RIO HONDO COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
MINUTES – Wednesday, July 8, 2015, 6:00 P.M.

Location:	Rio Hondo College Board Room 3600 Workman Mill Road, Whittier CA 90601
Members Present:	Ms. Madeline Shapiro, President Ms. Vicky Santana, Vice President Mr. Gary Mendez, Member Ms. Mary Ann Pacheco, Member Ms. Melissa De Leon, Student Trustee (Arrived 6:10 p.m.)
Members Absent:	Ms. Norma E. Garcia, Clerk
Staff Members:	Ms. Teresa Dreyfuss, Superintendent/President Mr. Henry Gee, Vice President, Student Services Ms. Myeshia Armstrong, Vice President, Finance and Business Robert Bethel, Academic Senate President Dr. Sergio Guzman, RHCFA President Sandra Rivera, CSEA President Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

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

B. Pledge of Allegiance

Mr. Sergio Guzman led the salute to the flag.

C. Roll Call

Trustee Garcia was reported absent and excused. Student Trustee Melissa De Leon reported absent but later arrived at 6:10 p.m.

D. Approval of Minutes: June 10, 2015; June 20, 2015

83. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve the minutes of June 10, 2015 and June 20, 2015 as amended to include the amendment to the adjournment adjourning the meeting in memory of Frank Elias Pacheco, brother of Mary Ann Pacheco.

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

Student Trustee Melissa De Leon arrived at this point of the meeting.

F. Commendation

- **Classified Retirement**
  - **Alan Cutler, Information Technology**

BREAK

G. BOARD WALK AROUND CAMPUS – VISIT CLASSES

II. CONSENT AGENDA

President Dreyfuss requested that item IIA4., Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee, be removed from the Consent agenda.

84. On motion of Ms. Santana, seconded by Mr. Mendez, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve the Consent agenda with the exception of item IIA4., Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee.

Student Trustee Advisory vote was aye.

A. FINANCE & BUSINESS

1. Finance and Business Reports

a. **Purchase Order Report –** Approved the Purchase Order Report containing purchases for the preceding month

b. Payroll Warrant Report – Approved the Payroll Warrant Report for the month of June, 2015.

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:

Janice Garcia-Lopez, Carol Rice, Sandra Rivera, and Irene Torres to attend the CSEA Annual Conference 2015 in Las Vegas, Nevada on July 27-31, 2015.

3. Approve Funding from the California Department of Education California State Preschool Program CSPP-5221

The Board of Trustees approved funding from the California Department of Education California State Preschool Program CSPP-5221 in the amount not to exceed $256,860.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

4. Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee – Removed from Consent Agenda.

5. Approve Vehicle Donation – Kia Motors

The Board of Trustees accepted a donation of six (6) vehicles from Kia Motors for use and training at the Rio Hondo College Public Safety Fire Training Center and authorized consignment to an automobile recycling company after their destruction by way of our extraction training classes.

Year	Model	Vehicle Identification Number
2015	K900	KNALU4D39E6014512
2015	K900	KNALW4D43E6014296
2015	K900	KNALW4D47E6014298
2015	K900	KNALW4D4XE6014294
2015	K900	KNALW4D45E6015823
2015	Sedona	NDME5C17F6000376

6. Payroll Warrant – Mary Ann Pacheco

The Board approved a replacement payroll warrant to Mary Ann Pacheco in the amount of $630.70 for a Stale Dated Warrant for November 20, 2006.

7. Amendment – Grant Funding Agreement 13-4047 with the State of California Office of Statewide Health Planning and Development

The Board of Trustees approved Amendment 13-4047 to grant funding agreement from the State of California Office of Statewide Health Planning and Development extending term to October 15, 2016 and authorized the Administration to execute the appropriate documents on behalf of the District.

8. Renewal – Memorandum of Understanding (MOU) – Registered Dental Assistant Program – Tri-Cities Regional Occupational Programs (TCROP)

The Board of Trustees approved the MOU between Tri-Cities Regional Occupational Programs and Rio Hondo College providing a registered dental assistant program to the community at Pioneer High School and authorized the Administration to execute the appropriate documents on behalf of the District.

9. Five (5) Year Agreement for Paper Cut Print Management Software with License, Upgrade and Maintenance – ITC System

The Board of Trustees approved a five (5) year print management software agreement with software license, upgrade and maintenance agreement with ITC Systems in an amount not to exceed $23,458.60 to be paid from General Funds, and authorized the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

10. Award Contract for RFP #2039 Recruitment of Human Resources Director

The Board of Trustees awarded contract for RFP# 2035 Recruitment of Human Resources Director to PPL, Inc. in an amount not to exceed $15,600.00 to be paid from the General Fund and authorized the Administration to execute appropriate documents on behalf of the District.

