functions; and to do other related work as required.

REPRESENTATIVE DUTIES:

Plan, schedule, audit, coordinate and participate in the preparation and maintenance of a variety of payroll record management and reporting functions. **Coordinate the day to day operations and activities of the District's payroll functions; coordinate and update payroll processing for all employees.**

**Direct the pre-audit of board approved wage increases and retroactive payroll warrants for District employees.**

**Maintain compliance with STRS and PERS retirement regulations and assure employees are properly coded.**

Train, schedule, and monitor the functions of the payroll personnel and assist them with unusual or unforeseen problems and situations.

**Formulate or assist in the formulation of improved payroll record management and reporting systems and procedures. Maintain fiduciary responsibilities for accurate processing of payroll warrants and related payments for the District; avoid STRS penalty and interest assessment.**

**Coordinate the preparation of materials for posting or inputting into data processing record management, storage and retrieval systems.**

**Monitor and audit the payroll unit functions and activities to ensure that policies, procedures and County, State and Federal guidelines are followed. Interpret, apply and assure compliance with applicable laws, codes and regulations; remain current on applicable legislative decisions and developments.**

**Perform the more complex and technical payroll record management functions.**
Counsel, advise and assist College personnel regarding matters pertaining to the payroll management system and other related problems, issues and concerns. Provide technical expertise to staff regarding payroll operations, legislative and wage and hour laws, regulations pertaining to payroll information, processing and procedures. 

Analyze computer reports, and reconcile and correct inaccuracies and deviations. 

Coordinate the enforcement of levies, garnishments, and other withholdings orders with LACOE. 

May perform informational and statistical studies and payroll cost analyses. 

Assist in the planning, development and conduct of personnel orientation and in-service training programs. 

Communicate with representatives of government agencies, financial institutions and retirement systems to exchange information. 

Coordinate with LACOE regarding production, processing and changes to functional information systems utilized for payroll processing and auditing such as SEW, STRS, RAD, HRS and PeopleSoft to audit payroll and input before production. 

Operate a variety of office machines including personal computer word processing, database, spreadsheet systems, and software such as Microsoft Office. 

Provide technical evaluation information and detail concerning the performance of payroll clerical personnel. Confer with technicians and payroll staff to coordinate efforts, modify functionality and enhance automated systems and reporting capabilities. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: 
Methods, practices and procedures pertaining to payroll record management systems. 
Legal mandates, policies and regulations pertaining to payroll record management and reporting. 
Computer-assisted payroll record systems, equipment and terminology. 
Practices and techniques of organization, and employee motivation and training.
ABILITY TO:
Perform highly responsible and complex payroll record management analyses.
Set priorities.
Organize, train and evaluate the technical performance of payroll clerical personnel.
Type at an acceptable rate of speed, based on the requirements of the position.
Use a 10-key adding machine by touch.
Analyze, review, abstract, and compile comprehensive management and statistical reports.
Review, audit and verify a variety of payroll related summaries and reports, including computer prepared management output reports.
Understand and carry out oral and written directions, with minimal accountability controls.
Establish and maintain cooperative working relationships.
Able to keep private information confidential.
Use independent judgment.
Respond to payroll inquiries in a respectful and helpful manner.
Effectively respond to all situations/incidents using sound judgment and decision making abilities.

EDUCATION AND EXPERIENCE:
Equivalent to the completion of the twelfth grade, including or supplemented by advanced coursework or training in accounting, payroll management or a closely related field and three five years of responsible payroll record management reporting experience, including one year in a lead capacity.

Range-34 34

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.

6/03, 2/15
RIO HONDO COMMUNITY COLLEGE DISTRICT

Dean of Educational Centers

DEFINITION

Under the administrative direction of the Superintendent / President, the Dean of Educational Centers will assume responsibilities for the overall site instruction, student services, planning, budget, supervision and coordination of the educational center's instructional, facilities, and student support programs, and activities in accordance with the overall goals of the College. Assume responsibility for making decisions necessary for the effective and safe operation of the educational centers. Represent the educational centers to other segments of the college and the local community.

SUPERVISION EXERCISED

Exercise direct supervision over faculty, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership, direction and assume full administrative responsibility for all of the District's educational center's programs, services and activities.

Coordinate the schedule of classes, teaching assignments, workshops, instructional/non-instructional programs; provide appropriate support services to students participating in programs; monitor enrollment and maintain overall efficiency regarding class size and faculty teaching loads as assigned; Assist in the development of annual FTES projections for new, continuing, and returning students; provide updates periodically.

Plan, organize, coordinate and evaluate the day-to-day operations and activities of the educational centers; Maintain classrooms, offices, labs and website; Assess and administer facility usage.

Evaluate, supervise, assess and monitor personnel work load, and support systems and internal/external reporting relationships; Recommend appropriate services and staffing levels; Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and personnel.

Develop and implement goals, objectives, policies and priorities of all educational centers; Enforces operational policies and procedures for the educational centers.
Ensure proper security of personnel, students, buildings, grounds, and equipment at all educational centers;

Develop and maintain active relationships with appropriate community (business, educational, organizations, etc.); Establish and maintain liaison with community leaders, community and business organizations, and public agencies to determine the needs of the educational centers and to stimulate interest in the center’s programs; Organize community advisory committees and arrange meetings to assist in development of the center’s instructional programs; Ensure representation, involvement, and expertise from the community.

