I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:06 p.m.

B. Pledge of Allegiance

Mr. Loy Nashua led the Pledge of Allegiance.

C. Roll Call

All Board members were reported present.

D. Approval of Minutes:

73. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana and Shapiro) to approve the minutes of August 8, 2018.

Student Trustee Advisory Vote was aye.
On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana and Shapiro) to approve the minutes of August 22, 2018.

Student Trustee Advisory Vote was aye.

E. Open Communication for Public Comment – None

F. Commendations
- Citizen’s Oversight Committee
  - Albert Lopez
  - Fernando Centeno Jr.
  - Francisco Hidalgo

G. Presentations
- Introduction – Leadership Academy Cohort 7 (Kelly Lynch)
- Guided pathways Update (Dr. Laura Ramirez & Gerson Montiel)
- Adopted Budget (Yulian Ligioso)

II. CONSENT AGENDA

On motion of Ms. Santana, seconded by Ms. Pacheco, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana and Shapiro) to approve the following Consent Agenda.

Student Trustee Advisory Vote was aye.

A. FINANCE & BUSINESS

1. Finance and Business Reports
   b. Payroll Warrant Report – Approved the payroll Warrant Report for the month of August 2018

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:


  Henry Gee to participate at the National Association of Student Personnel Administration (NASPA) in Denver, CO, on Sept. 16-18, 2018.

  Michaela Brehm to participate at the Conference for Community College Grant Professionals in Washington, DC on Nov.12-17, 2018.
Katherine O’Brien to participate at the 2018 Annual Gathering of Those Involved in the Work of Wholeness & Renewal in Higher Education, in Dallas, TX on Oct. 18-21, 2018.


Marie Eckstrom to participate at the Supplemental Instruction Supervisor Training University of Missouri-Kansas City, MO on Nov. 5-7, 2018.

3. **Ratification of Revenue Agreement – Instructional Sessions for ESL and Conversational Spanish: Michael Kors**

Rio Hondo College will conduct a series of English As A Second Language (ESL) and Conversational Spanish instructional sessions to be determined by the Rio Hondo College Project Manager, Continuing Education, Noncredit SSSP & AEBG and Mr. Bob Hassen, Vice President - Operations of Michael Kors. The training sessions are as follows:

A. ESL

- September 5, 2018 – November 21, 2018 (22 days)
- Monday/Wednesday: 1:30 pm – 2:30 pm
- Monday/Wednesday: 2:45 pm – 3:45 pm
- 44 hours of instruction

B. Conversational Spanish

- September 10, 2018 – November 19, 2018 (10 days)
- Mondays: 12:30 pm – 1:30 pm
- 10 hours of instruction

The Training will be held on-site at Michael Kors. Michael Kors will pay Rio Hondo College an hourly rate of $175.00. There is no set number of students per instructional session.

The Board of Trustees ratified the revenue agreement with Michael Kors as authorized above and authorized the Administration to execute the appropriate documents on behalf of the District.

4. **Payroll Warrant – Dianna Reyes**

Payroll Warrant dated July 9, 2015 issued to Dianna Reyes in the amount of $629.85 is a Stale Dated Warrant.

Dianna Reyes is requesting the District to issue a replacement warrant. Board approval is necessary in order to issue a replacement warrant based upon L.A. County Education Procedures.

The Board of Trustees approved the Replacement Warrant to Dianna Reyes in the amount of $629.85.
5. **Ratify Amendment No. 2 to Agreement No. 17-W219: South Bay Workforce Investment Board, Inc. (SBWIA) on behalf of City of Inglewood**

On August 9, 2017, the Board of Trustees approved the Agreement between the City of Inglewood/South Bay Workforce Investment Board and Rio Hondo College for the purpose of providing the delivery of employment training services under the Federal Workforce Innovation and Opportunity Act (WIOA), Welfare-to-Work and other eligible grant participants. Under this agreement, Rio Hondo College will provide five (5) certificate programs to eligible participants (Item II.A.13).

On April 1, 2018, Amendment No. 1 was issued to add the following three (3) new programs:

A. Computerized Accounting Systems Certificate Achievement - $1,524.83/288 hours/36 weeks  
B. Income Tax Preparer Certificate of Skills Proficiency - $663.08/144 hours/15 weeks  
C. Accounting for Government and Nonprofit Organizations - $1,498.19/288 hours/36 weeks

This Amendment No. 2 is issued to add three (3) new programs as follows:

A. Fuel Injections Systems - $1,362.00/768 hours/43 weeks  
B. Engine Repair - $1,270.00/672 hours/43 weeks  
C. Electric Vehicle and Fuel Cell Technology - $1,603.00/720 hours/43 weeks

The Board of Trustees ratified Amendment No. 2 to Agreement No. 17-W219 as described above and authorized the Administration to execute appropriate documents on behalf of the District.

6. **Approve Off Campus Project Agreement – Federal Work-Study Program – South Whittier School District**

The Financial Aid, Scholarships and Veteran Services Department would like to have an Off Campus Project Agreement with South Whittier School District to enable Rio Hondo students, who qualified for the Federal Work-Study Program, to provide tutoring to South Whittier School District students in Math, Reading, English and Science subjects.

Rio Hondo students will be paid $11.00 - $11.50 per hour from the Work Study Program Grant; as authorized by the U.S. Commission of Education pursuant of Title 1, Part C, of the Economic Opportunity Act of 1964, public Law 88-452, 78 Stat. 573.

Term is from September 13, 2018 through June 30, 2019.

The Board of Trustees approved the Off Campus Project Agreement with South Whittier School District and authorized the Administration to execute contracts on behalf of the District.

The salary increases (on the schedule) to the members of Classified are:
for 2017-18 3.06% comprised of the 1.56% COLA plus 1.5%, retroactive to July 1, 2017. For 2018-19 a salary increase of 3.71%, comprised of the 2.71% COLA plus 1%, retroactive to July 1, 2018, and for 2019-20 COLA plus 1%.

The Board of Trustees approved the salary increase to the members of the Rio Hondo College Classified Members as outlined above and authorized the Administration to execute the appropriate documents on behalf of the District.

8. **Approve Contract for Audit Services: Child Development Center - Cossalias Wilson Dominguez Leavitt, LLP (CWDL)**

The District would like to have a contract with Cossalias Wilson Dominguez Leavitt LLP (CWDL) to conduct audit services over the Child Development Center.

CWDL will perform a complete compliance and financial audit based upon compliance standards issued by the CDE - Program Requirements for California State Preschool Program (CSPP).

Total cost not to exceed $8,000.00 to be paid from Child Development Fund.

Term is from September 13, 2018 through November 30, 2018.

The Board of Trustees approved the contract with CWDL for Audit Services in an amount not to exceed $8,000.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

9. **Approve Off Campus Project Agreement – Federal Work-Study Program – Whittier City School District**

The Financial Aid, Scholarships and Veteran Services Department would like to have an Off Campus Project Agreement with Whittier City School District to enable Rio Hondo students, who qualified for the Federal Work-Study Program, to provide tutoring to Whittier City School District students in Math, Reading, English and Science subjects.

Rio Hondo students will be paid $11.00 - $11.50 per hour from the Work Study Program Grant; as authorized by the U.S. Commission of Education pursuant of Title 1, Part C, of the Economic Opportunity Act of 1964, public Law 88-452, 78 Stat. 573.

Term is from September 13, 2018 through June 30, 2019.

The Board of Trustees approved the Off Campus Project Agreement with Whittier City School District and authorized the Administration to execute contracts on behalf of the District.
10. **Approve Memorandum of Understanding (MOU): Study Abroad Program (Spring 2019) – Citrus Community College on behalf of Southern California Foot Hills Consortium**

Rio Hondo Community College is a consortium member of the Southern California Foothills Consortium (“Consortium”) which was formed for the purpose of selecting students and instructors to study abroad.

Citrus Community College, on behalf of the Consortium, signed an MOU with the American Institute for Foreign Study (AIFS) on August 17, 2018 for the Study Abroad Program for Spring 2019.

Rio Hondo College would like to have this MOU with Citrus Community College on behalf of the Consortium to enable students to participate in the Study Abroad Program for Spring 2019.

The term of the MOU is from February 18, 2019 through June 15, 2019.

The Board of Trustees approved the MOU with Citrus Community College on behalf of the Consortium and authorized the Administration to execute the appropriate documents on behalf of the District.

11. **Use of California Multiple Award Schedule (CMAS) – NE Systems Inc. Contract No. 3-13-70-2045P / 3-14-70-2045R / 3-17-70-2045U for the Campus-Wide Network Maintenance**

Public Contract Code Sections 10290 - 10299 allows local agencies, such as, community college districts to take advantage of established contracts, master agreements, multiple award schedules, cooperative agreements, including agreements with entities outside the State of California, and other types of agreements that leverage the State of California’s buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290) [the so called “CMAS” provisions] negotiated by the State of California and may contract with suppliers awarded those contracts without the necessity to go to bid.

The District can utilize NE Systems Inc. CMAS Contracts (see breakdown below) for the maintenance of network hardware and software. Cost Not to Exceed $108,061.80 from General Fund.

<table>
<thead>
<tr>
<th>CMAS Contract No.</th>
<th>Not to Exceed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-13-70-2045P</td>
<td>$ 92,387.80</td>
</tr>
<tr>
<td>3-14-70-2045R</td>
<td>$ 10,674.00</td>
</tr>
<tr>
<td>3-17-70-2045U</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$ 108,061.80</strong></td>
</tr>
</tbody>
</table>

The Board of Trustees determined and approved use of the described CMAS contract as being in the best interest of the Rio Hondo Community College District and authorized Administration to execute the appropriate documents on behalf of the District.
12. **Ratify Order No. 70B03C18P00000245 - Use of Firing Range: DHS - Customs & Border Protection**

Rio Hondo College attempts to maximize the utilization of its Firing Range and District Facilities by renting to outside agencies. The Department of Public Safety was issued Order No. 70B03C18P00000245 by the Department of Homeland Security (DHS) – Custom & Border Protection for use of the District Firing Range in the amount of $428,256.00 ($35,688.00 per month X 12 months).

Term is from September 1, 2018 through August 31, 2019 with four (4) annual renewal options.

The Board of Trustees ratified Order No. 70B03C18P00000245 with DHS - Customs & Border Protection and authorized the Administration to execute the appropriate documents on behalf of the District.

13. **Architectural Services for Roof Replacement Firing Range Project – P Line Consulting, Inc.**

Architectural Services are now being required by DSA to address the replacement of existing roofs adjacent to the glue lam beams. DSA is requiring Architectural drawings to address Fire Life Safety and Accessibility requirements. P Line Consulting, Inc. has provided a proposal in the amount of $14,850. To address the DSA requirements to achieve DSA approval for the design of replacing the existing roofs at the AJ Annex Pistol Range.

P Line Consulting proposed fee has been reviewed by the Program Management and College Administration and found to be appropriate for the additional scope required.

The Board of Trustees authorized the proposal from P Line Consulting, Inc. for Architectural Services in the amount not to exceed $14,850.00 from Scheduled Maintenance Funds and authorized the Administration to execute the appropriate documents on behalf of the District.

14. **Approve Lease: Williams Scotsman Portable Units for Administration of Justice**

The Administration of Justice (AJ) requires classroom space at the AJ Annex to be used for Advanced Officer Training Courses and POST Simulation:

Serial No. CPX-63240
64 X 36 Feet Modular Unit
Model SM6436

Term is for one (1) year with annual renewal options.

Lease rates are as follows:

1. 64 X 36 Modular Unit - $14,895.48 ($1,241.29 X 12 months)
2. Estimated Sales Tax - $1,415.04 ($117.92 X 12 months)
Total not to exceed costs - $16,310.52 (to be paid from Capital Outlay Projects Funds).

The Board of Trustees approved the lease agreement with William Scotsman with cost not to exceed $16,310.52 to be paid from Capital Outlay Projects Funds and authorized the Administration to sign the appropriate documents on behalf of the District.

15. **Consultants**

a. Brad Pollak Company – To provide, develop and deliver CTE program specific workshops for students in the SB 1070 ring college Consortium. Workshops will focus on strategies for preparing for job interviews and learning how to tell your story effectively during the job search process. Dates of service: September 13, 2018 – June 30, 2019. Cost not to exceed $20,000.00 from Strong Workforce & Career Pathways Specialist Grants.

b. Mark Brown – To be a guest lecturer and provide content expert for the Bachelor of Science program 400 series courses. Dates of service: September 20, 2018 – June 30, 2019. Cost not to exceed $5,000.00 from Baccalaureate Degree Pilot Program.

c. Rebecca Cepeda – 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. Participate in the planning of implementation of retreats and field trips. Dates of service: September 13, 2018 – June 30, 2019. Cost not to exceed $1,100.00 from Youth Empowerment Strategies for Success Grant.

d. Daniel Alexander Torres – 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. Participate in the planning an implementation of retreats and field trips. Dates of service: September 13, 2018 – June 30, 2019. Cost not to exceed $1,100.00 from Youth Empowerment Strategies for Success.

e. Kelly E. Wood – To present/instruct Yoga workshops during the YESS & Guardian Scholars weekend retreat in Big Bear, CA. Date of service: September 15, 2018. Cost not to exceed $300.00 from Youth Empowerment Strategies for Success.

f. Strata Information Group – To provide functional and technical consulting to support Banner Students. Dates of service: September 13, 2018 to June 30 2019. Cost not to exceed $13,600.00 from General Fund.

g. Automotive Consulting & Training – To provide Automotive Diagnostics using critical thinking skills, training seminar for California Automotive Teachers Association (CAT Conference) Date of service: October 19 & 20, 2018. Cost not to exceed $1,000.00 from Auto Tech Perkins Fund.


i. Maria Dolores Alvidrez – To present/train recruit Foster and Kinship Care Education Trainings/workshops/classes on Commercial Sexual


m. Lori Switanowski – To present/train/plan Foster and Kinship Care Education Trainings/workshops/classes. Dates of service: September 13, 2018 – June 30, 2019. Cost not to exceed $1,000.00 from Commercial Sexual Exploitation of Children Grant.


o. AM Johnson Consulting – To provide professional services to Rio Hondo College’s Art Division for grant writing services and funder research as it relates to the Division’s “Cultural Citizenship” programming efforts, Self-Help Graphics Art Certificate/degree development, and Wray Theatre equipment upgrades. Dates of service: September 13, 2018 – June 30, 2019. Cost not to exceed $6,000.00 from BCM Foundation Grant.

p. Epoch Times, Inc. – To plan and implement an integrated Chinese Language media campaign to assist in the promotion of Rio Hondo College on multiple Chinese-language media platforms to include: print, TV and online. Dates of service January 1, 2019 – December 31, 2020. Cost not to exceed $13,600.00 from General Fund.

q. Juarez Consulting, Inc. – To serve as expert advisor for staff and task force providing services to undocumented students and provide training and resources as requested. First quarter of consulting services was approved on 7/11/18. This is a request for the remaining academic year and to add a funding source. Dates of service: October 1, 2018-June 30, 2019. Cost not to exceed $10,000 from Student Equity & Catalyst Grant.

r. Frank Harris III – To provide a workshop to focus on the role of institutional-level needs assessment in building the institutional capacity necessary to enhance outcomes for these men of color. Salient findings and recommendations for practice will be discussed. Date of service: September 19, 2018. Cost not to exceed $1,600.00 from Student Equity Grant.

s. Jackstin – To develop a website and design, UI/UX Design, Website Hosting and Management. Dates of service: September 13, 2018 – December 31, 2018. Cost not to exceed $15,000.00 from Strong Workforce Regional Fund/Pipeline Grant.

t. Photoshelter, Inc. – Michele Goulet – To streamline Rio Hondo College’s entire photo and digital file workflow with a user-friendly tool that’s used by more than 400 colleges to create a searchable, permission-based photo, video, and digital library. Dates of service: September 13, 2018-September 12, 2019. Cost not to exceed $4,999.00 from General Fund.