11. Memorandum of Understanding (MOU) – Partner with School District to Provide College Courses to High School Students

Rio Hondo Community College District will partner with Alhambra Unified School District; Bassett Unified School District; El Monte Union High School District; Hacienda La Puente Unified School District and Montebello Unified School District to provide college courses to high schools students. These courses will be offered at the Rio Hondo College Campus and will be open to high school students from the above referenced districts. This pilot program creates a pathway for high school students into our nursing programs.

- Nurse Assistant Pre-Certification Training Course (CNA) will be offered in the fall semester.
- Home Health Aide Training Course will be offered in the spring semester. Only students that pass the CAN state exam in the fall will be eligible to take the home health aide course.

The term of the MOU will begin on July 1, 2015 and continue through June 30, 2016.

The Board of Trustees approved MOUs to partner with Alhambra Unified School District; Bassett Unified School District; El Monte Union High School District; Hacienda La Puente Unified School District and Montebello Unified School District as summarized and authorized the Administration to execute appropriate documents on behalf of the District.

12. Revenue Agreement 15112311 with the Commission of Peace Officer Standards and Training (POST) Providing Driving Simulator Course and/or Force Option Simulator Course

The Board of Trustees approved the revenue agreement #15112311 which provides funding for 1,500 students in the four-hour Driving Simulator Course and/or Force Option Simulator Course not to exceed $138,000.00 for the term July 1, 2015 through June 30, 2016. POST reimburses at the rate of $92.00 for each 4 hours of training in each simulator category.

13. Renewal of Subscription Agreement #15-REC-58 Chancellor's Office of the California Community Colleges

The Board of Trustees approved a 2-year Student-Right-To-Know Reporting subscription agreement #15-REC-58 with the Chancellor's Office of the California Community Colleges in an amount not to exceed $3,900.00 per year, from the General Fund and authorized the Administration to sign appropriate documents on behalf of the District.

14. Sub-Agreement Awarded to Montebello Unified School District for

2014-2015 DSN Energy (Efficiency) & Utilities (14-1060-003 SB858) Grant

Rio Hondo College is the fiscal agent for The California Community College Chancellor's Office 2014-2015 DSN Energy (Efficiency) & Utilities (14-1060-003 SB858) Grant. The objective of the grant is to promote K-12 student success in science, technology, engineering and math (STEM) and high school completion.

RHC will reimburse Montebello Unified School District an amount not to exceed $15,000.00 for work performed June 22, 2015 through December 15, 2015. Services will be paid through the Energy Efficiency and Utilities Deputy Sector Navigator Grant. Montebello Unified School District will provide Summer Transportation Institute (STI) at California State University Los Angeles. The institute is to increase the number of minorities, women, and disadvantaged individuals in the East Los Angeles area to enter the field of transportation and highway construction.

The Board of Trustees approved and awarded agreement as summarized to the Montebello Unified School District in an amount not to exceed $15,000.00 and authorized the Administration to sign the appropriate documents on behalf of the District.

15. Surplus Property – Facilities Department

The Board of Trustees, determined that the property referenced 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.

Year	Make	Model	License	Mileage	Vehicle Id#
2000	Ford	Crown Victoria	1304471	128,864	2FAFP71W5YX104052

16. Rio Hondo College – Westberg+White Architects

The Board of Trustees approved the proposal from Westberg+White Architects, for professional architectural and engineering services in an amount not to exceed $77,000.00 from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

17. Approve Revenue Agreement – Learning Oasis to Provide Certificate Courses

The Continuing Education Department requests approval to enter into a 2-year revenue agreement with the Learning Oasis to provide the following Certificate Courses for the 2015/2016 and 2016/2017 school years.

- Billing and Coding Specialist
- Clinical Medical Assistant
- Custodial Service Technician

- EKG Technician
- Facilities Maintenance Technician
- Medical Office (Administrative) Assistant
- Pharmacy Technician
- Veterinary Assistant

Rio Hondo Community College District will provide classroom space and the Learning Oasis will be responsible for contracting instructors with the appropriate credentials.

Based upon previous enrollment, the Continuing Education Department estimates revenue to be about $21,378.00 per year.

The Board of Trustees approved a revenue agreement with the Learning Oasis to provide Certificate Courses as summarized for the 2015/2016 and 2016/2017 school years and authorized the Administration to execute the appropriate documents on behalf of the District.