Assist with the development and implementation of a marketing plan and advertising campaign to increase public awareness and enhance the image of the educational centers; Work with college staff to design and distribute promotional materials for the area.

Prepare and manage the operational budget for the educational centers; allocate resources accordingly; direct the planning and recommendations for additional funds needed for staffing, equipment, materials and supplies; direct the preparation of and implement budgetary adjustments of assigned areas as necessary.

Conduct program needs analysis of educational centers; Identify opportunities for improvement and review with the appropriate administrator; Recommend modifications for assigned programs, policies and procedures as appropriate. Audit and monitor programs and services offered at the center to ensure compliance with local, state and federal guidelines; Implement any improvements necessary.

Develop, apply and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to programs and workforce diversity in order to fulfill the core academic mission of the District and to serve its diverse community; Monitor, evaluate and modify services, standards, practices, processes, policies and procedures to enhance the educational center’s effectiveness of capacity to meet student and community needs.

Participate on a variety of campus committees; attend and participate in professional group or association meetings as appropriate; stay abreast of new trends and innovations in the field of higher education, both instructional and non-instructional.

Work collaboratively with faculty, staff, and students to ensure that current and future instructional activities meet student and community needs.

Audit and monitor any assigned programs to ensure compliance with local, state and federal guidelines.
Sensitivity to and understanding of the diverse academic, social economic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.

Administer applicable collective bargaining agreements.

Prepare reports and assist with accreditation as necessary in support of the educational centers program’s strategic planning.

Develop, implement, and update a personal professional development plan.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Planning, organization and direction of current educational programs.

Operations, services, and activities of educational centers.

Applicable policies, procedures, goals, objectives and operations of the District.

Principles and practices of budget preparation and administration.

Principles and techniques of community relations, community groups, professional organizations, business organizations and the associated student organizations.

Mission, philosophy and goals of the District.

Principles of personnel management, supervision, training, and performance evaluations.

Organization and management of records.

Capabilities of computer systems, software and hardware used in business and management systems.

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Develop and maintain interpersonal relationships.

**Ability to:**

Monitor, evaluate and modify services, standards, practices, processes, policies and procedures to enhance the educational effectiveness of programs and capacity to meet student and community needs; Plan, direct and manage the operations of the education centers.

Provide administrative and professional leadership and direction for assigned programs.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Communicate clearly and concisely, both orally and in writing.

Develop innovative programs and services to meet diverse needs and interests of the Community.

Establish feasible program goals and evaluate program results.

Analyze situations accurately and adopt an effective course of action.

Apply and interpret pertinent laws, rules, regulations and policies.

Select, supervise, motivate, counsel, and train assigned staff and students.

Prepare clear, comprehensive and accurate reports, presentations, and correspondence.

Effectively utilize computer equipment, software and management information systems in the performance of duties.
Demonstrate sensitivity to and understanding of the diverse academic, social economic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.

Identify and respond to staff issues, concerns, and needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the Districts programs and functions.

Meet schedules and time lines.

Work independently with little direction.

**Minimum Qualifications:**

**Experience:**

Two or more years of increasingly responsible experience involving supervision of staff, educational planning and/or facilities planning.

Demonstrated Sensitivity to and understanding of the diverse academic, social economic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students

**Training:**

Master’s degree in education preferred or a research related field such as business, social science or education and two years of formal training, internship, or leadership experience reasonably related to the administrative assignment. Preferably involving supervision of staff, educational planning and/or facilities management.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver’s license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.
Effective Date: 2-18-15 – Academic Administrator

Range: 57
I. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED TO AN INDIVIDUAL BOARD MEMBER

A. Board Members shall be accessible; listen respectfully and impartially.

B. If the concern is not urgent or does not have policy implications:
   - Board Members shall refer the individual or group to the Superintendent/President.
   - Board Members shall not make any commitments on behalf of the Board and/or District to the individual or group.
   - Board Members shall not attempt to solve the problem as individual Board members.
   - Board Members shall inform the Superintendent/President and receive follow-up response.

C. If the concern is urgent or could have policy implications:
   - Board Members shall refer the individual or group to the Superintendent/President.
   - Board Members shall not make any commitments on behalf of the Board and/or District to the individual or group.
   - Board Members shall not attempt to solve the problem as individual Board Members.
   - 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 all Board Members through email, formal written report, etc. or may place on the Board agenda for further discussion.

D. If the concern is raised by an employee, the Board member shall inquire whether it has been discussed with the appropriate supervisor, and if not, shall encourage the employee to do so.

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 will 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. Board Members shall be respectful, listen respectfully and impartially.
B. Board Members shall refer the individual or group to the Superintendent/President.
C. Board Members shall not make any commitments on behalf of the Board and/or District to the individual or group.
D. Board Members shall not attempt to solve the problem as individual Board members.
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 matters shall be consistent with Board Policy 2315
E. Consequences if confidentiality of closed session is violated shall be consistent with Board Policy 2715

V. PROTOCOL FOR MEDIA INQUIRIES

A. The Board President responds to all media inquiries on behalf of the Board of Trustees and may choose to collaborate with the Superintendent/President if necessary. Other members of the Board of Trustees are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries.

VI. Protocols shall be reviewed annually at the Board of Trustees Retreat.