

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
Board Room (CAB-112)
February 3, 2009

- OPEN SESSION** Trustee Donohue called the meeting of Board of Trustees of Hartnell Community College District to order at 5:03 p.m.
- ROLL CALL** Patricia Donohue, President
Kevin Healy, Vice President
Elia Gonzalez-Castro
Juan Martinez (arrived prior to Closed Session)
Brad Rice
Armando Cortes, Student Trustee (advisory vote per Board Policy 1030)
Phoebe K. Helm, Superintendent-President/Board Secretary
- ABSENT** Bill Freeman
- ADOPT AGENDA** On a motion by Trustee Healy, seconded by Trustee Rice, vote of 4-0, and vote of Aye (Cortes), the Board approved of the agenda.
- DISCLOSURE OF CLOSED SESSION ITEMS** Trustee Donohue disclosed items for Closed Session as authorized per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.
- PUBLIC COMMENTS REGARDING CLOSED SESSION** There were no public comments on the Closed Session items.
- MOVED TO CLOSED SESSION** The Board of Trustees of Hartnell Community College District, Superintendent/President, Dr. Phoebe K. Helm moved to Closed Session at 5:04 p.m. to consider legal, personnel, labor, and/or contract matters authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.
- RECONVENED OPEN SESSION** Trustee Donohue reconvened the meeting at 6:03 p.m.
- PLEDGE OF ALLEGIANCE** Trustee Gonzalez-Castro led the Pledge of Allegiance.
- REPORT OUT FROM CLOSED SESSION** Trustee Donohue reported that there was no action to report out, but that, by consensus, the Board gave the Superintendent/President direction to explore cost-cutting measures, including early retirement incentives, and to bring those recommendations to the Board at the March meeting.

PUBLIC COMMENTS ON OPEN SESSION ITEMS

Paul Gutierrez, Representative, International Brotherhood of Electrical Workers, invited the Board and others interested, to a renewable energy conference on March 13, 2009, 11:00 a.m. – 2 p.m., Monterey Conference Center, Monterey.

PUBLIC HEARING – NOTICE OF INTENT TO PROPOSE CHANGES TO CONFLICT-OF-INTEREST CODE

Trustee Donohue opened the Public Hearing to receive public comments on the intent to propose changes to the Conflict of Interest Code due to the reorganization of the college. At their regular meeting of January 13, 2009, the Board reviewed the proposed changes and opened the 45 day written public comment period.

Dr. Helm clarified that is not a new code, but the hearing is required to enable the Board to list appropriate titles of employees who must comply with the Conflict of Interest Code current.

There were no public comments.

PRESENTATIONS
Bond Oversight Committee

Damon Felice, Felice Consulting Services, gave an update on the college’s current construction projects. The entire report can be found at: http://www.hartnell.edu/board/packets/February_2009_Board_Packet.pdf.

In addition, Mr. Felice stated that the Alisal Campus web-cam is now available on the college’s website: <http://www.hartnell.edu/h/>.

BOARD DEVELOPMENT

The Board received revisions to Board Policies 3100 to 3150 submitted by Dr. Greg Peterson, Associate Vice President. The policies are in draft form and will be vetted through the Student Senate. The Board will review the policies and forward all questions, by email, to Dr. Helm. It is anticipated the first reading of these policies will be at the March meeting. Dr. Helm suggested Trustee Cortes work with Dr. Peterson and further suggested a blog be created to allow students to review and comment.

BOARD’S GOALS FOR THE COLLEGE
Accreditation
Finances
Communication

The Board’s Goals for the College were addressed in the President’s Report, which can be found at the college’s website:

http://www.hartnell.edu/board/packets/Presidents_Report.pdf.

CONSENT ACTION ITEMS

On a motion by Trustee Rice, seconded by Trustee Healy, vote 5-0 and vote of Aye (Cortes), the Board approved Consent Action Items H through I.

ITEMS PULLED FOR DISCUSSION

Trustee Martinez pulled for further discussion Items A., Minutes of Regular Meeting January 13, 2009 and C., Board Policies

A. MINUTES

Approved the Minutes of January 13, 2009 as revised. The revision included a more accurate statement made by Trustee Martinez, Page 2, Presentations.

B. DISBURSEMENTS

Ratified 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. FINAL APPROVAL – BOARD POLICY REVISIONS** Approved second and final reading of Board Policies 3000, Admission Policy 3005, Open Enrollment and Registration, 3010, Readmission of Academically Dismissed College Students, 3030, Admission of International Students (F-1 Visa), 3035, Special Admission Policy, 3040, Attendance Policy, 3045, Audit Policy.
- Trustee Martinez asked for further clarification on policies 3000, 3035 and 3040.
- Initially, policies 3035 and 3040 were pulled from second and final reading. After further discussion, Trustee Martinez stated his intention was to receive further clarification and the policies were approved as revised.
- D. SUB-AWARD FOUNDATION – CSUMB** Accepted the sub-award grant from the Foundation of California State University, Monterey Bay from the College Cost Reduction and Access Act (CCRAA), a Hispanic Serving Institution Grant. The objective is to increase the number of transfer students to California State University, Monterey Bay from Hartnell College in science, technology, engineering, and math majors. The amount awarded is \$100,000.
- E. CA COMMUNITY COLLEGE CAREER PATHWAY PROJECT FOR YOUTH** Accepted an award from the Chancellors Office, California Community Colleges Career Pathways Projects program to implement a Hartnell College Youth Entrepreneurship program through its Business Assistance Center (formerly known as the Small Business Development Center). The term is December 1, 2008 to January 31, 2010 for \$50,000.
- F. BAY PROPERTY MANAGEMENT AGREEMENT 2009-10** Approved a renewal agreement between Bay Property Management and Hartnell College for rental properties effective February 4, 2009 through February 5, 2010. Cost of services provided equals 10% of total rent collected each month.
- G. CURRICULUM COMMITTEE** Ratified recommendations from the Curriculum Committee.
- H. FACILITIES USE AGREEMENT – A.U.S.D.** Approved the facilities use agreement with the Alisal Union School District for a pilot non-credit ESL class for adults at Bardin Elementary School. The term of the agreement is March 5, 2009 to June 4, 2009. There is no cost to the district.
- I. PERSONNEL ACTIONS** Approved and/or ratified personnel actions. (Appendix A)
- Dr. Helm congratulated Ms. Liz Estrella, who has been serving as Interim Dean, Development Education since last fall. Through the Board’s actions this evening, Ms. Estrella moved to the position permanently, based on the recommendation of the hiring committee. In addition, Beverly Grova, Vice President, introduced Jacqueline Cruz-Ortega, as the Foundation Office’s Development Officer, a privately funded position. Also, Ms. Grova announced that Ms. Cruz-Ortega was selected as Citizen of the Year by the Salinas Chamber of Commerce.
- Dr. Ryan, Dean of Nursing, introduced MaryAnne Hultgren, Retention Specialist for nursing students.

At this time, Trustee Gonzalez-Castro left the meeting due to a previous engagement.

ACTION ITEMS

- A. BUDGET REVISIONS** On a motion by Trustee Healy, seconded by Trustee Martinez, roll-call vote of 4-0 and vote of Aye (Cortes), the Board approved budget revisions numbered 8007 to 8064.
- B. ACCREDITATION PROGRESS REPORT** Trustee Donohue stated the Board received a draft of the Accreditation Progress Report, and that the faculty and staff have through February 4th to provide comments. She reminded the Board that she and Trustee Freeman agreed to work on the final draft before mailing to the Accrediting Commission.
- On a motion by Trustee Healy, seconded by Trustee Martinez, roll-call vote of 4-0 and vote of Aye (Cortes), the Board approved the March 1, 2009 Accreditation Progress Report for submission to the Western Association of Schools and College – Accrediting Commission for Community and Junior Colleges.
- Dr. Helm stated due to the timing and input from faculty and staff there may be substantive change to the report. Thus, prior to mailing it will be reviewed by Trustees Donohue and Freeman. Final copies will be mailed to the Board at the time it is mailed to the Accrediting Commission. Dr. Helm thanked Dr. Rose for her work and leadership.
- C. CCFS-311Q FOR PERIOD ENDING DEC. 31, 2008** On a motion by Trustee Healy, seconded by Trustee Cortes, roll-call vote of 4-0 and vote of Aye (Cortes), the Board accepted the required State Report: Quarterly Financial Status Report (CCFS311Q) for quarter ended December 31, 2008.

INFORMATION ITEMS

- FINANCIAL STATEMENTS** The Board received the Financial Statements for period ending December 31, 2008.
- SENATE REPORTS** Academic Senate: Nancy Schur, Vice President, introduced herself and stated she had nothing to report.
- Classified Senate: Joanne Trevino, Member, introduced herself, stated the Senate has appointed a representative to the AVP, Career and Economic Development hiring committee; that Lourdes Sanchez has stepped down as Classified Senate President; that the Senate would be meeting soon to discuss her replacement, and would update the Board next month.
- Student Senate: None.
- President's Report** Dr. Helm reported on matters of interest to the College, which included accreditation, assessment/planning model, enrollment, budget, and updates

regarding spring semester. Dr. Helm's report can be found on the college's website:

http://www.hartnell.edu/board/packets/Presidents_Report.pdf.

BOARD COMMUNICATION

Trustee Cortes

Trustee Cortes expressed his appreciation at being included in the MISA workshops and thanked the faculty and staff for their work on the reorganization of the college, registration, and for their commitment to the FELI training.

Trustee Donohue
Distinguished
Alumnus/Alumna Award

Trustee Donohue announced the Board is seeking nominations for the Distinguished Alumnus/Alumna Award. The applications are available in the President's Office.

**FUTURE AGENDA
ITEMS**

Trustee Martinez – Presentation on Alisal Campus Land Exchange.

ADJOURNMENT

On a motion by Trustee Donohue, seconded by Trustee Martinez, vote of 4-0 and vote of Aye (Cortes), the Board adjourned the meeting at 7:03 p.m. in honor of Mr. Eric Price for his on-going commitment in taping board meetings.

NEXT MEETING

The next regular Board of Trustees Meeting is scheduled on March 10, 2009, 5:00 p.m., Hartnell Community College, Governing Board Room (CAB-112), 411 Central Avenue, Salinas.

Patricia Donohue
Board of Trustees President

Phoebe K. Helm
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 3, 2009 BOARD MEETING:

I. Classification and Compensation

- A. Ratify reclassification for Jesse Asinas from Clerical Assistant, Step E, to Administrative Assistant (#CC-1), Step E, effective retroactively to August 27, 2008. Reclassification addresses the reorganization of the Maintenance Department.
- B. Ratify revised job description, title, and reduce salary range, for vacant classified management position from Director of Small Business Development Center, Range VIII, to Director of Business Assistance Center (BAC) at Hartnell College (Grant Funded) (#A-39), Range IX. Revisions reflect the change to a new center name and subsequent work responsibilities and to a lower pay range consistent with funding constraints. This is a grant-funded position and will have no impact on the general fund budget. (Job Description attached as Supplement HR-1).

II. Appointments

- A. Approve appointment of regular management personnel:
 - 1. Elizabeth Estrella, Dean of Developmental Education (#A-45), Step B, effective February 4, 2009. Ms. Estrella has been serving as Interim Dean of Developmental Education since August 2008.
- B. Ratify interim assignment to Management position:
 - 1. Molly Lewis, Interim Director of Community Collaboratives and Articulation (#A-51), Step A, effective January 1, 2009.
- C. Ratify appointment of part-time instructors for Spring Semester 2009:
 - 1. Gerardo Aleu, Math
 - 2. Youssef Arbab, ESL
 - 3. Alejandro Arce, Photography
 - 4. Michael Branstetter, Math
 - 5. Gabriel Bravo, Counseling
 - 6. Catherine Bruno, Psychology
 - 7. Susanne Burns, Theatre Arts
 - 8. Bobby Carrillo, Administration of Justice
 - 9. Amy Cavaluna, Counseling
 - 10. Allison Clark, Psychology
 - 11. Jenny H. Cogswell, English as a Second Language
 - 12. Yvonne D. Eaton, English as a Second Language
 - 13. Julia Edgcomb, Psychology
 - 14. Steve Ettinger, Music
 - 15. William Faulkner, Music
 - 16. Marilu Flores, Spanish
 - 17. James D. Frye, ESL
 - 18. Nora Gaisi, Sociology
 - 19. Richard Givens, Counseling

20. Louthea Griffin, English as a Second Language
21. Elvia Guzman-Garnica, Counseling
22. Robert Hale, Meteorology
23. Lawrence Harris, Political Science
24. Kristy Holland, History
25. Michael Holmes, Biology
26. Dina Hooks, Counseling
27. Michael Hooper, English
28. Susan Horcajo, Speech & Spanish
29. Park Jaeduck, English as a Second Language
30. Benjamin Jimenez, Administration of Justice
31. John J. Jones III, Drafting Technology
32. Adam Littig, Mathematics
33. Jose C. Lopez, Business
34. Patricia Lopez, Counseling
35. Alfred Martinez, Administration of Justice
36. Ernest Mercuri, Political Science
37. Dennis Merrill, Health Services
38. Ann Merville, Anthropology
39. Michael McNamara, Sociology
40. Judith Mora, English as a Second Language
41. Ann Myhre, Art
42. Samuel Pacheco, History
43. William Paisley, English
44. Martha Pantoja, Counseling
45. Michael Parker, Administration of Justice
46. Elizabeth Ramirez, Counseling
47. Kimie Sasaki, Physical Education
48. Susan Sisson, English as a Second Language
49. Muhammad Syed, English as a Second Language
50. Gemma Uribe-Cruz, Counseling
51. Cheryl J. Victorino, English as a Second Language
52. Henry Wong, Business
53. Paul Yun, English
54. Bushra H. Zaidi, English as a Second Language
55. Emilia Zuniga, Counseling

D. Ratify appointment of Professional Experts:

1. Cassidy Porter, \$50.00/hr, to provide instruction for the Department of Social Services (DSES), Career and Economic Development, December 1, 2008 to June 10, 2009.
2. Sean Senechal, \$30.00/hr, to provide Supplemental Instruction for students in Animal Health Technology, Academic Learning Center, August 28, 2008 to December 19, 2008.
3. Nora Torres-Zuñiga, \$50.00/hr, to provide translation services for Department of Social Services (DSES), Career and Economic Development, December 1, 2008 to June 10, 2010.
4. Cruz Warwick, \$20.00/hr, to provide musical accompaniment for the Music Department,

August 18, 2008 to December 19, 2008.

E. Ratify volunteers:

1. Stephen Teresa, Physical Education
2. Michael Ward, Physical Education
3. Lyle Weese, Physical Education
4. Sierra Weese, Physical Education

III. Special Projects and Stipends

A. Ratify Special Project Agreement Payments:

1. Daniel Perez, \$1,027.36, to develop English lab curriculum to support English classroom instruction, June 10, 2008 – August 17, 2008.
2. Ken Rand, \$65 per hour, 7 hours per week for 22 weeks, to manage the CCRAA Grant as the Math Co-Director, January 5, 2009 – June 4, 2009.
3. Mary Young-Breuleux, \$57 per hour not to exceed 150 hours, to assist with administrative duties assigned by the Director of Nursing, July 1, 2008-August 18, 2008.
4. Stephanie Snell, \$47.86/hr, to assist primary faculty in conducting Nursing Skills laboratory sessions/testing, and to act as proctor for testing and student ratio requirements, Nursing Department, October 11, 2008 to December 19, 2008.
5. Alicia Steinhardt, \$65 per hour not to exceed \$16,380, to manage the CCRAA grant as the Science Co-Director, January 26, 2009 to June 4, 2009.
6. Frank Alvarado, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
7. Ferdinand Victoriano, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
8. Carlos Volpini, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
9. Pat Young, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.

**DIRECTOR, BUSINESS ASSISTANCE CENTER (BAC) AT HARTNELL COLLEGE
(GRANT-FUNDED)**

DEFINITION

Under the administrative direction of the Associate Vice President for Career and Economic Development, responsible for the coordination and supervision of activities of the Business Assistance Center; provides in-depth consulting services and formal and informal training to current and prospective local/regional small business owners/entrepreneurs with regard to business management practices; facilitates regional business creation, retention, and expansion; interacts with Federal, State, and local governmental economic development agencies; and does related work, as required.

SIGNIFICANT RESPONSIBILITIES

Coordinate the development and delivery of programs and services designed to assist area current and future businesses, owners, and workforces to be successful.

Constantly evaluate the business assistance needs of the region and implement new programs and/or changes to existing programs, as necessary.

Participate in activities of other related components of Hartnell College, as feasible and appropriate. Look to involve and leverage current and future campus-wide college services, educational offerings, faculty, staff, and student initiatives related to, or beneficial for, business creation, business success, entrepreneurial development, workforce training, the development of a more competent and prepared labor pool, and the like.

Administer or oversee the successful implementation, service delivery, and timely reporting of related grants and contracts from the Chancellor's Office of the California Community Colleges, participating cities, and other entities that have provided grants, contracts, and/or awards in support of the Business Assistance Center.

Meet with current and/or prospective local/regional small business owners to provide:

- general counseling regarding business management practices,
- specific technical assistance in planning and/or marketing and/or financing, and
- training, educational, mentoring, and related services to assist current and prospective business owners to achieve their business objectives.

Provide additional services to business owners and other cohorts supported by grants and contracts to the Center, such as services directed to youth as part of the Youth Entrepreneurship Program, services directed at the development of a trained and qualified workforce, workplace training, services in conjunction with our area Workforce Investment Board and various Industry Advisory Committees, for example.

Market Center programs by making presentations to local and regional business and civic groups and organizations.

Maintain network of resource business assistance organizations, business professionals, and economic development agencies.

Maintain a database and accessible listing of services, materials, and educational modules designed to assist current and future business owners and entrepreneurs develop and mature those practices and perspectives that sustain business success.

Develop speeches for presentations and/or articles for publication, as necessary.

Facilitate creations of systems and sites for delivery of Center services; facilitates creation of business seminar series offerings.

Prepare and monitor program budgets.

Prepare and/or oversee preparation of reports for the California Community College Chancellor's Office (CCCCO), and other granting or contracting entities, as necessary.

Administer Center client records and operational systems to assure audit readiness.

Orient, train, assign, supervise, coordinate, and monitor work performed by staff; plan and coordinate staff in-service activities for professional growth. Monitor contract compliance of independent contractor consultants retained by the District to provide specific services.

Interpret, apply, communicate, and explain pertinent laws and/or District and/or external agency business and/or other regulations, policies, and procedures, as appropriate.

Participate in various District and community committees as required. Establish and maintain effective and positive relationships with faculty and staff and work collaboratively with Hartnell College departments.

Operate a computer, assigned software & other equipment.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Small business development, management, and operating principles and practices

Public and private sector personnel, management and supervision principles and practices

Budgeting and accounting principles and practices

Modern office management and operational practices and procedures

Business financing and financial principles

Marketing, sales, and public relations concepts, principles, and techniques

Principles of planning and feasibility analysis

Program and contract development, management, and evaluation

Principles and practices of business owner and operator training and mentoring

Principles and practices of workforce training and development

ABILITY TO:

Maintain effective and cooperative working relationships with campus programs and personnel, external funding agencies, area economic agencies and service providers, and the California Community College Chancellor's Office.

Analyze business needs

Provide one-on-one consulting, training, and service provision to small business

Organize workload and prioritize duties

Analyze data and prepare reports, correspondence, and articles for publication

Prepare and conduct oral presentations to small and large groups

Develop and maintain cooperative and effective working relationships with clients, staff, and members of the general public from diverse socioeconomic backgrounds using tact, patience, courtesy and effective listening skills

Communicate effectively orally and in writing

Evaluate and resolve problems

Maintain effective public relations with serviced communities

Use initiative and problem-solving skills in carrying out responsibilities

Work effectively and demonstrate current knowledge of computers and other forms of advanced technology utilized in providing high quality services

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Understand and interpret rules, regulations and laws related to assigned areas.

Prepare and maintain records and reports related to assigned activities.

Train and evaluate the performance of assigned personnel.

Work independently with little direction.

MINIMUM QUALIFICATIONS

A bachelor's degree or higher in any subject (business related coursework or Master's degree desirable).

Five years experience in business consulting, business management, or related program management at a community college, community-based organization or in private industry.

DESIRED QUALIFICATIONS

Business related coursework

Master's degree