

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees  
Board Room (CAB-112)  
August 5, 2008

**OPEN SESSION** Board President Valdés called the Regular Meeting of Board of Trustees of Hartnell Community College District to order at Governing Board Room (CAB-112) at 6:01 p.m.

**PRESENT** Board of Trustees  
Kari Lee Valdés, President  
Patricia Donohue, Vice President  
Bill Freeman  
Elia Gonzalez-Castro  
Kevin Healy  
John Martinez  
Brad Rice  
Armando Cortes, Student Trustee

**ALSO PRESENT** Phoebe K. Helm, Superintendent-President/Board Secretary

**ADOPT AMENDED AGENDA** On a motion by Brad Rice, seconded by Patricia Donohue, and unanimously carried, the Board moved to adopt the agenda as amended.

The Board received a revised Consent Action Item IV. L., Personnel Actions.

**DISCLOSURE OF CLOSED SESSION ITEMS** As authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6, Board President Valdés disclosed items to be discussed.

**PUBLIC COMMENTS REGARDING CLOSED SESSION** There was none.

**MOVED TO CLOSED SESSION** The Board of Trustees of Hartnell Community College District, legal counsel, and Superintendent/President, Dr. Phoebe K. Helm, moved to Closed Session at 6:02 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**

Board President Valdés reconvened the regular meeting at 7:08 p.m. stating that in consideration of time, the Board had recessed closed session and would reconvene at the end of the meeting.

**PRESENT**

In addition to those present, were representatives of the College:

Administrative Staff: Tamberly Petrovich, Director, HR  
Academic Senate: Dr. Kelly Locke, President  
Hartnell College Faculty Association: Dr. Ann Wright, President  
Classified Senate: Lourdes Sanchez, President  
C. S. E. A.: None  
Student Senate: None

**REPORT OUT  
FROM CLOSED  
SESSION**

Board President Valdés reported out from closed session the following:

On a motion by Trustee Donohue, seconded by Trustee Rice, and on a vote of 7-0, the Board adopted Resolutions 08:10 and 08:11, Intention to Dismiss Two Employees. For clarification, President Valdés stated the resolutions set in motion the employees' right to a due process hearing and that no action was taken to fire anyone.

**PLEDGE OF  
ALLEGIANCE**

Board President Valdés led the Pledge of Allegiance.

**PUBLIC  
COMMENTS  
REGARDING OPEN  
SESSION ITEMS**

Joe Welch, faculty, spoke in support of the M. I. S. A. contract.

Dr. Kelly Locke, faculty and Academic Senate President, spoke in support of the M. I. S. A. contract.

Dr. Ann Wright, faculty and Faculty Union President, spoke in support of the M. I. S. A. contract stating that the employees deserve this investment.

**PRESENTATIONS**  
*CA Community College  
Award*

Dr. Helm presented Ms. Carla Juarez with an award from the Foundation for California Community Colleges for her dedicated services to California foster youth.

*Digital Bridge Academy*

Dr. Catherine Ryan, Assistant Dean/Nursing Director, shared her experience with the Digital Bridge Academy and Faculty Experiential Learning Institute that she, Dr. Helm, and seven faculty participated in this past June. Incoming nursing students are scheduled to participate in the foundation course, starting tomorrow, and will gain knowledge about their learning styles and strategies, leadership skills, and listening and communications techniques that will promote success as a student, and in their chosen career path.

Liz Estrella, faculty, who also attended, stated that she has been involved in many programs to help student achieve better success; this particular program is the most comprehensive program that provides timely help to students in a way that she has not seen before.

Funded by Hewlett Packard, The Digital Bridge Academy started five years ago at Cabrillo College. It is designed for low income, immediately out of high school youth. The majority of students are Mexican-American, first in their family to attend college, second language learners, and have had a brush against the law. As a result of this program, eighty-five percent (85%) of twenty students that received the training, finished two years and 85% of that, finished four years.

In January, the college plans to train an additional 30 faculty.

Andres Molina, a student from Cabrillo College and graduate of Digital Bridge was to be present to share his experience with this program, but was held up in traffic.

*Bond Oversight  
Committee*

Damon Felice, Townsend Management, Inc. gave an update on the College's constructions projects. The entire report can be found on the college's website: [www.hartnell.edu/board/packets/August\\_Board\\_Packet.pdf](http://www.hartnell.edu/board/packets/August_Board_Packet.pdf).

**BOARD DEVELOPMENT**

**Board Policies**

As defined in their development plan, and at their regular meetings, the Board will review, discuss, and revise Board Policies, as necessary. This not only provides an opportunity for the Board to revisit these policies for currency and accuracy, but also provides the public an opportunity to become familiar with board policy.

