

# HARTNELL COMMUNITY COLLEGE DISTRICT

## Board of Trustees –Annual Organizational and Regular Meeting November 29, 2011

### TIME/PLACE

411 Central Avenue, Salinas - **CALL Building, Room 208**

**5:00 p.m.** – PUBLIC HEARING ON 50% LAW

ANNUAL ORGANIZATIONAL, REGULAR MEETING, AND CLOSED SESSION TO FOLLOW

#### Board of Trustees

*Erica Padilla-Chavez, President*

*Kevin Healy, Vice President*

*Candi DePauw, Patricia Donohue, Bill Freeman,*

*Elia Gonzalez-Castro, Ray Montemayor*

*Juan M. Gutierrez, Student Trustee*

*Dr. Phoebe Helm, Superintendent/President, Secretary to the Board*

The Board of Trustees welcomes you to its meetings. The agenda and supporting documents are on the college's website at [www.hartnell.edu/board](http://www.hartnell.edu/board). Contracts requiring approval of the Board on this agenda are available to view in the President's Office. Typically, the agenda consists of the following:

- A. CONSENT AGENDA: These matters include routine administrative and financial actions and normally approved by a single majority vote.
- B. REGULAR AGENDA: Action Items: These items include significant administrative and financial actions classified by departmental areas and approved by majority vote for each item. Information Items: These items include presentations to the Board and items for discussion prior to Board action, normally taken at the next meeting.
- C. CLOSED SESSION: In accordance with Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6, the Board of Trustees may meet in Closed Session to consider legal, personnel, labor, and/or contract matters.

INDIVIDUALS DESIRING TO ADDRESS THE BOARD: Any member of the audience desiring to address the Board should complete and submit to the Clerk prior to the meeting, if possible, a Speaker Request Form, available at the door. When the item PUBLIC COMMENTS is taken, the Board President will recognize those who have filled out a Speaker Request Form in the order in which they are received. The Board President may limit the time of presentation to three minutes per speaker, and a maximum of fifteen minutes. Pursuant to Board Policy 1025, members of the public shall also be able to address the Governing Board regarding items on the agenda as those items are taken up. Following public comment, the Board President will limit discussion to the Board only.

MISSION STATEMENT: Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.

ACCOMMODATIONS: All meeting locations are wheelchair accessible. The following services are available when requests made by 4:00 p.m. of the Wednesday before the Board meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes; assistive listening devices. Please contact, the Office of the President at (831) 755-6900, if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.

## **I. PUBLIC HEARING ON 50% LAW**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. OPEN PUBLIC HEARING
- E. PRESENTATION ON 50% LAW – *C. M. Brahmhatt*
- F. PUBLIC COMMENTS ON 50% LAW – (Three minutes maximum per person)
- G. CLOSE PUBLIC HEARING
- Action H. APPROVE REQUEST FOR EXEMPTION
- I. RECOGNIZE THE 2011 LIVING BREATH FOUNDATION BOWL CHAMPIONS
- J. PUBLIC COMMENTS (3 minutes maximum person)

## **II. AUDIT REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2011**

- A. PRESENTATION - *Gema M. Ptasinski, CPA – Vicenti, Lloyd, & Stutzman LLP*
- Action B. ACCEPT INDEPENDENT AUDITOR’S REPORT FOR YEAR ENDING JUNE 30, 2011  
Accept the Independent Auditor’s Report for the year ending June 30, 2011. The reports for 2010-2011 include all funds: 1) General (restricted and unrestricted), 2) Hartnell College Foundation, 3) Measure H Capital Bond Funds, and four (4) Performance Audits.

## **III. ANNUAL ORGANIZATION – BOARD OF TRUSTEES**

- A. SWEARING IN OF TRUSTEES  
Administer Oath of Office to recently elected Trustees to serve four-year terms, effective December 2, 2011 in accordance with Education Code 72000, et.seq.
- (10 minutes) **BREAK**
- Action B. ELECTION OF OFFICERS  
Elect officers to the Board of Trustees for the 2012 calendar year.
- Action C. APPOINTMENT OF REPRESENTATIVES TO STANDING ORGANIZATIONS  
Appoint one representative to the Sunrise House and one representative to the Monterey County School Boards Association for calendar year 2012.
- Action D. DESIGNATION OF 2012 BOARD MEETING DATES AND TIMES  
Set dates and times of Board meetings for the 2012 calendar year.
- Roll-call E. RESOLUTION 11:13, AUTHORIZING SIGNATURE OF BOARD SECRETARY  
Adopt Resolution 11:13, Authorizing Signature of Board Secretary to sign all appropriate documents.
- Roll-call F. RESOLUTION 11:14, INAPPRECIATION OF OUTSTANDING PUBLIC SERVICE  
Adopt Resolution 11:14, In appreciation of outstanding public service for Trustee Healy.

**IV. REGULAR SESSION**

**PUBLIC COMMENTS**

Fifteen minutes (three-minute maximum per person) set aside to receive public comments on closed session and public session, or items not on the public session agenda, but within the jurisdiction of the Board.

**V. CONSENT AGENDA**

**A. MINUTES**

Adopt minutes of Regular Meeting of November 1, 2011 and Special Meeting of November 15, 2011.

**B. DISBURSEMENTS**

Ratify disbursements from any or all of the following funds: general; debt service; bookstore; child development; capital outlay projects; scheduled maintenance; property acquisition; bond projects; cafeteria; self-insurance; retirees health benefits; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

**C. CURRICULUM**

Ratify the recommendations from Curriculum Committee actions for the period of October 6 through October 20, 2011.

**D. LETTER OF AGREEMENT WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

Ratify the 2011-2012 Letter of Agreement between Hartnell College and San Francisco Community College District for the California Early Childhood Mentor Program. This agreement will connect Hartnell College early childhood education students with high quality, experienced early childhood professionals. There are no budget implications. Participants are paid directly from San Francisco Community College District.

**E. AGRICULTURAL LEASE AGREEMENT WITH FRANSCIONI BROTHERS, INC.**

Approve to amend the agricultural lease agreement between Hartnell College and Francioni Brothers, Inc. for Alisal Campus farmland, beginning December 3, 2011 through December 2, 2012. There is no impact to the general fund. Annual rental revenues from property must be placed in the restricted Property Acquisition Fund.

**F. CONTRACT BETWEEN INDEPENDENT AUDITING FIRM VICENTI, LLOYD, STUTZMAN, LLP AND HARTNELL COLLEGE**

Approve to amend the contract by one year with the independent auditing firm Vicenti, Lloyd, and Stutzman, LLP, for financial auditing services through the end of fiscal year 2012. This amendment brings the total contract cost to a not to exceed amount of \$122,560 and extends the end date through December 31, 2012 for the audit of all funds for 2011-12.

**G. CONTRACT WITH UNIVERSAL PROTECTION SERVICES**

Approve to amend the term of the agreement with Universal Protection Services through June 30, 2013, for security services at the Main and Alisal Campuses and at the King City Education Center. The annual cost for these services is not to exceed \$560,000 paid from the general fund.

H. AWARD BID AND AUTHORIZE ADMINISTRATION TO ENTER INTO AGREEMENT WITH KIS GROUP, MOST QUALIFIED BIDDER

Award bid and authorize administration to enter into agreement with KIS Group, most qualified bidder, for campus wide Virtualization and Network Administrative Software Modernization project at a cost of \$631,607 over three phrases, paid from multiple funds.

I. AWARD BID AND AUTHORIZE ADMINISTRATION TO ENTER INTO A CONTRACT FOR THE ALISAL CAMPUS PARKING LOT PROJECT

Award bid and authorize administration to enter into a contract with Perma Green Hyrdoseeding, lowest responsive bidder, for the Alisal Campus Parking Lot Project. The cost of this project is \$831,700, and paid from Measure H funds.

J. STUDENT TRUSTEE TRAVEL

Ratify travel for Student Trustee to attend Statewide Student Trustee Meeting on November 4, 2011 at the San Jose Fairmont Hotel. Reimbursement included one night's lodging, mileage reimbursement, and meals.

K. PERSONNEL ACTIONS

Approve and/or ratify Personnel Actions (included in packet).

**VI. ACTION ITEMS**

A. BUDGET REVISIONS

Approve the budget revisions numbered 9493 to 9525.

B. AWARD EMPLOYEES A ONE-TIME STIPEND

Award employees a one-time stipend of 2%.

C. AWARD A PROFESSIONAL SERVICES CONTRACT

Award a Professional Services Contract to conduct a national search.

**VII. INFORMATION ITEMS**

A. UPDATE ON CURRENT CONSTRUCTION PROJECTS

Receive the written report on current construction projects.

B. FINANCIAL STATEMENTS

Receive financial statements for period ending October 31, 2011.

C. FIRST READING – BOARD POLICY

Review first reading of revised Board Policy 1010, Annual Organizational Meeting and Officers of the Board.

D. REPORTS FROM SENATES

Receive oral reports from Student, Academic, and Classified Senates on matters of interest to the college.

E. REPORT FROM SUPERINTENDENT/PRESIDENT

F. REPORTS FROM BOARD OF TRUSTEES

**VIII. CLOSED SESSION**

Items discussed in Closed Session may include, legal, personnel, labor, and/or contract matters authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957, and/or 54957.6.

1. Conference with Legal Counsel - Anticipated Litigation - Significant exposure to litigation pursuant to Section 54956.9(b): One case

**IX. RECONVENE PUBLIC SESSION**

A. REPORT OUT FROM CLOSED SESSION, IF ANY

B. ANNOUNCEMENT OF NEXT MEETINGS

1. Board Development Meeting – December 6, 2011, 5 p.m., CALL, Room 208
2. Board Development Meeting – December 13, 2011, 5 p.m., CALL, Room 208
3. Regular Board Meeting – January 24, 2012, 5 p.m., CALL, Room 208

**X. ADJOURNMENT**

Adjourn the meeting.