Cost not to exceed $5,000.00 from Instructional Equipment.

B. PERSONNEL
   1. Academic
      a. Special Assignments, Fall 2018 and Spring 2019

      Faculty Inquiry Groups (FIG) will seek to improve Math and English curricular and instructional alignment between and among area K12 Districts, RHC, and Cal State LA. Basic Skills Pilot Partnership Grant will fund stipends of up to $2,000 per semester for faculty who participate in these groups. FIGs will meet monthly to examine curriculum and instructional practices and partnerships as well as data on students’ placement, persistence, and completion. FIGs will develop a plan and timeline for regional activities the will engage regional math/English in Professional Development, identify pilot projects to launch with partners, and disseminate best practices. The following faculty will receive a stipend in the amount of $2000 for participating in FIG.

      JIN, Charlene, Continuing Education

      The following instructors will be paid a stipend, not to exceed $2,100, paid out of Student Equity, for participating in the Statistics Support Lab. The stipend includes the delivery of one-on-one and small group tutoring sessions.

      MCWILLIAMS, Geoff, Math, Sciences and Engineering
      GRAHAM, Lynne, Math, Sciences and Engineering
      RYAN, John, Math, Sciences and Engineering

      The following instructor will be paid a stipend, not to exceed $3,150, paid out of Student Equity, for participating in the Statistics Support Lab. The stipend includes the delivery of one-on-one and small group tutoring sessions.

      RYAN, Mutsuno, Math, Sciences and Engineering
      IRWIN, Erin, Math, Sciences and Engineering

      The following instructor will be paid a stipend, not to exceed $4,200, paid out of Student Equity, for participating in the Statistics Support Lab. The stipend includes the delivery of one-on-one and small group tutoring sessions.

      MILLER, Greg, Math, Sciences and Engineering

      The following instructor will be paid a stipend, not to exceed $1,500 paid out of Student Equity, for participating in the Pathway to Law Mock Trials. The stipend includes the Fall semester student coaching and practice sessions.

      TOVMASIAN, Grant, Communications and Languages

      The following instructors will participate in the Teacher Assistant Mentoring (TeAM) program. Instructors are assigned to serve as mentors to students
interested in exploring a teaching career. The purpose of this program is to allow the student to connect with a teacher that has traveled through the education pipeline into teaching, by having the student assist in the classroom.

An instructor assigned to a student will be paid a $400 stipend per student mentored (up to a maximum of $800 for two students), paid out of the Education Futures, upon successful completion of 30 mentoring hours and other requirements of the mentor program. Instructors on this list may participate in the mentoring program in both Fall 2017 and Spring 2018.

ARCHAMBAULT, Alan, Math Sciences and Engineering
ARELLANO-LOPEZ, Yadira, Behavioral & Social Science
BLACKMUN, Eugene, Business
BRONKAR, Ryan, Math Sciences and Engineering
DORNEAN, Marius, Career and Technical Education
FIELDS, Darlene, Health Sciences and Nursing
FORREST, Michael, Math Sciences and Engineering
FRALA, John, Career and Technical Education
GOLD, Andrew, Career and Technical Education
HSIAO, Jupei, Math Sciences and Engineering
HUGHES, Sean, Career and Technical Education
IRWIN, Erin, Math Sciences and Engineering
ITATANI, Carol, Math Sciences and Engineering
JAEGGI, Scott, Public Safety/Fire
KEEN, Bill, Public Safety/Fire
KERMANE, Bruce, Communications and Languages
LAWRENCE, Olga, Health Sciences and Nursing
LINDY, David, Career and Technical Education
LIU, Jeanne, Business
LOPEZ-ALVARADO, Kathy, Health Sciences and Nursing
LYNCH, Kelly, Behavioral and Social Science
MAYER, Krysia, Math Sciences and Engineering
MILLER, Gregory, Math Sciences and Engineering
MONTIEL, Gerson, Math Sciences and Engineering
MORTON, William, Career and Technical Education
MUHAMMED, Anil, Business
PITASSI, Matthew, Math Sciences and Engineering
RHEE, Joseph, Math Sciences and Engineering
RICARTE, Romeo, Math Sciences and Engineering
RIFINO-JUAREZ, Melissa, Behavioral and Social Science
RIOS, Rodolfo, Business
ROBERTS, Warren, Career and Technical Education
ROMO, Claudia, Counseling
SARVI, Kayvon, Math Sciences and Engineering
SIGALA, Carol, Behavioral and Social Science
STEWART, Deborah, Health Sciences and Nursing
TABB, Elizabeth, Health Sciences and Nursing
TOMEO, Joe, Career and Technical Education
VU, Nguyen, Math Sciences and Engineering

Hourly as Needed, 2018-2019

CalWORKS
2. Management and Confidential

a. Revision of Job Description (See attached)
Executive Dean, Student Affairs and Student Equity

b. Retirement

DREYFUSS, Teresa, Superintendent/President. Her last day of employment will be June 30, 2019, with her first day of retirement being July 1, 2019.

c. Transfer

NASHUA, Loy, from Executive Director of Human Resources to Executive Dean of Student Affairs and Student Equity, effective January 1, 2019.

3. Classified

a. Employment, 2018

ENCINAS, Jeanette, Senior Custodian, 100%, 12 months, Facilities Services, effective September 10, 2018

FUKUSHIMA, Kristen, Instructional Assistant – Math Science Center, 45 %, 10.5 months, Math, Sciences and Engineering, effective August 20, 2018

MUNOZ, Samantha, Switchboard Operator/Mail Room Clerk I, 45%, 12 months, Contract Management and Vending Services, effective August 3, 2018

The following employees are being hired in the designated capacity with dedicated funding through June 30, 2019. If continued funding should not be available, 60-day notice shall be served:

FIGUEROA, Sarai, Children’s Center Aid, 37.5%, 11.5 months, Child Development Center, effective August 13, 2018

GREENMAN, Catherine, Children’s Center Aid, 37.5%, 11.5 months, Child Development Center, effective August 27, 2018

HERNANDEZ, Jasmine, Clerk Typist III, 47.5%, 12 months, Math, Sciences and Engineering, effective August 13, 2018

Substitutes, 2018 – 2019

BARRERAS, Margali, Clerk Typist I, Communication and Languages, effective August 17, 2018

LANDEROS, Desiree, Student Services Assistant, Financial Aid, effective August 8, 2018

LUGO, Lucina (ML), Food Services Worker, Child Development Center, effective August 1, 2018

RODRIGUEZ, Viridiana, Clerk Typist II, Foster/Kinship Care, effective August 7, 2018

b. Transfer
BERMUDEZ, Karla, from Clerk Typist III, 100%, 12 months, Communications and Languages to Clerk Typist III, 100%, 11.5 months, Career and Technical Education, effective September 4, 2018

c. Resignation

FARFAN, Mark, Clerk Typist III, 25%, Personal and Academic Support Services. His last day of employment will be September 18, 2018.

HAGGERTY, Edward, Registration Clerk I, 100%, Admissions and Records. His last day of employment was August 24, 2018.

RECENDEZ, Christine, Clerk Typist I, 100%, Communications and Languages (LAC). Her last day of employment was August 17, 2018.

STOOTHOFF, Paiza, Library/Media Technician, 45%, Library. Her last day of employment was August 27, 2018.

VICENCIO, Omar, Warehouse Storekeeper, 45%, Contract Management and Vending Services. His last day of employment was August 23, 2018.

d. Retirement

MARSH, Robert, Heating/Air Conditioning and Plumbing Journeyperson, 100%, Facilities Services. His last day of employment will be December 31, 2018, with his first day of retirement being January 1, 2019.