The following policies were reviewed and there were no revisions.

2000 Series – Series Administration

Organization of the College

2000, Organizational Chart

The Board asked that the organizational chart be updated.

2005, Academic Senate – Shared Governance

2010, Classified Senate – Shared Governance

2015, Students – Shared Governance

Access and Use of District Property

2100, Community Use of College Facilities

2105, Off-Campus Use of College Equipment

2110, Using College Facilities for Profit

2115, Technology Use Policy

**BOARD'S GOALS FOR THE COLLEGE**

**Accreditation**

**Finances**

**Communications**

Accreditation: Dr. Kathleen Rose reported that at its meeting of June 4-6, 2008, the Accrediting Commission removed the college from warning and reaffirmed its accreditation status with a progress report due March 1, 2009. The college has partially completed the work to fully resolve Recommendations 2, 3, and 4. The March report must demonstrate full resolutions of the deficiencies noted or the Commission must take action to terminate accreditation. Dr. Helm stated that,

while she is pleased with the college's progress, we must sustain its direction – there is still a lot of work to be done.

Dr. Rose thanked Dr. Helm for her leadership. Dr. Helm thanked the faculty, staff, and the Board for their leadership and courage and for making the hard decisions. Board President Valdés also thanked Dr. Helm for her leadership.

Finances: Dr. Helm reported that the college may still come out with a balanced budget, and close a \$3 million funding gap. In reviewing the quarterly report, it should be noted that there is sufficient reserves for the college to pay its bill through September and maybe October without a State budget. After that, we will have to look at borrowing funds.

Communication: Dr. Helm shared that three board members attended a dinner for the Summer Undergraduate Math and Science (SUMS) Program, where 29 highly skilled high school graduates participated. All 29 finished the program, and 25 of have enrolled at Hartnell.

## **CONSENT ACTION ITEMS**

On a motion by Trustee Rice, seconded by Trustee Donohue, and unanimously carried, the Board moved to approve Consent Action Items IV. A through IV. L.

Consent Action Item IV. C., Contract with William Clarke to write and/or Evaluation Student Support Services Program grant was pulled for further discussion by Student Trustee Cortes due to a typographical error on the term dates of the agreement.

## **MINUTES**

Approved minutes of July 1, 2008 Regular Meeting of the Board of Trustees as submitted.

## **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; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

## **SUPPORT SERVICES PROGRAM GRANT WRITER**

Approve a contract with William Clarke to write and/or evaluate the Student Support Services Program grant effective August 7, 2008. The total amount of the contract is \$21,000.

## **CDC SELF-EVAL REPORT 2007-08**

Ratified 2007-2008 Child Development Center Agency Self-Evaluation Report.

## **MOU – FIRST 5 MONTEREY**

Ratified Memorandum of Understanding between Hartnell College and First 5 Monterey County Special Needs Project to provide services to families of enrolled children at the Hartnell College Child Development Centers for the 2008-09 academic year.

**AGREEMENT –  
MCOE MIGRANT  
EDUCATION**

Ratified agreement between Hartnell College and Monterey County Office of Education, Migrant Education, Region XVI, Summer Bridge Program for Out-of-School Youth for the High School Equivalency Program (HEP). The term of the agreement is July 1, 2008 to July 31, 2008. All expenses are supported by the HEP grant at approximately \$1,000 per student served.

**AGREEMENT –  
SUHSD - ROP**

Ratified agreement between Hartnell College and Salinas Union High School District, Regional Occupational Program for use of auto and body fender tools, facilities, and instruction at Hartnell College effective July 1, 2008. The agreement is ongoing, renewable annually, with a 30-day written notice termination clause. The college will receive approximately \$11,000 each fiscal year for use of tools, facilities, and instruction.

**GRANT – TITLE V**

Ratified grant application and, if awarded, accept funding from the United States Department of Education for Title V Grant. If awarded, the amount would be \$1,788,291 over a two-year period.

**GRANT – CAREER  
TECHNICAL ED –  
LINKING AFTER  
SCHOOL**

Ratified grant application, and if awarded, accept funding from California Community College’s Chancellors Office for Career Technical Education Linking After-School Employment to Career Pathways grant. If awarded, the amount would be \$300,000 over a two-year period.

**GRANT – CAP  
PROJECT**

Ratified grant application, and if awarded, accept funding from the Department of Health and Human Services, Administration for Children and Families – Office of Head Start for Head Start Career Advancement Partnership (CAP) grant. If awarded, the amount would be approximately 2.5 million over a five-year period.

**MOU – CABRILLO  
COLLEGE - DBA**

Ratified memoranda of understanding between Cabrillo College Digital Bridge Academy and Hartnell College for Faculty Experiential Learning Institute and further authorize the Superintendent/President to extend these MOUs as needed to other programs in the college. The cost is \$2000 per faculty/staff participant, paid primarily from grant funds, thus there will be little or no negative impact on the general fund.

**PERSONNEL  
ACTIONS**

Approved and/or ratified Personnel Actions. (Appendix A)

**ACTION ITEMS**

**BUDGET  
REVISIONS**

On a motion by Trustee Donohue, seconded by Trustee Healy, and on a roll call vote of 8 to 0, the Board moved to approve Budget Revisions 7706 to 7751.

**ADOPTED  
RESOLUTION 08:9**

On a motion by Trustee Healy, seconded by Trustee Martinez, and on a roll call vote of 8 to 0, the Board moved to adopt Resolution 08:9, To Approve Entering into an Agreement and Certifying the Approval and Authorization of Designated Personnel to Sign Contract Documents for the 2008-2009 fiscal year.

**AWARD BID -  
CAMPUS REFRESH  
PROJECT**

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Cortes, and on a roll-call vote of 8 to 0, the Board moved to accept the lowest responsive bid and award contract for the Hartnell Campus Refresh Project #1, Classroom Administration Building (CAB). The budgeted amount is \$203,975.97 and will be paid from Measure H bond funds.

**QUARTERLY  
FINANCIAL STATUS  
REPORT –**

On a motion by Trustee Donohue, seconded by Trustee Gonzalez-Castro, and on a roll call vote of 8 to 0, the Board moved to accept required State Report: Quarterly Financial Status Report (CCFS311Q) for quarter ended June 30, 2008.

**M. I. S. A.  
CONTRACT**

On a motion by Trustee Martinez, seconded by Trustee Freeman, and unanimously carried, the Board moved to approve a contract for services with Monterey Institute for Social Architecture effective September 1, 2008 for a period of three years for an annual cost of \$250,000.

**DBA STUDENT  
ANDRES MOLINA**

Andres Molina, student from Cabrillo College and participant of the DBA, gave positive feedback on the Digital Bridge Academy (DBA) and how the program changed his life all of which he attributes to the Digital Bridge Academy. He now has self esteem and knows his full potential. He is pleased to see Hartnell is going to have the program because he knows how much our students will benefit. His plans include furthering his education in communications.

**INFORMATION ITEMS**

**SENATE REPORTS**

**Student Senate**

None

**Classified Senate**

Lourdes Sanchez, President, reported that the 2008-09 elections/meetings are on hold until the second phase of the transformation is complete.

**Academic Senate**

Dr. Kelly Locke, President, reported that the Senate will meet on the second and fourth Tuesday of the month, 3-5 p.m., and encouraged the Board to attend the Senate meetings.

**President's Report**

Dr. Helm provided the following report:

Enrollment:

Summer enrollments ended with 4.7% increase in head count, and 5.3% in units from last year; fall is up 20% compared to this day last year in both head count and units.

Budget:

The college still does not have no definitive information on the State Budget, when it will pass or what the allocation for Community Colleges will be. The good news so far it that we still believe we will close this past year at zero. That means we have closed our deficit, despite the additional cuts from the State. In essence, we closed a \$3 million dollar funding gap in one year.

Positions:

1. Executive Vice President: We are starting the search again in the Fall and do not expect to fill it until sometime in the Spring.
2. Associate VP for Career and Economic Development: We will start that search again later in the year. Meanwhile we will fill it with a consultant.
3. Dean of Developmental Education: Liz Estrella has accepted an interim appointment.
4. Dean of Distance Learning, Evening, Weekend and adjunct faculty: Dr. Jennifer Fellguth
5. Director of the Small Business Development Center: Keith Holtaway
6. Associate VP of Academic Affairs: Dr. Kathleen Rose
7. Associate VP of Student Affairs: Dr. Greg Peterson
8. Associate VP of Support Operations: Barbara Yesnosky

Dr. Helm, once again, thanked the 50-60 faculty and staff who supported this process. She also thanked Tamberly, Alma and others in HR for their support.

The highlight of the Summer, in her mind, was the experience Friday evening, when 29 of our recent high school graduates finished the Math and Science Summer Program. These kids are amazing and 25 of the 29 are coming to Hartnell this fall.

She shared the following three invitations with the Board:

- Thursday, August 7, at 9:00 AM in the Library, the Mayor of Guanajuato, and the Mayor of Salinas will be here to discuss cooperative ventures with the University there. The event is expected to last about two hours.
- Friday, August 8, the Foundation will be announcing the largest ever donation of scholarships from a farm worker. Mr. Marcos Duran bequeathed \$140,000 to Hartnell for student scholarships. Members of his family as well as community and foundation leaders will be here for that ceremony.
- Friday August 8 and Saturday August 9: Registration Rally here on the 7<sup>th</sup> and in King City on the 8<sup>th</sup>. This is a fun filled family friendly activity.

**BOARD  
COMMUNICATION  
Trustee Valdés**

Trustee Valdés stated she received a letter from Trustee Freeman stating Trustees Rice, Healy, and Valdés are in violation of Board Policy 1055. She has talked to both Trustees Rice and Healy and they don't believe they have been unethical. While they do support each member's responsibility to engage in independent thought, they regret Trustee Freeman feels disrespected. Trustee Freeman stated that, in his opinion, at times, when a member disagrees, they are made to feel less than equal – that their opinion is invalid. And, that this type of behavior is borderline unethical. He apologized if he has offended anyone and wants to move forward. Trustee Martinez stated that he agrees with Trustee Freeman – having been a victim himself. He believes some board members practice a double standard –he has been insulted by comments, and he didn't write a letter. But, when someone else feels insulted by him, he's written up. He believes the Board should

respect each other. He then referred to a letter written about him that was handed out at a meeting where he was not present. He has not had the opportunity to discuss it, and this is upsetting to him.

Board President Valdés apologized to Trustee Freeman if she offended him and suggested, if in the future, he feels offended by what someone has said, that he should address it at that time. Also, the letter to which Trustee Martinez referred, was handed out, there was no action taken at that meeting, the letter was faxed to Trustee Martinez. Trustee Freeman then stated never received this letter. He was reminded that when he was given the letter, he torn it up.

Trustee Freeman stated board members are not employees of the college and are not treated in the same manner when being disciplined. That disciplinary action must be done in public – that it's the law. Dr. Helm stated they are two different legal opinions on when a sanction is to occur in public because there are exceptions. And, that the current question from Board President Valdés is directed to both Trustees Rice and Healy. Does her statement accurately characterize their intent to apologize to him? Both Trustees Rice and Healy agreed to the statement and had nothing further to add.

**Trustee Gonzalez-Castro**

Trustee Gonzalez-Castro reported that she attended an excellent training in San Francisco coordinated by the Latino Academy with ex-Senator Polanco and other elected officials; that she would like to request the Board considering paying for her annual membership fee to join NALEO – National Association of Latino Elected and Appointed Officials (\$100 annual fee); that she attended the Tri-county Latino elected Association luncheon; that she attended the SUMS dinner, took pictures, and had a wonderful time; and she would like the college to consider sponsoring the Mexican Independence Day celebration, El Grito.

The Board agreed to pay the NALEO annual membership fee for Trustees Gonzalez-Castro, Martinez, and Freeman.

Dr. Helm asked Elia to give her the paperwork for El Grito so the college can move forward with her request.

Trustee Gonzalez-Castro also thanked The Western Stage for inviting the Alisal students to *The Sound of Music*. They had a wonderful time.

**Trustee Freeman**

Trustee Freeman thanked Carla Juarez for her work, and thanked Andres for being here tonight and sharing his story.

**Trustee Cortes**

Trustee Cortes reported that the Effective Student Trustees book has been ordered and he hopes to have the discussion soon.

**Trustee Healy**

Trustee Healy reported, as the board representative to the Sunrise House, he has been attending the meetings and requested that the executive director of the Sunrise house be placed on the agenda to present their services.

**Trustee Martinez** Trustee Martinez addressed a letter he received in February from Board President Valdés. The two of them have not discussed his letter nor has the Board heard his point of view. He doesn't know the status of the letter and is willing throw the letter away and let it go. Board President Valdés responded that she stands by the letter and will allow the Board to proceed as they wish.

**Trustee Donohue** Trustee Donohue reported that she attended *The Sound of Music*; that she attended the SUMS dinner and that she was so impressed that she offered to volunteer next year; and on behalf of the Board of Trustees, she presented Board President Valdés with a plant, a crystal plaque, and gavel.

**FUTURE ITEMS** Sunrise House Presentation from Executive Director – requested by Trustee Healy.

**ADJOURNED TO CLOSED SESSION** The Board of Trustees of Hartnell Community College District, legal counsel, and Superintendent/President, Dr. Phoebe K. Helm, reconvened Closed Session at 9:04 p.m. to further 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** Board President Valdés reconvened open session at 9:41 p.m. and reported out the following from Closed Session:

On a motion by Trustee Healy, seconded by Trustee Valdés, and carried (Rice absent), the Board authorized the Superintendent/President to negotiate a contract with Dr. Esteban Soriano not to exceed the budgeted amount for salary and benefits to perform the duties of the Associate Vice President, Career and Economic Development.

**ADJOURNMENT** On a motion by Trustee Healy, seconded by Trustee Donohue, and carried (Rice absent), the Board moved to adjourn the Regular Meeting of the Board of Trustees at 9:43 p.m.

**NEXT MEETING** The next regular Board of Trustees Meeting is scheduled on September 9, 2008, 5:00 p.m., Hartnell Community College, Governing Board Room (CAB-112), 411 Central Avenue, Salinas.

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Patricia Donohue  
Board of Trustees President

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Phoebe K. Helm  
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

Summary:

Approval of:

- 1 request for Short-Term employment (presented for approval in compliance with Education Code §88003)
- 1 revision of management job description
- 4 deletions of allocations for vacant CSEA positions
- 2 deletions of allocations for filled CSEA positions
- 1 deletion of allocation for filled temporary faculty position
- 1 deletion of allocation for filled supervisory position
- 1 deletion of allocation for filled management position
- 2 change of position allocations from one CSEA classification to a higher classification.
- 1 deletion of an obsolete CSEA classification
- 2 additional allocations for new temporary full-time faculty positions**

Ratification of:

- 1 resignation of regular faculty employee
- 1 resignation of regular management employee**
- 1 resignation of regular CSEA employee**
- 3 appointments to interim management positions**
- 1 release of CSEA employee due to layoff
- 1 transfer of CSEA employee due to exercising displacement rights
- 1 hire of a management employee
- 4 Part-Time Faculty hires for Spring Semester 2008
- 72 Part-Time Faculty hires for Summer Session 2008
- 1 Part-Time Faculty hire for Fall Semester 2008
- 6 Short-Term employee hires
- 3 Substitute employee hires
- 26 Professional Expert hires
- 2 Student Worker hires for Spring Semester 2008
- 74 Student Worker hires for Summer Session 2008
- 4 Volunteers
- 35 payments to Faculty for Special Projects which have been completed or are being paid on a monthly timesheet basis

Detail:

I. Request to hire Short-Term employees

- 1. Ratify Short-Term Staffing Request:
  - a. Community Education Assistant V (4 positions), \$8.10/hr, Admissions & Records, to assist community/staff during the registration rally for Fall

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

Semester (August 8 and 11, 2008) and for Spring Semester 2009 (two separate dates to be determined). Each of the four positions will be for approximately 14 hours, for the two separate occasions, for a total expenditure not to exceed \$907.20.

II. Classification and Compensation

1. Accept revised job description for Controller. (This is an existing classified administrative position. The proposed changes reflect no change in salary) (Job description attached as Supplement HR-1).
2. Delete the following CSEA Classification: Nursing Program Specialist.

III. Request for new position/change to existing position

1. Eliminate the following vacant position allocations effective July 1, 2008:
  - a. Institutional Research Technician, Institutional Research (#CC-57)
  - b. CDC Teacher, Child Development Center (#CC-108)
  - c. Secretary, International Education (#CC-79)
  - d. International Admissions Technician, International Education (#CC-109)
2. Delete position allocations and give notice of lay-off or termination of contract:
  - a. Delete allocation of grant funded classified position (#CC-105), due to lack of funds and lack of work, in GEARUP/Soledad project effective September 21, 2008 and issue notice of layoff to affected employee as follows: Secretary, full-time (40 hours per week, 12 months per year). The District has requested an extension of time to expend funds for this grant. If the extension is received, the effective date of termination of services will be October 31, 2008. This is a grant funded position and will have no impact on the general fund budget.
  - b. Delete allocation of grant funded full-time temporary faculty position (#F-12), due to lack of funds and lack of work, in GEARUP/Soledad effective September 21, 2008 and issue notice of termination of contract to affected employee as follows: Counselor. The District has requested an extension of time to expend funds for this grant. If the extension is received, the effective date of termination of services will be October 31, 2008. This is a grant funded position and will have no impact on the general fund budget.
  - c. Delete allocation of grant funded classified position (#CC-106), due to lack of funds and lack of work, in AmeriCorps TRMDP program effective September 21, 2008 and issue notice of layoff to affected employee as follows: Clerical Assistant, full-time (40 hours per week, 12 months per year). The District has requested an extension of time to expend funds for this grant. If the extension is received, the effective date of termination of services will be October 31,

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

2008. This is a grant funded position and will have no impact on the general fund budget.

- d. Delete allocation of grant funded supervisor position (#S-6), due to lack of funds and lack of work, in GEARUP/Soledad project and AmeriCorps TRMDP program effective September 21, 2008 and issue notice of layoff to affected employee as follows: GEAR UP & AmeriCorp Coordinator, full-time (40 hours per week, 12 months per year). The District has requested an extension of time to expend funds for this grant. If the extension is received, the effective date of termination of services will be October 31, 2008. This is a grant funded position and will have no impact on the general fund budget.
  - e. Delete allocation of grant funded management position (#A-48), due to lack of funds and lack of work, in GEARUP/Soledad project and AmeriCorps TRMDP program effective September 21 and give notice to affected employee as follows: Grant Project Director. The District has requested an extension of time to expend funds for this grant. If the extension is received, the effective date of termination of services will be October 31, 2008. This is a grant funded position and will have no impact on the general fund budget.
3. Approve change to existing vacant position:
- a. Delete vacant Programmer Analyst position (#CC-137) (full-time, 40 hours per week, 12 months per year) and reallocate to Senior Programmer Analyst position (#CC-160) (full-time, 40 hours per week, 12 months per year), Educational Technology and Library Services.
  - b. Delete vacant Nursing Program Specialist (#CC-36) (part-time, 30 hours per week, 10 months per year) and reallocate to Clerical Assistant (#CC-161) (full-time, 40 hours per week, 12 months per year), Nursing and Health Services Education.
4. Approve request for new temporary positions:
- a. **Request to allocate two new, temporary, full-time instructor positions, beginning Fall 2008:**
    - Learning Skills Specialist – Nursing Lab**
    - Speech Instructor**

IV. Retirements, Resignations, Releases and Leave Requests

1. Ratify resignation of regular personnel:
  - a. Rachel Failano, Nursing Skills Specialist – Nursing Lab (#F-30), Nursing and Health Services, effective June 6, 2008.
  - b. **Denise Moss, Grant Project Director (#A-37), High School Equivalency Program, effective July 31, 2008.**
  - c. **Sabrina Lawrence, Instructional Technologist (#CC-89), DSPS, effective**

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

**August 15, 2008.**

2. Ratify release of regular personnel:
  - a. Maria Murga Rivera, Administrative Assistant (#CC-2), Maintenance and Operations, effective August 31, 2008, due to layoff, and placement on 39-month re-employment list in accordance with Education Code §88117.

V. Appointments

1. Ratify appointment of regular management personnel:
  - a. Keith Holtaway, full-time, 12 months per year, Director of Small Business Development Center (#A-39), Step C, effective August 18, 2008. This action fills an existing position.
2. **Ratify interim assignment to Management positions:**
  - a. **Carla Juarez, Interim Grant Project Director – High School Equivalency Program (#A-37), Step B, effective August 1, 2008.**
  - b. **Augustine Nevarez, Interim Grant Project Director – East Salinas Gear Up (#A-36), Step E, effective September 1, 2008.**
  - c. **Elizabeth Estrella, Interim Dean of Developmental Education (#A-45), Step B, effective August 18, 2008.**
3. Ratify transfer to position due to employee exercising displacement rights:
  - a. Alicia Ramirez, full-time, 40 hours per week, 12 months per year, Administrative Assistant, from Regional Health Occupations Resource Center (#CC-63) to Maintenance and Operations (#CC-2), effective August 31, 2008.
4. Ratify appointment of part-time instructors for Spring Semester 2008:
  - a. Dimas Albert, Co-Op Automotive Technology
  - b. Benjamin Jimenez, Administration of Justice
  - c. Robert Johnson, English
  - d. Elyssa Sigala, Physical Education
5. Ratify appointment of part-time instructors for Summer Session 2008:
  - a. Patrizia Ahlers-Johnson, Psychology
  - b. Tammy Attaway, Psychology
  - c. Edward Barber, Sub Physical Education

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

- d. Daniel Beavers, Mathematics
- e. Emilia Benavente, Physical Education
- f. Laura Berger, Library
- g. Virginia Bieger, Chemistry
- h. Barbara Bielas, Nursing
- i. Ronald Bird, Mathematics. Appointment based on equivalency as follows:  
30+ units in Math or closely related. All are graduate level.
- j. Denise Castro, Physical Education
- k. Elizabeth Cecchi-Ewing, Library
- l. Nichole Crais, Physical Education
- m. Jesus Cuevas, Physical Education
- n. Gloria Curtis, Library
- o. Catherine Dacosta, Mathematics
- p. Mary Davis, Nursing
- q. Javier Dorantes, Welding
- r. Thu Mong, Duong, Library
- s. Yvonne Eaton, English as a Second Language
- t. Sewan Fan, Physics
- u. Renee Gaskill, English
- v. Richard Givens, Counseling
- w. Marvin Grim, Physical Education
- x. Wanda Guilbert, English
- y. Elvia Guzman-Garnica, Counseling
- z. Phil Henderson, Astronomy
- aa. Gloria Hill, English
- bb. Jon Hubbard, Biology
- cc. Carolyn Jensen, Mathematics

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

- dd. Aida Kantarjiiian, Biology
- ee. Daniel Kaplan, Biology
- ff. William Kauffman, Biology
- gg. Reginold Kenyon, Physical Education
- hh. Kim Kiest, Biology
- ii. Rhonda Kirkpatrick, Theater Arts
- jj. Barbara Kostroff, Health Education Services
- kk. David Lau, English
- ll. Christopher Lavorato, Administration of Justice
- mm. Eric Liners, Biology
- nn. Kevin Magruder, English
- oo. Orin Marvel, Mathematics
- pp. Sylvia Miranda, Counselor
- qq. Pat McCarty, Physical Education
- rr. Robin McKee-Williams, Theater Arts
- ss. Rosalinda McNamara, Library
- tt. Norma Nichols, Counseling
- uu. Erin O'Hare, Physical Education
- vv. William Paisley, English
- ww. Martha Pantoja, Counseling
- xx. Raylene Potter, Mathematics
- yy. Linda Plummer, Library
- zz. Victor Ramos, Mathematics
- aaa. Lawrence Raneses, Mathematics
- bbb. Mark Roberts, English
- ccc. Everett Rodriguez, Physical Education
- ddd. Tammi Ross, Physical Education

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

- eee. Soad Sedrak, Mathematics
  - fff. Sean Senechal, Biology
  - ggg. Steve Seymour, Physical Education
  - hhh. Elyssa Sigala, Physical Education
  - iii. Susan Sisson, English as a Second Language
  - jjj. Amy Taketomo, Chemistry
  - kkk. Sharon Taplett-Anderson, Counselor
  - lll. Afshin Tieraie, Mathematics
  - mmm. Mary Ann Toney, Physical Education
  - nnn. Paula Tyler, Physical Education
  - ooo. Gemma Uribe-Cruz, Counselor
  - ppp. Tracy Villanueva, Nursing
  - qqq. Jonathan H. Walsh, Biology
  - rrr. Robin Williams, Theater Arts
  - sss. Prince Williams, Physical Education
  - ttt. Theo Windham, Physical Education
6. Ratify appointment of part-time instructor for Fall Semester 2008:
- a. Rhonda Kirkpatrick, Theater Arts
7. Ratify appointment of short-term classified employees:
- a. Paul Berglund, Community Education Assistant V, \$8.10/hr, Admission & Records, June 13, 2008 – June 20, 2008.
  - b. Jessey Sacayanan, Community Education Assistant V, \$8.10/hr, Admission & Records, June 13, 2008 – June 20, 2008.
  - c. Gina Rauchenstein, Community Education Assistant V, \$8.10/hr, Admission & Records, June 13, 2008 – June 20, 2008.
  - d. Michael Mungia, Community Education Assistant V, \$8.10/hr, Financial Aid, June 13, 2008 – June 20, 2008.
  - e. Melissa Parker, Artistic Program Director, \$29.25/hr, The Western Stage, July 1, 2008 – December 31, 2008

**THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:**

- f. Jenny Calantas, Clerical Assistant, \$13.59/hr, Human Resources Department, July 2, 2008 – August 31, 2008
- 8. Ratify appointment of substitute classified employees:
  - a. Tracey Haneta, Substitute Clerical Assistant, \$13.92/hr, Physical Education, July 1, 2008 – June 30, 2009
  - b. Bertha Lambaren, Substitute Clerical Assistant, \$13.59/hr, King City Education Center, June 30, 2008 – August 8, 2008
  - c. Christian Regalado, Substitute Financial Aid Technician, \$14.99/hr, Financial Aid & Scholarship, July 1, 2008 – August 15, 2008
- 9. Ratify appointment of Professional Experts:
  - a. Della Aguilar, Summer Health Institute, \$15.00/hr, Nursing, June 21, 2008 – June 28, 2008
  - b. Elizabeth Andrade, Crisis Counselor Intern \$20.00/hr, Crisis Counseling, June 14, 2008 – June 13, 2009
  - c. Denise Cook, to prepare final report for U.S. Department of Education, \$5,070.00, Fine Arts, June 1, 2008 – June 30, 2008
  - d. Maria Elena Cordero, to provide casting coordination for The Western Stage 2008 season, \$4,800.00, July 1, 2008 – December 31, 2008
  - e. Don Dally, to provide musical direction, hiring and coordination for The Western Stage 2008 season, \$2,412.00, July 1, 2008 – December 31, 2008
  - f. Joseph De Ruosi, to coordinate and write a grant, \$34.00/hr, Advancement & Development, June 16, 2008 – July 15, 2008
  - g. Theodore M. Dolas, to provide scenic design services for The Western Stage 2008 season, \$6,291.00, July 1, 2008 – December 31, 2008
  - h. Derek E. Duarte, to provide lighting for three main stages productions for The Western Stage 2008 season, \$4,830.00, July 1, 2008 – December 31, 2008
  - i. Gabriela Gonzalez, Summer Health Institute, \$15.00/hr, Nursing, June 21, 2008 – June 28, 2008
  - j. Jose J. Gonzalez, Summer Health Institute, \$15.00/hr, Nursing, June 21, 2008 – June 28, 2008
  - k. David Gould, to provide scenic construction services for The Western Stage 2008 season, \$8,850.00, July 1, 2008 – December 31, 2008

**THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:**

- l. James Helm, Lifeguard, \$15.00/hr, Physical Education, July 1, 2008 – June 30, 2009
- m. Ian Kile, Lifeguard, \$15.00/hr, Physical Education, July 1, 2008 – June 30, 2009
- n. Leslie Lancaster, to provide prop & design services for The Western Stage 2008 season, \$9,600.00, July 1, 2008 – December 31, 2008
- o. Havey Landa, to provide volunteer coordination & front house support for The Western Stage 2008 season, \$9,000.00, July 1, 2008 – December 31, 2008
- p. Dionne Meyer, to provide stage management services for The Western Stage 2008 season, \$2,000.00, July 1, 2008 – December 31, 2008
- q. Thanh Nguyen-Du, Summer Health Institute, \$15.00/hr, Nursing, June 21, 2008 – June 28, 2008
- r. Sarah Ramirez, to provide box office services for The Western Stage 2008 season, \$10.50/hr, July 1, 2008 – December 31, 2008
- s. Alejandra Sanchez, coordinate children's activities, provide age appropriate activities for potential and existing resource families, Department of Social Services Training Contract, \$17.00/hr, July 1, 2008 – June 10, 2009
- t. Luana J. Speelman, to provide technical purchasing, inventory management & prop coordination for The Western Stage 2008 season, \$12,000.00, July 1, 2008 – December 31, 2008
- u. Donna Trementozzi, foster parent orientation meetings, \$22.00/hr, Foster and Kinship Care Education
- v. Michael Turner, to provide scenic construction, painting and management services for The Western Stage 2008 season, \$8,100.00 to \$8,700.00, July 1, 2008 – December 31, 2008
- w. Melinda Valdez, Summer Health Institute, \$15.00/hr, Nursing, June 21, 2008 – June 28, 2008
- x. Isela Villanueva, to provide box office services for The Western Stage 2008 season, \$12.50/hr, July 1, 2008 – December 31, 2008
- y. Karina Young, assist English faculty in the development of supplemental learning activities for English 253 and compile data on the Supplemental Instruction Program's outcomes, \$14.42/hr, Academic Learning Center, June 23, 2008 – August 15, 2008

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

- z. Susana Zamora, Summer Health Institute, \$15.00/hr, Nursing, June 21, 2008 – June 28, 2008
10. Ratify appointment of student workers for Spring Semester 2008:
- a. Carmen Lockhart, High School Equivalency Program, Student Worker III
  - b. Virginia Vega, Financial Aid, Student Worker III
11. Ratify appointment of student workers for Summer Session 2008:
- a. Sarah Aguilar, Student Activities, Student Worker II
  - b. Virginia Aguillon, Academic Learning Center, Student Worker II
  - c. Ralph Aldanese, Library, Student Worker I
  - d. Maria Andrade, EOPS, Student Worker II
  - e. Yesmin Arevalo, Academic Learning Center, Student Worker I
  - f. Norma Armenta, Child Development Center, Student Worker I
  - g. Michaela Ballesteros, Social Science/Language Arts/Fine Arts, Student Worker I
  - h. Michelle Ballesteros, Social Science/Language Arts/Fine Arts, Student Worker I
  - i. Samantha Barnthouse, Academic Learning Center, Student Worker II
  - j. Nichole Beard, Administrative Services, Student Worker I
  - k. Gwendaline Bousquet, Academic Learning Center, Student Worker II
  - l. Tara Burns, Cafeteria, Student Worker I
  - m. Elizabeth Butler, Admissions & Records, Student Worker I
  - n. Claudia Cardenas, Child Development Center, Student Worker II
  - o. Jaime Castro, Financial Aid, Student Worker III
  - p. Lauro Chavez, Academic Learning Center, Student Worker I
  - q. Rosa Chavez, AmeriCorps Program, Student Worker I
  - r. Erica Colburn, Academic Learning Center, Student Worker II
  - s. Jennifer Contreras, Child Development Center, Student Worker I
  - t. Maria Dagnino, Child Development Center, Student Worker II
  - u. Ramona Delgado, High School Equivalency Program, Student Worker I
  - v. