

**Adopted**

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Annual Organizational and Regular Meeting of the Board of Trustees  
Hartnell College Board Room – CAB112  
411 Central Avenue  
Salinas, California

December 1, 2009

Prior to the meeting, Dr. Carl Christensen's student, Juan Medrano, beautifully entertained the Board and assembly on his keyboard. Also, Interim Athletic Director, Danny Teresa and Head Coach, Matt Collins, along with members of the football team presented the winning trophies back to Hartnell College for their wins against Monterey Peninsula College and Gavilan College. Director Teresa introduced the team members and stated that in addition to football, the cross country, soccer, and volleyball teams had a "banner" year.

Dr. Helm recognized Trustee Freeman for his support of the Athletic Programs.

**OPEN SESSION**

The meeting was called to order at 5:16 p.m.

**ROLL CALL**

Patricia Donohue, President  
Bill Freeman  
Kevin Healy, Vice President  
Elia Gonzalez-Castro  
Juan Martinez  
Ray Montemayor  
Brad Rice  
Armando Cortes, Student Trustee (advisory vote per Board Policy 1030)  
Phoebe K. Helm, Superintendent-President/Board Secretary

Also present were Trustees-elect Candi DePauw and Erica Padilla Chavez

**AGENDA**

Motion by Trustee Rice, seconded by Trustee Healy, vote of 7-0, and advisory vote of Aye, (Cortes), the Board moved to adopt the agenda.

**RECOGNITION OF  
OUT-GOING  
TRUSTEES**

On a motion by Trustee Healy, seconded by Gonzalez-Castro, vote of 7-0, and advisory vote of Aye (Cortes), the Board adopted Certificates of Appreciation for Trustees Rice and Martinez, each of whom have given twelve years of service to the students, college and community. In addition, Dr. Helm recognized Trustee Rice with a plaque recognizing both he and his father, Bob Rice, as the only father and son simultaneously serving as community college trustees in the nation. Also, she presented a plaque to Trustee Martinez for his efforts and leadership in the Cerney Wall Relief of William Hartnell and Maria Teresa de la Guerra. Trustee Freeman thanked Trustee Martinez for his friendship and presented him with a book and cap in honor of their history as friends dating back several years.

**SWEARING OF NEW TRUSTEES**

As a result of the November 2009 elections and as confirmed by the Registrar of the Monterey County Elections Department, Trustees-elect DePauw and Padilla-Chavez and re-elected Trustee Montemayor were sworn in effective December 4, 2009.

Trustee-elect Candi DePauw (Area 7) was sworn in by Trustee Donohue.

Trustee-elect Erica Padilla-Chavez (Area 6) was sworn in by Mayor Maria Orozco, City of Gonzales.

Trustee Montemayor (Area 5) was sworn in by Fernando Armenta, Monterey County Supervisor.

In accordance with Education Code 72000 and Board Policy 1010, Annual Organizational Meeting and Officers of the Board, the effective term date is December 4, 2009.

**RECESS**

Trustee Donohue announced the Board had no items to discuss in Closed Session and called for a recess to allow new trustees an opportunity to take pictures with family and friends present.

**RECONVENED OPEN SESSION**

Meeting reconvened at 5:53 p.m.

**PLEDGE OF ALLEGIANCE**

Trustee Rice led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments on items on the open session agenda or on items not on the open session agenda, but under the jurisdiction of the Board of Trustees.

**ELECTION OF OFFICERS – 2010**

Dr. Helm opened the floor to accept nominations for the election of officers for 2010.

**President:**

Trustee Rice nominated Trustee Donohue, seconded by Trustee Gonzalez-Castro. Trustee Donohue was elected President on a vote of 7-0.

**Vice President:**

There were two nominations.

Trustee Donohue nominated Trustee Healy, seconded by Trustee Gonzalez-Castro. Trustee Healy was elected Vice President on a vote of 4-3.

Trustee Montemayor nominated Trustee Freeman, seconded by Trustee Martinez. The nomination failed on a vote of 3-4.

**Representative to the Sunrise House:**

Trustee Donohue nominated Trustee Healy, seconded by Trustee Gonzalez-Castro. Trustee Healy was elected the Board’s Representative to the Sunrise House on a vote of 7-0.

**Representative to the Monterey County School Boards Association:**

There were two nominations.

Trustee Gonzalez-Castro nominated Trustee Erica Padilla Chavez, seconded by Trustee Healy. Trustee Padilla Chavez was elected Representative to the Monterey County School Boards Association on a vote of 4-3.

Trustee Freeman nominated Trustee Montemayor, seconded by Trustee Martinez, but the nomination failed on a vote of 3-4.

**DESIGNATION OF  
2010 BOARD  
MEETING  
DATES/TIME**

On a motion by Trustee Rice, seconded by Trustee Montemayor, vote of 7-0, and advisory vote of Aye (Cortes), the Board approve the 2010 Board meeting dates/time:

<u>Meeting Date</u>	<u>Closed Session**</u>	<u>Open Board Meeting</u>
January 19, 2010*	5:00 p.m.	6:00 p.m.
February 2, 2010	5:00 p.m.	6:00 p.m.
March 2, 2010	5:00 p.m.	6:00 p.m.
April 6, 2010	5:00 p.m.	6:00 p.m.
May 4, 2010	5:00 p.m.	6:00 p.m.
June 1, 2010	5:00 p.m.	6:00 p.m.
July 6, 2010	5:00 p.m.	6:00 p.m.
August 3, 2010	5:00 p.m.	6:00 p.m.
September 7, 2010	5:00 p.m.	6:00 p.m.
October 5, 2010	5:00 p.m.	6:00 p.m.
November 2, 2010	5:00 p.m.	6:00 p.m.
December 7, 2010	5:00 p.m.	6:00 p.m.
January 18, 2011*	5:00 p.m.	6:00 p.m.

\*These dates have been set two weeks later than usual to accommodate the academic calendar.

\*\*The Board opens its meetings at 5:00 p.m., accepts public comments related to closed session matters, and then adjourns to closed session.

**RESOLUTION 09:24**

On motion by Trustee Rice, seconded by Trustee Healy, roll call vote of 7-0, and advisory vote of Aye (Cortes), the Board moved to adopt Resolution 09:24, Authorizing Signature of Board Secretary to sign all appropriate documents.

*2008-2009 Independent  
Audit Reports*

Jema Ptasinski, of Vicenti, Lloyd, and Stulzman LLP, presented the Independent Accountants' Audit Report for Hartnell College, including the Foundation, for the year ending June 30, 2009. In addition, she presented both the Performance Audit and the Financial Audit Reports for the Measure H General Obligation Bond for 2008-2009. Ms Ptasinski reviewed the major points of the audit and stated that the college received and Unqualified Opinion for each audit, which is the highest opinion any organization can achieve. She commended Hartnell staff and members of the audit committee for their cooperation and support.

## CONSENT ACTION

On a motion by Trustee Healy, seconded by Trustee Rice, vote of 6-0, the Board approved Consent Action Items A through H and J. Trustee Martinez was not present in the room at the time of the motion and did not vote.

Trustee Freeman pulled for separate vote, Consent Item I, Appointments to the Independent Citizens' Bond Oversight Committee.

Dr. Helm asked the Board for permission to withdraw Personnel Action items related to staff reorganization in Student Services because negotiations are not yet complete. Items pulled were: I.C. 1-6., Approve classified staff reorganization in Student Services, and I.D. 7-9, Approve actions related to reclassification of two classified staff members in Admissions and Records. These items are expected to be finalized in time for the January 2010 meeting.

- A. MINUTES  
Approved the Minutes of Regular Meeting of November 10, 2009.
- B. DISBURSEMENTS  
Approved 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. NON-CASH DONATIONS  
Accepted non-cash donations from the Hartnell College Foundation.
- D. CURRICULUM COMMITTEE  
Ratified Curriculum Committee actions.
- E. AGREEMENT FRANSCIONI BROTHERS  
Approved an extension to the lease agreement with Francioni Brothers, Inc., for Alisal Campus farmland. The extension is for one year and is effective December 3, 2009 to December 2, 2010.
- F. CONTRACTS – CLEAN ENERGY GRANT  
Ratified the contracts with partners and consultants funded by the Clean Energy Workforce Training Program grant. Contractors include Ecology Action \$56,000; John Owens \$20,000; Dr. Laura Strohm \$24,000; and Cabrillo College not to exceed \$400,000. The term for each agreement is October 1, 2009 to March 31, 2011.
- G. OFFICE DEPOT PURCHASING AGREEMENT  
Approved extending the purchasing agreement with Office Depot under the competitively bid agreement with Los Angeles County up to two years, effective January 2, 2010.
- H. SUB-AWARD GRANT – CSUMB CORPORATION – COLLEGE COST REDUCTION AND ACCESS GRANT  
Accepted the sub-award grant (College Cost Reduction and Access Act – Hispanic Serving Institutions) from the University Corporation at Monterey Bay for \$110,000. Through the sub-award, the objective is to increase the number of transfer students to CSU, Monterey Bay in the Science, Technology, Engineering, and Math majors.

- I. INDEPENDENT CITIZENS' BOND OVERSIGHT APPOINTMENTS      On a motion by Trustee Gonzalez-Castro, seconded by Trustee Healy, vote of 6-1 (Freeman), and advisory vote of Aye (Cortes), the Board approved the appointments of Bruce Adams (Member at Large) and Celia Perez Martinez (Bona fide taxpayer's organization) for a term of two years.

Trustee Freeman asked about the process used to select the appointments. Dr. Helm explained the process as stated in the bylaws of the Independent Citizens' Bond Oversight Committee. Anticipated committee vacancies were published in the local newspaper, applications were received, and interviews conducted by the Superintendent/President. Based on reviewing all information, a recommendation is made to the Board of Trustees by the Superintendent/President.

- J. PERSONNEL ACTIONS      Approved and/or ratified personnel actions as amended – Appendix A

### **ACTION ITEMS**

- A. INDEPENDENT ACCOUNTANTS' AUDIT REPORT FOR YR ENDING JUNE 30, 2009      On motion by Trustee Rice, seconded by Trustee Healy, vote of 7-0, and advisory vote of Aye (Cortes), the Board accepted the Independent Accountants' Audit Report for the year ending June 30, 2009.

MEASURE H OBLIGATION INDEPENDENT ACCOUNTANT'S REPORTS 2008-2009      On motion by Trustee Gonzalez-Castro, seconded by Trustee Healy, vote of 7-0, and advisory vote of Aye (Cortes), the Board accepted the Measure H Obligations Bond Independent Accountant's Reports (Performance Audit) and Financial Audit for 2008-2009.

- B. BUDGET REVISIONS      On motion by Trustee Rice, seconded by Trustee Cortes, roll-call vote of 7-0 and advisory vote of Aye (Cortes), the Board approved budget revisions numbered 8493 to 8506.

### **INFORMATION ITEMS**

BOND OVERSIGHT COMMITTEE REPORT      The Board received the written report on current construction projects as of November 28, 2009. The report can be found on the college website: [http://www.hartnell.edu/board/packets/December\\_09\\_Packet.pdf](http://www.hartnell.edu/board/packets/December_09_Packet.pdf) (Page 205)

FINANCIAL STATEMENTS      The Board received and accepted the financial statements for the month ending October 31, 2009.

## SENATE REPORTS

Student Senate: Cara Singleton, VP of Communications, reported on two upcoming events: 1) Festival of Trees (to be donated to a needy family; and 2) toy drive. She expressed concern that the Senate advisor resigned which has caused the cancellation of senate meetings and stated that they are looking for a place to house Book Lenders while the student center is under construction.

Academic Senate: Dr. Kelly Locke stated that the Senate continues to work on projects and that the proposed tenure review process is on an upcoming senate agenda.

Classified Senate: None

## PRESIDENT'S REPORT

Dr. Helm's entire report can be found on the college's website: [www.hartnell.edu/board/packets/Presidents\\_Report\\_December\\_2009.pdf](http://www.hartnell.edu/board/packets/Presidents_Report_December_2009.pdf).

Dr. Helm thanked Trustees Rice and Martinez for their twelve years of service and then welcomed new trustees, Erica Padilla-Chavez and Candi DePauw, as well as returning Trustee Montemayor.

She briefly addressed the State budget and its impact on the college's ability or inability to offer summer school – a current topic of discussion for the finance and resource allocation committees. She reported that spring classes are already at 60% capacity. She spoke about recent meetings with California Community Colleges Chancellor Jack Scott and US Deputy Secretary of Education, Martha Kanter. She expressed her excitement about the college's partnerships with the Lewis Center and local high school districts and the Digital Bridge Academy at Cabrillo College.

## BOARD COMMUNICATION

Trustee Cortes wished everyone a happy holiday.

Trustee Gonzalez-Castro thanked Trustee Rice for his years of services and stated that she would miss him, as well as Trustee Martinez.

Trustee Freeman stated he was proud of the athletes; that he has concerns with the CSU and UC systems and their increasing fees – it makes it difficult for students to move on. He welcomed the new trustees and wished everyone a safe holiday.

Trustee Healy thanked both Trustee Rice and Martinez for their service to the students, college, and community and that he is excited to work with the new trustees. Also, he stated that he is honored to serve as the board's representative to the Sunrise House another year and wished everyone a Merry Christmas and Happy New Year.

Trustee Martinez stated he is proud of the great things that have happened in South County over his twelve years of service and thanked everyone for their patience with him.

Trustee Donohue thanked Trustees Rice and Martinez for their mentorship and urged members of the Board to attend the upcoming musical events.

**ADJOURNMENT**

On a motion by Trustee Rice, seconded by Trustee Martinez, and unanimously carried, the Board adjourned the meeting adjourned at 7:05 p.m.

**NEXT MEETING**

January 19, 2010, 5:00 p.m., Governing Board Room, CAB-112.

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Patricia Donohue  
Board of Trustees President

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Phoebe K. Helm  
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED  
AT THE REGULAR MEETING OF DECEMBER 1, 2009:

I. Classification and Compensation

- A. Ratify reclassification of Greg Peterson, Associate Vice President for Student Affairs & Athletics, management salary schedule I(a), Step C, to Vice President for Student Affairs & Athletics, Management Salary range I(a), Step D, effective November 11, 2009.
- B. Ratify reclassification of Terri Pyer, Director of Human Resources & Equal Employment Opportunity, Management Salary Schedule Range III, Step E, to Associate Vice President of Human Resources & Equal Employment Opportunity, Management Salary Schedule range I(a), Step E, effective November 11, 2009.

~~C. Approve classified staff reorganization in Student Services:~~

~~This staff reorganization, already accomplished at the management level, is expected to result in a net savings to the District of approximately \$30,000, the creation of three career advancement ladders for employees in all the different areas of Student Services, and better service to students. (Side letter of agreement with the CSEA regarding these requests will be furnished at meeting as Supplement HR-4).~~

- ~~1. Approve new CSEA classification of Financial Aid Lead, CSEA salary schedule range 34 (Job Description to be furnished at meeting as Supplement HR-1).~~
- ~~2. Approve request to allocate new classified CSEA position in Student Services: Financial Aid Lead (#CC 172) (full time, 40 hours per week, 12 months per year).~~
- ~~3. Approve new CSEA classification of Enrollment Services Specialist, CSEA salary schedule range 24 (Job Description to be furnished at meeting as Supplement HR-2).~~
- ~~4. Approve request to allocate new classified CSEA position in Student Services: Enrollment Services Specialist (#CC 173) (full time, 40 hours per week, 12 months per year).~~
- ~~5. Approve new CSEA classification of Enrollment Lead, CSEA salary schedule range 34 (Job Description to be furnished at meeting as Supplement HR-3).~~
- ~~6. Approve request to allocate new classified CSEA position in Student Services: Enrollment Lead (#CC 174) (full time, 40 hours per week, 12 months per year).~~

~~D. Approve actions related to reclassification of two classified staff members in Admissions & Records:~~

- ~~7. Approve side letter of agreement between CSEA, Chapter 470, and the Hartnell Community College District concerning the reclassification. (Side letter of agreement to be furnished at meeting as Supplement HR-5).~~
- ~~8. Approve new CSEA classification of Admissions & Records Evaluation Technician, CSEA salary schedule range 22 (Job Description to be furnished at meeting as Supplement HR-6).~~

NOTE:  
See Page 2  
for details

- ~~9. Reclassification of Roberta Ruiz Camacho and Jutta West, Admissions & Records Technicians, to Admissions & Records Evaluation Technicians, effective December 1, 2009 (full time, 40 hours per week, 12 months per year).~~

## II. Appointments

### A. Ratify volunteers:

1. Anna K. Smith, Animal Health Technology

### B. Ratify appointment of Professional Experts:

- a. Hartnell's theater arts program/The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context. TWS' current season runs through December 4, 2009:

1. Rumiana Drumew, \$1125, musical accompaniment for Mame.

- b. The Foster Kinship Care Education Program (FKCE) provides advanced training for current and prospective foster, relative, and non-related extended family member caregivers, adoptive parents, and local agency employees; and support for foster home recruitment activities. This grant funded program is a joint effort of the California Community College Chancellor's Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination, and run through June 10, 2011:

2. Tonya Anderson, \$22/hr, (as needed), Peer Recruiter.
3. Juana Cano, \$50/hr, (as needed), translator.
4. Kendall Channing Corpuz, \$13/hr, (as needed), childcare.
5. Christianne Dettinger, \$100/hr, (as needed), ILP Trainer.
6. Shaylene Shigeko Duran, \$22/hr, (as needed), ILP Trainer.
7. Andre Esplin \$13/hr, (as needed), ILP Program Mentor.
8. Marisela Lemus, \$13/hr, (as needed), childcare.
9. Marisela Lemus, \$16/hr, (as needed), childcare lead.

- c. The categorically funded program, Disabled Students Programs and Services (DSP&S), offers supportive services and instruction for students with disabilities, August 17, 2009 – August 16, 2011:

10. Katie Swift, \$38/hr, (9hrs/week), sign language interpreting.

- d. Students who are having difficulty mastering certain important concepts are required to complete Directed Learning Activities (DLA's). Funded by the Title V grant, professional experts provide tutoring and educational support to those identified students in English composition courses, August 17 – December 18, 2009:

11. Laura Cannon, \$14.42/hr (11hrs/week), tutor.

- C. Ratify appointment of student workers for fall semester 2009:
1. Edgar Collazo Reyes, Math & Science, Student Worker IV
  2. Paula Baeza, Nursing & Health Sciences, Student Worker III
  3. Christopher Baker, Nursing & Health Sciences, Student Worker III
  4. Diego Barraza, Student Services, Student Worker III
  5. Thomas Brown, CCRAA Grant, Student Worker III
  6. Rodolfo Garcia, East Salinas GEAR Up Grant, Student Worker III
  7. Kamaljit Kaur, Nursing & Health Sciences, Student Worker III
  8. Hyang Ko, Nursing & Health Sciences, Student Worker III
  9. Elaine Miller, Nursing & Health Sciences, Student Worker III
  10. Jimmy Parks, Nursing & Health Sciences, Student Worker III
  11. Carissa Perez, CCRAA Grant, Student Worker III
  12. Evan Reeves-Fortney, Child Development Center,