4. Unrepresented, (AP 7130), 2018-19

a. Employment, 2018–2019

Arts and Cultural Programs

Lecturer
BROWN, Linda
SUN, Ming-Hwei

Career and Technical Education

Student Success Coach II
CHAVEZ, Anthony

Tutor II
CORTES, Luis
LIU, Jieni

Communications and Languages

Tutors II
ABAD, Jocelyn
NGUYEN, Ho Bao
BERTINO, Nia
RICO, Todd
GOVEA, Kimberly

Continuing Education/Non-Credit

Lecturers
BUNK, Ashley
KIM, Caroline
Counseling (Guardians Scholars)

Student Success Coach II
ROMERO, Dominique

Health Science and Nursing

Tutor II
CAPUL, Sandhee
RIVAS, Joe

Kinesiology, Dance and Athletics

Coaching Specialist
GARRIDO, Jacobo
SCHNEIDER, Christopher
MARTINEZ, Andrew
WILLS, Joseph

Math, Sciences and Engineering

Tutors II
GARCIA-HERNANDEZ, Jose
LUONG, Thanh

Student Life and Leadership

Student Success Coach II
PALACIOS, Pablo
RAMALHO, Kaitlyn

Student Success and Retention (Basic Skills)

Tutors II
ABAD, Jocelyn
LAURELL, Jake
BENITEZ, Daniel
RICO, Todd
BERTINO, Nia
ROSAS SEVERIANO, Maria
JUAREZ, Arturo

Students, 2018 – 2019

DORNAUS, Belinda, Arts and Cultural Programs
HOANG, My, Career and Technical Education
SILVA, Roberto, Accounting

Volunteers, 2018 – 2019

AGUIRRE, Maria, Child Development Center
AVILES, David, Child Development Center
BARDALES, Jessica, Child Development Center
CHAVEZ, Rolando, Child Development Center
DIAZ, Diana, Child Development Center
DIAZ, George, Institutional Planning and Research
FERNANDEZ, Lauren, Child Development Center
C. PRESIDENT’S OFFICE

1. Amendment of Employment for Superintendent/President; Vice President, Academic Affairs; Vice President, Student Services and Vice President, Finance & Business

Based on the Government code Section 53262 (a) “All contracts of employment with a Superintendent, Deputy Superintendent, Assistant Superintendent, Associate Superintendent, Community College President, Community College Vice President, Community College Deputy Vice President, General Manager, City Manager, County Administrator, or other similar chief administrative officer or Chief Executive Officer of a local agency shall be ratified in an open session of the governing body which shall be reflected in the governing body’s minutes.” Below is the summary of the amendment of the Superintendent/President, Vice President, Academic Affairs, Vice President, Student Services and Vice President, Finance & Business:

Superintendent/President
Salary: $269,346 /annual 2018-19

Vice President – Academic Affairs
Salary: $196,232 /annual 2018-19

Vice President – Student Services
Salary: $203,768 /annual 2018-19

Vice President, Finance & Business
Salary: $196,232/annual 2018-19

The Board of Trustees ratified the wages as outlined above.

III. ACTION ITEMS

A. FINANCE AND BUSINESS
1. **Appointment or Reappointment to Rio Hondo College Citizens Oversight Committee**

   On motion of Ms. Pacheco, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana and Shapiro) to approve the appointment of Leonel A. Barrera Jr., representing Trustee Mary Ann Pacheco, and Reappoint Monica Sanchez, representing Vicky Santana and Mr. Alejandro Robles to replace Daniel Basurto, representing Student Trustee Ms. Diana Laureano for a two-year term to the Rio Hondo College Citizens Oversight Committee.

   **Student Trustee Advisory Vote was aye.**

2. **Public Hearing and Approval of the Proposed 2018-2019 Adopted Budget**

   On motion of Ms. Garcia, seconded by Ms. Pacheco, the Board voted by vote of the four members present [Garcia, Pacheco, Santana and Shapiro] to open the public hearing on the adopted budget at 7:17 p.m.

   **Student Trustee Advisory vote was aye.**

   Superintendent/President Dreyfuss reviewed the proposed 2018-19 adopted budget with the Board.

   After hearing no comments from the public, on motion of Ms. Santana, seconded by Ms. Garcia, the Board voted by vote of the four members present [Garcia, Pacheco, Santana and Shapiro] to close the public hearing on the adopted budget at 7:26 p.m.

   **Student Trustee Advisory vote was aye.**

IV. **INFORMATION ITEMS**

   1. 2018 Board of Trustees Calendar of Events (See attached)
   2. Building Program Update
      a. Bond Expenditure Report

V. **STAFF AND BOARD COMMENTS**

   • Board Development Reporting

VI. **CLOSED SESSION**

   Ms. Shapiro recessed the meeting to closed session at 7:59 p.m. and announced that the following items would be discussed in closed session:

   **Pursuant to Section 54957**

   • PUBLIC EMPLOYEE EMPLOYMENT
      o Project Manager, PASS Programs

   On motion of Ms. Santana, seconded by Ms. Garcia, the Board voted unanimously by vote of the four members present [Garcia, Pacheco, Santana, and Shapiro] to approve Brenda Beza, as Project Manager, Personal and Academic Support Services Programs.
• PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

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

VII. ADJOURNMENT

80. On motion of Ms. Garcia, seconded by Ms. Santana, the Board voted unanimously by vote of the four members present (Garcia, Pacheco, Santana, and Shapiro) to adjourn the meeting at 8:57 p.m. and announced the date of the next meeting:

• Next Regular Board Meeting – Wednesday, October 10, 2018, 6:00 p.m.
## Alpha List

**Fall 2018**

### Part-time

<table>
<thead>
<tr>
<th>Department</th>
<th>Last</th>
<th>First</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS &amp; CULTURAL PROGRAMS</td>
<td>Allred</td>
<td>Chloe</td>
</tr>
<tr>
<td></td>
<td>Camahan</td>
<td>Deborah</td>
</tr>
<tr>
<td></td>
<td>Cervantes</td>
<td>Misty</td>
</tr>
<tr>
<td></td>
<td>Chapel</td>
<td>Jodi</td>
</tr>
<tr>
<td></td>
<td>Cheng</td>
<td>Daniel</td>
</tr>
<tr>
<td></td>
<td>Euler</td>
<td>Anneliese</td>
</tr>
<tr>
<td></td>
<td>Galindo</td>
<td>James</td>
</tr>
<tr>
<td></td>
<td>Holmes</td>
<td>Alison</td>
</tr>
<tr>
<td></td>
<td>Kanokohuta</td>
<td>Shoshi</td>
</tr>
<tr>
<td></td>
<td>Katznelson</td>
<td>Marci</td>
</tr>
<tr>
<td></td>
<td>Landsberg</td>
<td>Maria</td>
</tr>
<tr>
<td></td>
<td>Levy</td>
<td>Andrew</td>
</tr>
<tr>
<td></td>
<td>Low</td>
<td>Sandra</td>
</tr>
<tr>
<td></td>
<td>Mullman</td>
<td>Mary</td>
</tr>
<tr>
<td></td>
<td>Maxwell</td>
<td>Caroline</td>
</tr>
<tr>
<td></td>
<td>Ott</td>
<td>Ciera</td>
</tr>
<tr>
<td></td>
<td>Ramsey</td>
<td>Christopher</td>
</tr>
<tr>
<td></td>
<td>Rebia</td>
<td>Sergio</td>
</tr>
<tr>
<td></td>
<td>Robertson</td>
<td>Carolyn</td>
</tr>
<tr>
<td></td>
<td>Robinson</td>
<td>Donna</td>
</tr>
<tr>
<td></td>
<td>Rusch</td>
<td>Lori</td>
</tr>
<tr>
<td></td>
<td>Salts</td>
<td>Stephen</td>
</tr>
<tr>
<td></td>
<td>Scheid</td>
<td>Justin</td>
</tr>
<tr>
<td></td>
<td>Shade</td>
<td>Stephen</td>
</tr>
<tr>
<td></td>
<td>Szumanski</td>
<td>Matthaeus</td>
</tr>
<tr>
<td></td>
<td>Thomas</td>
<td>Noah</td>
</tr>
<tr>
<td></td>
<td>Tonkovich</td>
<td>Julie</td>
</tr>
<tr>
<td></td>
<td>Valenzuela</td>
<td>Javier</td>
</tr>
<tr>
<td></td>
<td>Vichengrad</td>
<td>Kirk</td>
</tr>
<tr>
<td></td>
<td>Ward</td>
<td>Ashley</td>
</tr>
<tr>
<td></td>
<td>Warren</td>
<td>Lindsey</td>
</tr>
<tr>
<td></td>
<td>Wu</td>
<td>Migo</td>
</tr>
<tr>
<td></td>
<td>Adams</td>
<td>Brian</td>
</tr>
<tr>
<td></td>
<td>Andrade</td>
<td>Michelle</td>
</tr>
<tr>
<td></td>
<td>Baia</td>
<td>Jose</td>
</tr>
<tr>
<td></td>
<td>Baldovino</td>
<td>Harvey</td>
</tr>
<tr>
<td></td>
<td>Beck</td>
<td>Karen</td>
</tr>
<tr>
<td></td>
<td>Brousseau</td>
<td>Beth</td>
</tr>
<tr>
<td></td>
<td>Burgwin</td>
<td>Michael</td>
</tr>
<tr>
<td></td>
<td>Carlock</td>
<td>Mark</td>
</tr>
<tr>
<td></td>
<td>Carreon</td>
<td>Martha</td>
</tr>
<tr>
<td></td>
<td>Chaboya</td>
<td>Francesca</td>
</tr>
</tbody>
</table>
BIOLOGY

Ter-Petrosyan
Torres
Tsuhako
Velasquez
Villalobos
Walker
Weissglass
Willis
Wilson
Wong
Coombs
Dervishian
Esin
Itusani
Kandel
Koos
Kowalski
Pelar
Rivas
Sanchez
Schiefelbein
Whalen
Andersen
Atkins
Bladh
Caesar
Cameron
Chawora
Clarke
Colquitt
Delgado-Sanchez
Elam
Feinour
Hartunian
Hassan
Hernandez III
Klecker
Lee
Legaspi
Leon
Liu
Molina
Muhammed
Redinger
Rodriguez
Seymour
Shield
Sokol
Tingley
Titel
Yee

Marian
Ybonne
Joy
Kelly
Jason
Elizabeth
Daniel
Janice
Jennifer
Billy
Kimberly
Danielle
Joseph
Carol
Judith
Karen
Victor
Neda
Oscar
Cynthia
Holly
William
Scott
Johnnie
Eric
Eric
John
Rukudzo
Diana
Kathleen
Jorge
Christine
Andrew
Elma
Alhani
Manuel
Gregory
Joseph
Enrique
Ivan
David
David
Anil
Michelle
Juan Roberto
Lawrence
Patrick
Alexia
Austin
Marc
Steven
CAREER TECHNICAL EDUCATION
Alvarez       Ricardo
Banas         Jan
Christian     Sean
De-Lorenzo    Anthony
Gold          Andrew
Graham        Rodney
Lim           Eunji
Linares       Trinidad
Marderosian   Michael
Millan        Jose
Moore         George
Ortiz         Paul
Powell        Richard (Rick)
Reams         Brooke
Reeder        Brian
Saccione      Ademar
Saldívar      Angie
Sebourn       Gregory
Sunyogh       Joseph
Velarde       Robert
Walls         Carl
Zaki          Nabil

COMMUNICATIONS & LANGUAGES
Acosta-Mata   Aileen
Agacer        Adrian
Ameen         James
Anderson      Kenneth
Andrews       Christopher
Arazi         Heather
Arrona        Martha
Askren        Mark
Balthazar     Alva
Bese          Melissa
Bove          Gina
Burch         Angeline
Candida       Celestine
Cascella      Henry
Cedillos       Denise
Chang         Chiu-Chin
Ciaravella    Catherine
Cowper        David
Dejean        Alexandre
Diaz          Maria del Carmen
Dickinson     Amy
Estrada       David
Estupinan     Marina
Flores        Margarita
Gallagher     Nancy
Gallegos      Joshua
Garcia-Rios   Fatima
Gaspar        Georgia
Gonzalez      Ricardo
Hamilton      Kieko
CONTINUING EDUCATION
COUNSELING & STUDENT SUCCESS

Warner
Williamson
Woudenberg
Rodriguez
Barrios
Daza
Hernandez
Lopez-Moreno
Lucero
Salazar
Torres

CONTINUING EDUCATION
COUNSELING & STUDENT SUCCESS

Counseling
Student Success

ENVIRONMENTAL TECHNOLOGY

Caamaño
Ricarte
Scholz
Valdes

ENVIRONMENTAL TECHNOLOGY

Caamaño
Ricarte
Scholz
Valdes

HEALTH SCIENCES AND NURSING

Aguilar
Butarseh
Boyd
Damico
Elmgren
Fang
Fields
Huang
Jiménez
Keniston
Kirton
Lawrence
Medina
Meeker
Padilla
Perreault
Ramas
Sanchez
Stewart
Tasinga
Theodore
Velasco

HEALTH SCIENCES AND NURSING

Aguilar
Butarseh
Boyd
Damico
Elmgren
Fang
Fields
Huang
Jiménez
Keniston
Kirton
Lawrence
Medina
Meeker
Padilla
Perreault
Ramas
Sanchez
Stewart
Tasinga
Theodore
Velasco

KINESIOLOGY, DANCE & ATHLETICS

Alcala
Aragundi
Benes
Denmark
Esko
Hallman
Hemenway
Hennigan
Herrera
Jay
Kanamoto
Lim
Lopez
McDowell
Muir

KINESIOLOGY, DANCE & ATHLETICS

Alcala
Aragundi
Benes
Denmark
Esko
Hallman
Hemenway
Hennigan
Herrera
Jay
Kanamoto
Lim
Lopez
McDowell
Muir
Munoz       Rafael       
Nelson      Bruce       
Stankevitz  Diane       
Tellez      Michael     
Unger       Karen       
Urteaga     Kristina    
Garcia      Patricia    
Oldham      Carolyn     
Alpern      Ronny       
Amoranto    Evan        
Alrias      Adriana     
Berru-Licon  Marissa    
Carver      James       
Chau        Evelyn      
Chaudry     Antul       
Choi        Ying        
Dammenga    Dimetros    
Esquivel    Raymundo    
Garcia      Nancy       
Gill        Jack        
Gillette     Christopher  
Gomez       Victor      
Graham      Lynne       
Grogan      Joyce Mi    
Guo         Dan         
Gutierrez    Jesus       
Hattar      Michael     
He           Fendi       
Hemenway    Elaine      
Hernandez-Saul  Cynthia   
Johnson     Johnny      
Jung        Duhwa       
Khwaaja     Ziauddin    
Kim         Edward      
Lee          Michael     
Low         Joyce       
Ly           Hoa         
Mangahas    Ronaldo     
Martinez    Jose        
Martinez    Jose        
McWilliams  Geoffrey    
Miyahara    Jeffrey     
Pham        Ann         
Pomerantsev  Ludmila     
Ramirez     Claudia     
Ryan        John        
Sarvi       Kayvon      
Sierra      Mayra       
Suaray      Kagba       
Tran        Lynn        
Tress       Marguerite  
Trinh       Thanh
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tseng</td>
<td>Kelly</td>
</tr>
<tr>
<td>Watterlond</td>
<td>John</td>
</tr>
<tr>
<td>Wong</td>
<td>Su Lan</td>
</tr>
<tr>
<td>Wono</td>
<td>Katrina</td>
</tr>
<tr>
<td>Alshawa</td>
<td>Ahmad</td>
</tr>
<tr>
<td>Benzahra</td>
<td>Sidi</td>
</tr>
<tr>
<td>Chandra</td>
<td>Melissa</td>
</tr>
<tr>
<td>Chen</td>
<td>Ling-I</td>
</tr>
<tr>
<td>Edison</td>
<td>Thomas</td>
</tr>
<tr>
<td>Efron</td>
<td>Alan</td>
</tr>
<tr>
<td>Giblin</td>
<td>Michael</td>
</tr>
<tr>
<td>Jimenez</td>
<td>Miguel</td>
</tr>
<tr>
<td>Lee</td>
<td>Jinny</td>
</tr>
<tr>
<td>Martinez</td>
<td>Michael</td>
</tr>
<tr>
<td>Molina</td>
<td>Claudia</td>
</tr>
<tr>
<td>Scott</td>
<td>Christopher</td>
</tr>
<tr>
<td>Vu</td>
<td>Thong</td>
</tr>
<tr>
<td>Beckman</td>
<td>Richard</td>
</tr>
<tr>
<td>Bland</td>
<td>James</td>
</tr>
<tr>
<td>Brakebill</td>
<td>James</td>
</tr>
<tr>
<td>Dochnahl</td>
<td>Terril</td>
</tr>
<tr>
<td>Espley</td>
<td>David</td>
</tr>
<tr>
<td>Galvan</td>
<td>Robert</td>
</tr>
<tr>
<td>Garwood</td>
<td>Don</td>
</tr>
<tr>
<td>Haberle</td>
<td>Scott</td>
</tr>
<tr>
<td>Hadsell</td>
<td>Clifford</td>
</tr>
<tr>
<td>Haggerty</td>
<td>Judith</td>
</tr>
<tr>
<td>Hebert</td>
<td>Dominic</td>
</tr>
<tr>
<td>Hulsey</td>
<td>Jed</td>
</tr>
<tr>
<td>Murphy</td>
<td>William</td>
</tr>
<tr>
<td>Pock</td>
<td>Rudolph</td>
</tr>
<tr>
<td>Ramirez</td>
<td>Richard</td>
</tr>
<tr>
<td>Valdez</td>
<td>Edward</td>
</tr>
</tbody>
</table>
RIO HONDO COMMUNITY COLLEGE DISTRICT

EXECUTIVE DEAN, STUDENT AFFAIRS AND STUDENT EQUITY

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of Student Affairs and Student Equity Division programs and services; to coordinate assigned activities with other District divisions and outside agencies; to serve as District Compliance Officer and EEO Officer; and to provide highly responsible and complex professional support to the Vice President of Student Services.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

a. Provide leadership and direction and assume full management responsibility for Student Affairs and Student Equity Division programs, services, and activities including DSPS, EOPS/CARE, CalWORKs, Student Health Center, Psychological Services, TRIO, and Student Conduct, and Student Equity.

b. Manage the development and implementation of Student Affairs and Student Equity Division goals, objectives, policies, and priorities; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

c. Continuously monitor and evaluate the efficiency and effectiveness of Student Affairs and Student Equity Division service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

d. Represent the Student Affairs and Student Equity Division to other District divisions and outside agencies; explain and interpret Student Affairs and Student Equity Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

e. Select, train, motivate, counsel, and evaluate Student Affairs and Student Equity Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

f. Plan, direct, and coordinate the Student Affairs and Student Equity Division work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
g. Manage and participate in the development and administration of the Student Affairs and Student Equity Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

h. Participate and be actively engaged with the implementation of the Student Success Initiative.

i. Coordinate Student Affairs Division and Student Equity activities with those of other divisions and outside agencies and organizations.

j. Provide staff assistance to the Vice President of Student Services; prepare and present staff reports and other necessary correspondence.

k. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Student Affairs Division programs, policies, and procedures as appropriate.

l. Monitor assigned programs for Title V and Education Code compliance.

m. Prepare, provide, and distribute data for mandated College, State, Federal or program funding service reports.

n. Establish and coordinate advisory committees for instructional programs, ensuring representation and expertise from the community.

o. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

p. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

q. Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff.

r. Conduct periodic conferences and meetings with faculty and staff; act as an ombudsperson to resolve student/teacher problems as needed.

s. Promote creativity and innovation in the development and delivery of Student Affairs and Student Equity Division programs.
t. Serve on local civic and/or community organizations as a College representative; serve as a liaison with professional organizations.

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

v. Prepare, develop, write, coordinate, and administer grants.

w. Administer the student discipline and grievance processes.

x. Investigate and resolve complaints of unlawful discrimination based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veterans status, sexual harassment and other protected classes covered under Federal and State statutes.

y. Advise complainant of his/her rights under the law; assist with the preparation of the complaint; interview the person charged and any witnesses; summarize findings; notify the complainant, Human Resources, Chancellor’s Office, and any Federal or State agencies, as appropriate, of the District’s resolution of the matter.

z. Provide information, advice, and interpretation of State and Federal laws and District policy and procedure related to unlawful discrimination to Administrators, faculty, staff, students, and the public.

aa. Prepare cases and represent the District on complaints of unlawful discrimination before the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Office of Civil Rights, and other Federal and State enforcement agencies.

bb. Develop and implement training programs related to unlawful discrimination; review and revise policies on unlawful discrimination.

cc. Develop, revise, and implement the Staff Diversity/Affirmative Action Plan in conjunction with the Director of Human Resources.

dd. Participate on a variety of campus committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction.

e. Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community.

ff. Respond to and resolve difficult and sensitive student inquiries and complaints.
gg. Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Operational characteristics, services, and activities of a comprehensive Student Affairs and Student Equity program.
- Organization and management practices as applied to the analysis and evaluation of Student Affairs and Student Equity programs, policies, and operational needs.
- Modern and complex principles and practices of Student Affairs program development and administration.
- Equal Employment Opportunity compliance laws and regulations.
- Pedagogical techniques and trends.
- California Community College System and functioning on State, local, and institutional level.
- Community needs and resources as related to classes and subjects.
- School and community college systems, including K-12 and upper division institutions.
- District accounting practices.
- Database applications.
- Student discipline and grievance process and procedures.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- 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.

ABILITY TO:

- Provide administrative and professional leadership and direction for the Student Affairs and Student Equity division.
• Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
• Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Student Affairs program services.
• Plan, organize, direct, and coordinate the work of Administrators, faculty, and professional, technical, and administrative support personnel; delegate authority and responsibility.
• Select, supervise, motivate, counsel, train, and evaluate staff.
• Identify and respond to instructional program issues, concerns, and needs.
• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Student Affairs program goals.
• Research, analyze, and evaluate new Student Affairs and Student Equity program service delivery methods, procedures, and techniques.
• Prepare and administer Student Affairs and Student Equity program budgets; allocate limited resources in a cost effective manner.
• Prepare clear and concise administrative and Student Affairs program reports.
• Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Student Affairs and Student Equity programs and functions.
• Communicate clearly and concisely, both orally and in writing.
• Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EXPERIENCE:
• One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

TRAINING:
• Master’s degree from an accredited college or university.

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.
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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td>January 10</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>January 16</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td>January 24</td>
<td>Board Retreat</td>
</tr>
<tr>
<td>January 26</td>
<td>FLEXDAY</td>
</tr>
<tr>
<td>January 28-29</td>
<td>CCCLC Effective Trusteeship and Board Chair Workshop</td>
</tr>
<tr>
<td>January 28-29</td>
<td>CCCLC Annual Legislative Conference</td>
</tr>
<tr>
<td>February 21</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>February 11-14</td>
<td>ACCT Legislative Summit</td>
</tr>
<tr>
<td>February 16-19</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td>February 27</td>
<td>State of the College Presentation</td>
</tr>
<tr>
<td>March 13</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>March 14</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>March 26-30</td>
<td>SPRING BREAK – COLLEGE CLOSED</td>
</tr>
<tr>
<td>April 11</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>May 4-6</td>
<td>CCCLC Annual Trustees Conference</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>May 8</td>
<td>State of the College Presentation</td>
</tr>
<tr>
<td>May 9</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>May 10</td>
<td>State of the College Presentation</td>
</tr>
<tr>
<td>May 24</td>
<td>Commencement (6:00 pm)</td>
</tr>
<tr>
<td>May 28</td>
<td><strong>HOLIDAY – COLLEGE CLOSED</strong></td>
</tr>
<tr>
<td>JUNE</td>
<td>June 4</td>
</tr>
<tr>
<td>June 13</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>June 20</td>
<td>State of the College Presentation</td>
</tr>
<tr>
<td>JULY</td>
<td>July 4</td>
</tr>
<tr>
<td>July 11</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>AUGUST</td>
<td>August 8</td>
</tr>
<tr>
<td>August 10-13</td>
<td>CCLC Student Trustee Workshop</td>
</tr>
<tr>
<td>August 17</td>
<td>FLEX Day</td>
</tr>
<tr>
<td>August 21</td>
<td>State of the College Presentation</td>
</tr>
<tr>
<td>August 22</td>
<td>Special Board Meeting</td>
</tr>
<tr>
<td>August 28</td>
<td>State of the College Presentation</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>September 3</td>
</tr>
<tr>
<td>September 12</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>September 18</td>
<td>State of the College Presentation</td>
</tr>
</tbody>
</table>

- **Board receives and completes self-evaluation instrument**
- **5-Year Construction Plan**
- **Student Equity/3SP and Basic Skills Update**
- **Tentative Budget**
- **Marketing & Communication Videos**
- **Vice Presidents Evaluations (3)**
- **Board of Trustees Self Evaluation Results**
- **Board Goals 2018-19**
- **Adopted Budget**
- **Guided Pathways Update**
<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October 11</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 24-27</td>
<td>ACCT Leadership Congress</td>
<td>New York City</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>November 12</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 14</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 15-17</td>
<td>CCLC Annual Convention</td>
<td>Rancho Mirage, CA</td>
</tr>
<tr>
<td></td>
<td>November 22-23</td>
<td>HOLIDAY – COLLEGE CLOSED</td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td>December 12</td>
<td>Regular Board Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dec. 25 – Jan 1</td>
<td>Winter Break – College Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Board Interview Presidential Search Consultants
- Online Education Presentation
- 3SP/Student Equity & Basic Skills Update
- Approval of Board Goals 2018-19
- Bond and Financial Audit
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTD (Apr-June 2018)</th>
<th>TTD (FY04-05 to FY17-18)</th>
<th>Budget</th>
<th>TTD Expense vs Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect Services - Master Plan</td>
<td>0</td>
<td>320,895</td>
<td>328,000</td>
<td>98%</td>
</tr>
<tr>
<td>Architect Services - AJ Building Programming</td>
<td>0</td>
<td>1,376,453</td>
<td>1,382,795</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - Santa Fe Springs Reg Train C</td>
<td>0</td>
<td>168,719</td>
<td>184,130</td>
<td>92%</td>
</tr>
<tr>
<td>Architect Services - LRC - Bond Portion</td>
<td>0</td>
<td>204,097</td>
<td>250,000</td>
<td>82%</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>0</td>
<td>877,822</td>
<td>887,400</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Child Care Center</td>
<td>0</td>
<td>81,521</td>
<td>85,000</td>
<td>96%</td>
</tr>
<tr>
<td>Architect Services - Master Plan Oversee</td>
<td>0</td>
<td>50,190</td>
<td>65,000</td>
<td>77%</td>
</tr>
<tr>
<td>Architect Services - Pedestrian Bridge</td>
<td>0</td>
<td>104,325</td>
<td>105,000</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Disabled Access/Stairs/Ramps</td>
<td>0</td>
<td>568,718</td>
<td>577,300</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Student Services/Student Union</td>
<td>0</td>
<td>1,873,280</td>
<td>1,894,833</td>
<td>99%</td>
</tr>
<tr>
<td>Architect Services - Maintenance Facility</td>
<td>0</td>
<td>65,000</td>
<td>65,000</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - Applied Tech Remodeling</td>
<td>0</td>
<td>209,284</td>
<td>216,000</td>
<td>97%</td>
</tr>
<tr>
<td>Architect Services - El Monte</td>
<td>0</td>
<td>292,717</td>
<td>293,495</td>
<td>100%</td>
</tr>
<tr>
<td>Architect Services - L Tower</td>
<td>12,323</td>
<td>241,921</td>
<td>900,000</td>
<td>27%</td>
</tr>
<tr>
<td>Architect Services - Business Education Remodel</td>
<td>0</td>
<td>11,550</td>
<td>78,500</td>
<td>15%</td>
</tr>
<tr>
<td>Architect Services - Science Bldg</td>
<td>0</td>
<td>190,250</td>
<td>288,500</td>
<td>66%</td>
</tr>
<tr>
<td>Architect Services - Security Digital Video Surveillance</td>
<td>0</td>
<td>48,640</td>
<td>48,640</td>
<td>100%</td>
</tr>
<tr>
<td>Facilities Planning Consultant</td>
<td>0</td>
<td>605,549</td>
<td>608,340</td>
<td>100%</td>
</tr>
<tr>
<td>Consultants</td>
<td>0</td>
<td>1,174,881</td>
<td>1,300,000</td>
<td>90%</td>
</tr>
<tr>
<td>Tree Consultant</td>
<td>0</td>
<td>34,063</td>
<td>40,000</td>
<td>85%</td>
</tr>
<tr>
<td>Geo Tech Services</td>
<td>42,352</td>
<td>1,415,793</td>
<td>1,450,000</td>
<td>98%</td>
</tr>
<tr>
<td>Seismic Consultant</td>
<td>0</td>
<td>177,386</td>
<td>177,400</td>
<td>100%</td>
</tr>
<tr>
<td>Surveyors</td>
<td>0</td>
<td>635,283</td>
<td>750,000</td>
<td>85%</td>
</tr>
<tr>
<td>Infrastructure Design /Central Plant /South Access Road</td>
<td>0</td>
<td>2,328,873</td>
<td>2,413,789</td>
<td>96%</td>
</tr>
<tr>
<td>Marketing Promotion Services (incl printing, fliers, postage)</td>
<td>0</td>
<td>1,081,050</td>
<td>1,086,365</td>
<td>100%</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>QTD (Apr-June 2018)</td>
<td>TTD (FY04-05 to FY17-18)</td>
<td>Budget</td>
<td>TTD Expense vs Budget %</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>----------------------</td>
<td>---------------------------</td>
<td>--------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Labor Admin &amp; Compliance Services</td>
<td>8,122</td>
<td>1,355,846</td>
<td>1,435,000</td>
<td>94%</td>
</tr>
<tr>
<td>Information Tech Svc Consultant</td>
<td>0</td>
<td>406,625</td>
<td>465,000</td>
<td>87%</td>
</tr>
<tr>
<td>LRC - Bond Portion - Demolition &amp; Construction</td>
<td>0</td>
<td>9,749,289</td>
<td>10,000,000</td>
<td>97%</td>
</tr>
<tr>
<td>South Whittier Facility- STARS Center</td>
<td>0</td>
<td>3,081,854</td>
<td>3,125,000</td>
<td>99%</td>
</tr>
<tr>
<td>Student Services/Student Union/Quad</td>
<td>0</td>
<td>19,744,001</td>
<td>19,900,000</td>
<td>99%</td>
</tr>
<tr>
<td>Swing Space</td>
<td>14,544</td>
<td>1,560,727</td>
<td>1,600,000</td>
<td>98%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>3,528</td>
<td>876,640</td>
<td>1,000,000</td>
<td>88%</td>
</tr>
<tr>
<td>Professional Fees - Audit</td>
<td>0</td>
<td>104,418</td>
<td>250,000</td>
<td>42%</td>
</tr>
<tr>
<td>Advertising Services (Bid Projects)</td>
<td>0</td>
<td>259,106</td>
<td>270,000</td>
<td>96%</td>
</tr>
<tr>
<td>Primary Election Fees</td>
<td>0</td>
<td>206,913</td>
<td>210,000</td>
<td>99%</td>
</tr>
<tr>
<td>Public Transportation Pass</td>
<td>0</td>
<td>99,592</td>
<td>100,000</td>
<td>100%</td>
</tr>
<tr>
<td>RHPMT - Services</td>
<td>0</td>
<td>12,067,071</td>
<td>12,110,000</td>
<td>100%</td>
</tr>
<tr>
<td>Del Terra - PM Services</td>
<td>21,512</td>
<td>2,029,949</td>
<td>3,144,746</td>
<td>65%</td>
</tr>
<tr>
<td>Del Terra - DSA Certification</td>
<td>0</td>
<td>270,300</td>
<td>272,100</td>
<td>99%</td>
</tr>
<tr>
<td>RHPMT - Office Equipment &amp; Supplies</td>
<td>559</td>
<td>397,177</td>
<td>534,174</td>
<td>74%</td>
</tr>
<tr>
<td>RHPMT - Imaging Software/Hardware</td>
<td>0</td>
<td>13,830</td>
<td>15,000</td>
<td>92%</td>
</tr>
<tr>
<td>URS Corp - CA Environ Qty Services</td>
<td>0</td>
<td>338,686</td>
<td>345,147</td>
<td>98%</td>
</tr>
<tr>
<td>Applied Technology - Bond Portion</td>
<td>0</td>
<td>4,099,859</td>
<td>4,150,000</td>
<td>99%</td>
</tr>
<tr>
<td>El Monte Center</td>
<td>0</td>
<td>4,703,798</td>
<td>4,800,000</td>
<td>98%</td>
</tr>
<tr>
<td>Santa Fe Springs - Phase II</td>
<td>0</td>
<td>1,191,855</td>
<td>1,250,000</td>
<td>95%</td>
</tr>
<tr>
<td>Santa Fe Springs - Phase III</td>
<td>0</td>
<td>2,178,982</td>
<td>2,200,000</td>
<td>99%</td>
</tr>
<tr>
<td>Santa Fe Springs Fire Tech Land Purchase</td>
<td>0</td>
<td>5,491,832</td>
<td>5,600,000</td>
<td>98%</td>
</tr>
<tr>
<td>Construction Mgmt - Central Plant &amp; Infrastructure</td>
<td>0</td>
<td>1,269,766</td>
<td>1,270,000</td>
<td>100%</td>
</tr>
<tr>
<td>Inspection &amp; Testing Services</td>
<td>29,770</td>
<td>4,040,198</td>
<td>4,400,000</td>
<td>92%</td>
</tr>
<tr>
<td>Building Connection Repair</td>
<td>0</td>
<td>483,589</td>
<td>496,270</td>
<td>97%</td>
</tr>
<tr>
<td>Maintenance Facility Addition</td>
<td>0</td>
<td>1,761,526</td>
<td>2,500,000</td>
<td>70%</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>QTD</td>
<td>TTD</td>
<td>Budget</td>
<td>TTD Expense vs Budget</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------</td>
<td>-------------------</td>
<td>----------</td>
<td>-----------------------</td>
</tr>
<tr>
<td></td>
<td>(Apr-June 2018)</td>
<td>(FY04-05 to FY17-18)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RHC Parkway - Phase 1</td>
<td>0</td>
<td>328,429</td>
<td>350,000</td>
<td>94%</td>
</tr>
<tr>
<td>AJ - New Building</td>
<td>0</td>
<td>12,171,426</td>
<td>12,200,000</td>
<td>100%</td>
</tr>
<tr>
<td>Central Plant &amp; MEP</td>
<td>0</td>
<td>12,180,554</td>
<td>12,500,000</td>
<td>97%</td>
</tr>
<tr>
<td>Site Infrastructure</td>
<td>0</td>
<td>14,372,502</td>
<td>14,500,000</td>
<td>99%</td>
</tr>
<tr>
<td>Pedestrian Bridge</td>
<td>0</td>
<td>996,337</td>
<td>1,000,000</td>
<td>100%</td>
</tr>
<tr>
<td>PE Complex - Bond Portion</td>
<td></td>
<td>34,630</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts - Bond Portion</td>
<td>0</td>
<td>14,101,574</td>
<td>14,498,000</td>
<td>97%</td>
</tr>
<tr>
<td>Wray Theater/Campus Inn Remodel - Bond Portion</td>
<td>0</td>
<td>405,747</td>
<td>500,000</td>
<td>81%</td>
</tr>
<tr>
<td>Lower/Upper Tier Steps</td>
<td>0</td>
<td>0</td>
<td>500,000</td>
<td>0%</td>
</tr>
<tr>
<td>Landscape</td>
<td>0</td>
<td>1,014,105</td>
<td>1,286,756</td>
<td>79%</td>
</tr>
<tr>
<td>Veterans Memorial</td>
<td>0</td>
<td>2,897,026</td>
<td>3,110,000</td>
<td>93%</td>
</tr>
<tr>
<td>Rio Plaza</td>
<td>0</td>
<td>87,975</td>
<td>90,000</td>
<td>98%</td>
</tr>
<tr>
<td>Bookstore/Printing</td>
<td></td>
<td>8,390</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pico Rivera Education Center</td>
<td>0</td>
<td>163,224</td>
<td>3,200,000</td>
<td>5%</td>
</tr>
<tr>
<td>Nursing &amp; Health Programs Facilities</td>
<td>0</td>
<td>1,397,288</td>
<td>1,500,000</td>
<td>93%</td>
</tr>
<tr>
<td>L-Tower Seismic Retrofit</td>
<td>0</td>
<td>1,635,501</td>
<td>2,000,000</td>
<td>82%</td>
</tr>
<tr>
<td>Nursing &amp; Health Programs Facilities</td>
<td>38,096</td>
<td>752,973</td>
<td>800,000</td>
<td>94%</td>
</tr>
<tr>
<td>Misc-Bond Cost of Issuance</td>
<td></td>
<td>3,369</td>
<td>1,000,000</td>
<td>0%</td>
</tr>
<tr>
<td>Misc-Related Conference/Travel</td>
<td>1,050</td>
<td>40,689</td>
<td>80,000</td>
<td>51%</td>
</tr>
<tr>
<td>Misc-Related Conference/Travel</td>
<td>0</td>
<td>15,174</td>
<td>50,000</td>
<td>30%</td>
</tr>
<tr>
<td>PROJECT Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgrade Campus Lighting &amp; Alarm Systems</td>
<td>0</td>
<td>553,837</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace/Repair Bldg. Components</td>
<td>0</td>
<td>572,554</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P9 Campus Wide Efficiency Repairs</td>
<td>0</td>
<td>762,276</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P10 Campus Bldg. Improvements</td>
<td>0</td>
<td>618,599</td>
<td>4,000,000</td>
<td>63%</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>TTD Expense</td>
<td>QTD</td>
<td>TTD (FY04-05 to FY17-18)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------</td>
<td>-----</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>P13 Roadway/Grounds Improve</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P15 Campus Equipment &amp; Furnishings</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P15 Facilities Master Plan, Impact Reports, Soil Testing</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P17 Relocation/Acquisition - Temporary Facilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P11 ITS-Network Implementation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P11 ITS-Computer Purchase</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P11 MIS Software/ Hardware &amp; Implementation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P11 Misc - ITS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>P11 Voice Over IP</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td>214,875</td>
<td>176,742,759</td>
<td>192,482,680</td>
<td></td>
</tr>
</tbody>
</table>

As of 06/30/18
(Bond Measure "A"

Rio Hondo Community College District
Board of Trustees Regular Meeting

September 12, 2018
Minutes

39