18. Plan Review Fee for High Ropes Training Prop at Santa Fe Springs Fire Academy – Division of the State Architect (DSA)

The Board of Trustees approved the District to issue a check made out to Division of the State Architect for the plan review fee for High Ropes Training Prop at Santa Fe Springs Fire Academy paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

19. L Tower Seismic and Code Upgrades Project – Ratification of Consultant Services

The Board of Trustees ratified the consultant services for the geotechnical investigation to AMEC Foster and Wheeler not to exceed $63,200.00 from State/Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

20. 60-month Lease Konica Copiers and Print Management System

Copier equipment in the Library/LRC is at the end of its 5-year lease. The copier equipment is used by students to make copies and print documents for a fee.

The Library/LRC request approval to lease two (2) Konica Bizhub 364e copiers and one (1) Konica Bizhub C284e color copier & netZtouch print & release print management system through Konica Minolta Premier Finance.

Lease and Maintenance is payable at $536.54 (plus applicable taxes) per month for 60-months. Total cost will be $32,192.30 over the term of the 5-year lease and will be paid from the General Fund.

The Board of Trustees approved 60-month lease of Konica copier and print management system through Konica Minolta Premier Finance as

summarized and authorized the Administration to execute the appropriate documents on behalf of the District.

21. MOU for Offering Courses to Alhambra USD & Downey USD

The Board of Trustees approved MOUs for courses with Alhambra Unified School District and Downey Unified School District as summarized below and authorized the Administration to execute appropriate documents on behalf of the District.

The Career and Technical Education Department will partner with Alhambra Unified School District and Downey Unified School District working collaboratively to provide instruction for courses for high school students from July 1, 2015 through June 30, 2016.

22. Lease Renewal Xerox Copier for Public Safety Department – Administration of Justice

The Board of Trustees approved a 60-month lease for one Xerox D125CP copier system through Xerox in the amount of $1,399.17 plus tax per month not to exceed $91,506.00 over the term of the lease paid through the General Fund and authorized the Administration to execute the appropriate documents on behalf of the District.

23. Online Electronic Applications – California Community Colleges Technology Center (CCCApply)

The Board of Trustees approved Addendum No. 1 to the CCCApply agreement with Butte-Glenn Community College extending the agreement through June 30, 2018 with an annual fee of $7,500 which will allow Rio Hondo College to participate in the CCCApply online electronic application process and authorized the Administration to sign the appropriate documents on behalf of the District.

24. Repair of Countertop at Rio Café – Professional Refinishing Organization, Inc.

The Board of Trustees awarded contract to Professional Refinishing Organization, Inc. for the repair of countertop at Rio Café in the amount of $4,026.00 paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

25. 2015 - 2016 Wage Increase – Management & Confidentials

The Board of Trustees approved the 2015-16 salary increase of 0.663% retroactive from July 1, 2015 to the current members of the Rio Hondo College Management & Confidentials and authorized the Administration to execute the appropriate documents on behalf of the District.

26. 2015 - 2016 Wage Increase – Rio Hondo College Faculty Association (RHCFA) Members

The Board of Trustees approved the 2015-16 salary increase of 0.663%

retroactive from July 1, 2015 to the current members of the Rio Hondo College Faculty Association and authorized the Administration to execute the appropriate documents on behalf of the District.

27. 2015 - 2016 Wage Increase – Vice Presidents and Superintendent/President

The Board of Trustees approved the 2015-16 salary increase of 0.663% retroactive from July 1, 2015 to the Vice Presidents and Superintendent/President and authorized the Administration to execute the appropriate documents on behalf of the District.

28. Surplus Property – Electric Arc Welders

The Board of Trustees, determined that the following referenced property is surplus and authorized it to be sold in a local sale as outlined in Education Code 81450:

Manufacturer	Model	Asset Number	Minimum Bid
Lincoln	Idealarc 250	001951*	$200
Lincoln	Idealarc 250	001952*	$200
Lincoln	Idealarc DC-400 W/LN-8	100162	$750
Lincoln	Idealarc DC-400 W/LN-8	100163	$750
Lincoln	Idealarc DC-400 W/LN-8	100165	$750
Lincoln	Idealarc DC-400 W/LN-8	100167**	$500
Lincoln	Idealarc DC-400 W/LN-8	100168	$750

29. MOU with California State University Los Angeles (CSULA) Providing Classroom Space for the Foundation of Technology Education Class

The Career and Technical Education Department will partner with the California State University Los Angeles (CSULA) Extended Education to provide classroom space for instruction of TECH384 (The Foundation of Technology Education). The class will be taught by Dr. Mauricio Castillo, an instructor from CSULA. The class will be open to Rio Hondo College students and other eligible students who intend to pursue and receive credit towards CSULA's Bachelor of Science in Industrial Technology but at a much lower cost (e.g. $99 per unit vs. $366 per unit).

Students will register for TECH384 at CSULA. RHCCD will not collect FTES or charge CSULA for use of its classroom space. Term of the agreement is from August 1, 2015 through May 31, 2016.

The Board of Trustees approved MOU with California State University Los Angeles Extended Education as summarized above authorizing the Administration to execute the appropriate documents on behalf of the District.

30. Library Tower Environmental Survey – National Econ Corporation

The Board of Trustees approved National Econ Corporation to provide professional services in an amount not to exceed $4,160.00 from State/Bond Funds to conduct an environmental and hazardous materials survey of the

Library Tower and authorized the Administration to execute the appropriate documents on behalf of the District.

31. Replaced Damaged Alarm System at Administration of Justice, Annex (AJ Annex) – Vector Security

The Board of Trustees awarded contract to Vector Security to replace damaged alarm system at Administration of Justice Annex (AJ Annex) in the amount of $1,853.00 paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

32. Install Alarm System at Two New Computer Labs in Business Building (B-111 & B-119) – Vector Security

The Board of Trustees awarded contract to Vector Security to install alarm system at two new computer labs in Business Building (B-111 & B-119) in the amount of $2,354.40 paid from Bond Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

33. Real Property of Land Purchase – 11401 Shoemaker Ave., Santa Fe Springs

Rio Hondo Community College District (RHCCD) made an offer to Richard F. McCurdy and Robert W. Maugh (Owners) of 11401 Shoemaker Ave., Santa Fe Springs in the amount of $5,504,900.00 to purchase the property. The term of agreement was based on the lease agreement dated September 14, 2006 with options to purchase the property. RHCCD and Owners agreed to close the escrow by Jan. 6, 2016 with current lease payment up to Dec. 31, 2015.

The Board of Trustees approved the real property of land purchase for 11401 Shoemaker Ave., Santa Fe Springs in the amount of $5,504,900.00 from Bond Funds with terms outlined below and commence the escrow process to close the escrow of the said property by Jan. 6, 2016, and authorized the Administration to execute the appropriate documents on behalf of the District.

34. Award of Bid #2040 – Campus Security and Tram Driver Services – U.S. Security Associates

The Board of Trustees awarded contract for Bid 2040 Security and Tram Driver Services to U.S. Security Services, in an amount not to exceed $463,710.52 per year for the initial 3-year term from General/Parking funds and authorized the Administration to execute appropriate documents on behalf of the District.

35. Five (5) Year Agreement for Paper Cut Print Management Software with license, Upgrade and Maintenance – ITC Systems

The Board of Trustees approved a five (5) year print management software agreement with software license, upgrade and maintenance agreement with ITC Systems in an amount not to exceed $23,458.60 to be paid from General Funds, authorizing the Superintendent/President or designee to sign the appropriate documents on behalf of the District.

36. Continuing Education

Approved the following Continuing Education:

Dondi Teran – This class is organized and designed to give local community members an opportunity to improve upon their wrestling skills along with enhancing their tactical understanding of the sport of collegiate wrestling. The goal of improving to overall health and well-being of the community members is also visited. Dates of service: July 9, 2015 – June 30, 2016. Payment will be split 60% to Rio Hondo College and 40% to the consultant.

37. Consultants

Approved the following Consultants:

a. Demontray Hankins – To present and provide a two day motivational At-Best Program/workshops (4 hours per day) to current and former foster youth (new, continuing, returning Rio Hondo College Students). The program goals are: the importance of education and the life-long effect it has on each one of their goals, show students the way through or over any hardship, increase academic performance, increase attendance, and increase productive student involvement. Dates of service: August 11 & 12, 2015. Payment not to exceed $1,200.00 from Student Equity Grant.

b. On Course, Inc. – To present a two day "Teaching for Learning Institute" workshop for faculty to enhance student engagement and success. On course workbooks will also be supplied. Dates of service: August 18, 2015 – August 19, 2015. Payment not to exceed $8,560.00 from Title V Grant.

c. Yajayra Tovar – To present/instruct trainings/workshops/classes to youth in the Youth Empowerment Strategies for Success (YESS-ILP) Program on various life skills topics such as Education/college, daily living, financial literacy, employment, financial aid; taking care of yourself; mental health issues; as well as other specialized topics in foster care and independent living. Dates of service: July 1, 2015 – June 30, 2016. Payment not to exceed $2,000.00 from YESS-ILP Grant.

d. Mauricio Castillo – To present/instruct the Foundation of Technology Education class offered through California State University, Los Angeles, Extended Education. Successful completion of this class will allow students to receive credit towards CSULA's Bachelor of Science in Industrial Technology at a much lower cost ($99 per unit vs. $366 per unit). The class will be offered at Rio Hondo College campus. Dates of service: August 1, 2015 – May 31, 2016. Payment not to exceed $6,500.00 from Teacher Preparation Pipeline Grant.

e. LYL Communications, Inc. – To implement procedures of marketing plan with 1) Focus group study; 2) Press conference with thirteen local Chinese and Vietnamese Medias to be interviewed by TV,

radio and Newspapers; 3) Advertisement of radio, three daily newspapers and TV. Dates of service: July 9, 2015 – June 30, 2016. Payment not to exceed $15,000.00 from General Fund.

B. PERSONNEL

1. Academic

a. Employment

Special Assignments, Spring 2015

The following instructor will receive a $250 stipend, paid out of Title V grant, for participating in a professional development workshop, "Generating Graphs for Student Materials Using *Mathematica* (software)," and then creating at least two new assignments/activities to incorporate into his MATH 050, 070, or 130 courses to enhance student success:

ENGLISH, Cameron**,** Math & Science

The following instructors will each receive a $300 stipend, paid out of Title V grant, for completing all required elements within "PART II: Best Practices" and "PART III: DSPS Training" of Rio Hondo College's Online Teaching Certificate as well as a post-training evaluation:

BLACKMUN, Eugene – Business
DE LOS SANTOS, Blanca – Communications & Languages
HOWARD, Andy – Behavioral & Social Sciences
LIU, Jeannie – Business
MOUAWAD, Ghada – Communications & Languages
RODDICK, Daniel – Behavioral & Social Sciences
SENK, Jodi – Kinesiology, Dance, & Athletics
ZARO, Mariano - Communications & Languages

The following instructors each will receive a $600 stipend, paid out of Title V grant, for co-creating eight online Student Success Modules, supported by Blackboard and centered on "Foundational Learning Elements for Student Success," that include the following topics: Goal Setting, Time Management, Motivation, Adult Learning Strategies, Communities of Practice, Communication, Developing Student to Faculty Relationships, and Using Technology for Learning. These modules will be piloted in their Fall 2015 semester courses.

ESKO, Teddi – Kinesiology, Dance, & Athletics
MARTINEZ, Elaine - Kinesiology, Dance, & Athletics
SENK, Jodi - Kinesiology, Dance, & Athletics

Summer Assignments, 2015 2nd Session

See attached list

Special Assignments, Summer, 2015

The following instructor will be paid a $1,000 stipend, paid out of Mathematics and Sciences Certificated budget, to be reimbursed by Hacienda La Puente Adult School, for technical laboratory services:

FITZGERALD, Megan, Mathematics and Sciences

Hourly as Needed, Summer 2015

Business

FEINOUR, Andrew

Child Development Center

MOE, Sondra, CDC Coordinator

Counseling & Student Success

SANTCRUZ, Rudy

Disabled Students

GAW, Rose

Student Success & Retention (Basic Skills)

LITTRELL, Mark, PHAM, Ann

Veterans Service Center

CASTANEDA, Arely

Hourly as Needed, 2015-2016

Cal WORKS

DAZA, Igor

Part time Fall, 2015

Arts & Cultural

KANOKOHATA, Shoshi RAMSEY, Christopher
WEITZ, Julie

Behavioral and Social Sciences

EVANS, Sara

Business

TOM, Sammy

Career Technical Education

HERMAN, Maurice
MARDEROSIAN, Mike

Communications & Languages

ALAEI, Bahareh
ANDREWS, Christopher
ARMS, Stephanie
BOVE, Gina
ONELAN, Cyndi
ESTRADA, David
LEONOR, Henry
LIANG, Carly
NAVA, Michelle
POKORNOWSKI, Steven
STEAGELL, Terry
WARNER, Angela

Kinesiology, Dance & Athletics

SMITH, Stephen

Math & Sciences

ALSHAWA, Ahmad
BARBOUR, Renee
ITATANI, Carol

Substitute, 2015-2016

Academic Affairs

ARAGUNDI, Karl, Evening/Week-end College
HERRERA, Rene, Evening/Week-end College

Temporary Full Time Categorically funded (E.C. 87470), 2015-2016

PRADO, Rosa, Cal WORKS Counselor/Coordinator

Special Assignment, 2015-2016

The following instructor will receive a $400 stipend, paid out of the Teachers Preparation Pipeline (TPP), upon completion of the mentor program:

LEUNG, Allen, Physical Science

2. Management and Confidential

a. Family Care and Medical Leave

BUELL, Teresa, Sr. Administrative Assistant in Finance & Business has requested a 12-week Family Care and Medical Leave to be taken intermittently effective June 10, 2015

3. Classified

a. Employment, 2015-2016

Regular Classified

ANCHONDA, Christina, Registration Clerk, Admissions & Records, 47.5%, 12 months, effective June 8, 2015

McKNIGHT, Marlon, Registration Clerk, Admissions & Records, 47.5%, 12 months, effective June 8, 2015

Continued Employment Regular Classified

The following employees will continue in the designated capacity with dedicated funding through June 30, 2016. If continued funding should not be available, 60-day notice shall be served:

ACOSTA, Monika, Financial Aid Coordinator, Financial Aid
ALVAREZ, Melissa, Research Data Technician, Grant Development
BURDETT, Kathy, Clerk Typist III, Career Technical Education
CORRALES, Lydia, Clerk Typist III, Career Technical Education
DURAND, Jennifer, Clerk Typist II, Cal WORKS
FONSECA, Ana, Clerk Typist III, Cal WORKS
GARCIA, Norma, Testing Technician, Assessment Center
LEE, Jennifer, Clerk Typist III, Continuing Education
LOPEZ, Deborah, Sr. Financial Aid Assistant, Financial Aid
MUNOZ, Marta, Student Services Assistant, Cal WORKS
NGUYEN, Yvette, Student Services Assistant, Transfer Center
PALLINI, Cynthia, Educational Advisor, TRiO
RAMIREZ, Elizabeth, Student Services Assit, Ctr. for Career & Re-entry Ser.
REYES-LUERA, Gloria, Secretary, EOPS/CARE
RUANO, Nancy, Student Services Asst., Outreach & Ed Partnerships
TAMAYO, Aracely, Clerk Typist II, Transfer Center
VALDIVIA, Eloise, Paraprofessional Tutor, TRiO
VALDIVIA, Michelle, Paraprofessional Tutor, TRiO
VERDUGO, Laura, EOPS/CARE Specialist, EOPS/CARE
WELLS, Matthew, Student Services Assistant, Financial Aid

Substitute, 2015-2016

ALVAREZ-GALVAN, Marti, Clerk Typist I, Communications Languages, effective July 1, 2015
BENITEZ-LOPEZ, Evelyn, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 1, 2015
DIAZ, Juan, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 1, 2015
DYE, Danna, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 1, 2015
FLORES, Eder, Student Services Assistant, Counseling & Student Success, effective June 15, 2015
FUKUSHIMA, Lance, Instructional Assistant, Math & Sciences, effective July 1, 2015
GACAD, David, FA Training & Operations Specialist, Public Safety,

effective June 15, 2015
GIACOMAZZI, Amber, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 12, 2015
KINDRED, Kelly, Instructional Assistant, Math & Sciences, effective July 1, 2015
RECENDEZ, Christine, Clerk Typist I, Communications & Languages, effective July 1, 2015
RODARTE, Andrew, Grounds Maintenance Worker, Facilities Services, effective June 8, 2015
ROMERO, George, Instructional Assistant, Math & Sciences, effective July 1, 2015
STANKEVITZ, Diane, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 1, 2015
WILSON, Rachel, Athletic Trainer, Kinesiology, Dance & Athletics, effective July 1, 2015

b. Promotion

LIEU, Phuong, Financial Aid, Financial Aid Assistant to Sr. Financial Aid Assistant, 100%, 12 months, effective June 8, 2015

SANCHEZ, Cindy, Human Resources, Clerk Typist III to Human Resources Assistant II,100%, 11.5 months effective June 4, 2015

c. Resignation

CASTANEDA, Arely, Sr. Financial Aid Assistant, Financial Aid & Veterans Services. Her last day of employment was June 30, 2015

d. Transfer

GOMEZ, Roxanna, Clerk Typist III, TRiO, 25%, 12 months to Human Resources, 93.75%, 11.5 months, effective July 6, 2015

e. Increase in Assignment

GARCIA, Norma, Testing Technician, Assessment Center, from 11 months to 12 months, effective July 1, 2015

f. New Classification – Job Description

Lead Testing Technician

See attached job description

4. Unrepresented (AP 7130), 2015-2016

a. Employment

Hourly Summer, 2015

ALCON, Alyssa, Tutor II, Math & Sciences

Hourly 2015-2016

Arts & Cultural

KARSON, Max, Model
TURNER, Kew, Model

Counseling & Student Success

BANAAG, Paolo, Student Success Coach
CASTILLO, Kevin, Student Success Coach
MAKI, Lauren, Student Success Coach
SAIKALI, Leina, Student Success Coach
YERNAZIAN-BANAAG, Carolina, Student Success Coach

Disabled Students

HURTADO, Aimee, Interpreter/Translator for Deaf

Kinesiology, Dance & Athletics

AKIYAMA, Kevin, Coaching Spec.
BURGARIN, Marcos, Coach. Spec.
CANO, Amanda, Coaching Spec.
DOYLE, Cody, Coach. Spec.
FENTON, Thomas, Coach. Spec.
GUZMAN, Michael, Coach. Spec.
HERRERA, Rene, Coach. Spec.
HURTARTE, Gary, Coach. Spec.
KRUKOW, Amanda, Coach. Spec.
LOPEZ, Carlos, Coach. Spec.
LOPEZ, Will, Coach. Spec.
LOWE, Ethan, Coach. Spec.
MONROY, Ernest, Coach. Spec.
TERAN, Dondi, Coach. Spec.
VASQUEZ, Hortensia, Coach. Spec.
VILLEGAS, Randy, Coach. Spec.

Math & Sciences

ALCON, Alyssa, Tutor II

Public Safety

GALVAN, Robert, RTO

Student Success & Retention (Basic Skills)

LIN-COBOS, Andres, Tutor II
LOPEZ, Jonelle, Tutor II
MEDINA, Rocio, Tutor II
SANTOYO, Richard, Tutor II
TERAN, Jacob, Tutor II
VALDIVIA, Diana, Tutor II
VASQUEZ, Alfredo, Tutor II

5. Wage Reclassification and New Job Title

Approved the new job title for the Dean of Arts and Cultural programs to the Dean of Arts, Cultural Programs, Continuing and Contract Education and change the wage range from 55 to 57.

ITEM REMOVED FROM CONSENT AGENDA

A. FINANCE AND BUSINESS

4. Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee

85. On motion of Ms. Santana, seconded by Ms. Shapiro, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve the reappointment of Dr. Francisco Hidalgo representing Trustee Mary Ann Pacheco and the reappointment of Fernando Centeno, Jr., representing Trustee Vicky Santana to the Rio Hondo College Citizens Oversight Committee and to return this item to the next meeting for the Student Trustee's representative.

Student Trustee Advisory vote was aye.

III. ACTION ITEMS

A. PRESIDENT'S OFFICE

1. Approval of Board 2015-16 Goals

86. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve the Board Goals for 2015-16 **as attached**.

Student Trustee Advisory vote was aye.

IV. INFORMATION ITEMS

1. CTE Program Review Summary – The Board of Trustees reviewed the CTE Program review summary.

V. STAFF AND BOARD COMMENTS

- **Board Development Reporting –** Mr. Mendez reported on his recent Veterans State Conference.

- **Action Items for Future Board Meetings**

VI. CLOSED SESSION

The Board recessed the meeting to Closed Session at 7:26 p.m. and reported the following action:

Pursuant to Section 54956.8:

- **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
  - **11400 Greenstone Avenue, Santa Fe Springs**
  - **9515 Haney Street, Pico Rivera**

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 EMPLOYMENT**
  - **General Counselor**
  - **Interim General Counselor – categorically funded**

87. On motion of Mr. Mendez, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve Yunior Hernandez, Counselor, effective August 21, 2015.

88. On motion of Ms. Santana, seconded by Mr. Mendez, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve Laura Garcia, Counselor, effective August 21, 2015.

89. On motion of Ms. Santana, seconded by Mr. Mendez, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve Rudy Santacruz, Counselor, effective August 21, 2015.

- **PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE**

90. On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted by unanimous vote of the four members present [Shapiro, Pacheco, Santana, and Mendez] to approve the termination notice to classified employee #001137972..

Pursuant to Section 54957.6:

- **CONFERENCE WITH LABOR NEGOTIATOR**
  Agency Negotiator: Teresa Dreyfuss
  Employee Organization: CSEA, RHCFA

VII. ADJOURNMENT

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

- **Next Regular Meeting – Wednesday, August 12, 2015, 6:00 p.m.**

2nd SUMMER Session 2015

ARTS

Gresham, Ann J.
Harvey, Dale
Livingston, Jannine
Maffris, Blair
Moshier, Steven
Vichengrad, Kirk

BIOLOGY

Jones, Brandon
Katnik, Stephen

BEHAVIORAL AND SOCIAL SCIENCES

Barman, Kevin
Santiago-Garcia, Andres
Govea, Melissa Nicole
Hall, David Roy
Latson, Jack
Lynch, Kelly
Ea, Madrigal
Mora, Juana
Mullikin, Wanda
Prewitt, Dezzie

COMMUNICATIONS

Acosta-Mata, Aileen
Ameen, James
Cascella, Henry
Curiel, Libby
Koelle, Stephen
Lew, Sandra
Okamoto, Tyler

COUNSELING

Alvarado, Guadalupe
Guzman, Sergio
Hernandez, Yunior
Rivera, Mary
Thomas, Julius
Villanueva, Viviana

EOPS

Clark, Mary D.

KINESIOLOGY, DANCE, AND ATHLETICS PE

Brenes, Orlando
Esko, Teddi
Hinze, Michael
Johnson, Steve Earl
Lim, Todd
McDowell, Carol
Tanaka-Hoshijo, Jennifer
Urquidi, Bianca

MATHEMATICS

Fung, Hank
Johnson, Johnny
Ly, Hoa
Skorka, Evan

PHYSICAL SCIENCE

Rhee, Joseph

PUBLIC SAFETY

Coffman, Daniel
Hadsell, Clifford
Wallace, Gerald

RIO HONDO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD TESTING TECHNICIAN

BASIC FUNCTION:

Under general supervision, to perform a variety of tasks related to the operation of a testing facility; to administer and score tests; to maintain appropriate security of test and materials and results; and to explain test procedures and appropriate policies and regulations.

REPRESENTATIVE DUTIES:

Coordinate the daily activities in the college Assessment Office, including the matriculation process. E

Assist the Administrator in planning, scheduling, developing and implementing departmental operations and procedures; implement policies and regulations as required. E

Train, coordinate and select Assessment office staff; assign work and participate in the evaluation of staff performance. E

Administer, score tests to determine competency levels needed for instructional programs, aptitudes and abilities of individuals and groups in accordance with College, State and matriculation requirements. E

Score tests with computerized scoring equipment; enter test results and other data in the computer and generate records and statistical reports. E

Maintain current knowledge of testing requirements and regulations issued by the College, State or other agency. E

Maintain appropriate security of test materials and results; explain test procedures and appropriate policies and regulations. E

Interact with staff who use testing services; answer questions from students and staff regarding tests and test scoring; distribute test records to College personnel and students; respond to special requests from students and staff when needed; maintain appropriate confidentiality of information; refer students to appropriate counselors for test interpretation. E

Operate CRT to record or correct test scores; operates various computer controlled and computer related equipment, such as computer terminals and printers. E

Provide staff support for the testing program; participate in planning procedures and recommend changes for greater efficiency. E

Maintain a variety of records, files and logs; sort, classify and post information and documents. E

Review documents for accuracy, completeness and conformance to established procedures and standards. E

Serve as receptionist for faculty, staff and students as assigned; greet visitors and provide information regarding programs, procedures and activities of assigned function of area. E

Receive, open and distribute mail. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of test administration.
Automated record-keeping techniques.
Methods and procedures in the administration, scoring, recording and reporting of standardized test results.
Oral and written communications skills.
Correct English usage, grammar, spelling punctuation and vocabulary.
Modern office practices, procedures and equipment.

ABILILTY:
Administer, score and record testing information.
Operate and use automated systems for scoring, maintaining and reporting test results for the College's academic achievement tests.
Operate office equipment including computer terminal and printer.
Generate and maintain computer records and prepare technical reports.
Read, interpret, apply and explain rules, regulations, policies and procedures related to test administration.
Establish and maintain cooperative and effective working relationships with others.
Train and provide work direction to others.
Work well with students with diverse backgrounds.
Meet and deal with students in situations which may involve anxiety, and/or conflict resulting from the tension of a test-taking situation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Equivalent to an AA and any combination equivalent to five years of progressively responsible office experience.

Range 35

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.

Effective: 7/8/15

Amendment

RIO HONDO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
AGENDA
Regular Meeting, July 8, 2015, 6:00 p.m.

III. ACTION ITEM

A. PRESIDENT'S OFFICE

1. Approval of Board 2015-16 Goals

The Board of Trustees reviewed and revised their goals for 2015-16. The Board of Trustees goals for 2015-16 shall be to:

- Assures that accreditation standards and goals remain an integral part of college planning through ongoing monitoring and updates
- Review and discuss the Board responsibilities
    - Board roles and responsibilities including Student Trustee.
    - Board President roles and responsibilities.
    - Board Ethics policy, protocols, and strategies for the Board to work together as a unit.
    - Board participation at on-campus activities.
- Maintain an ongoing dialog related to the college governance process
    - Continue to encourage participation in college governance
- Ensure professional board development
    - Provide professional development training based on Excellence in Trusteeship Program.
    - Support Board participation at conferences
- Review and support Student Success and Support Plan and Student Equity Plan
- Monitor, enhance, and strengthen the relationships with the communities served by the college
    - Hold Board study session(s) to review and define community engagement strategies, mechanisms, and activities
- Engage in a discussion to define the Board's role in educational quality and effectiveness
- Review and discuss the college's long term strategic marketing plan, including the Board's role and activities for outreach and community engagement.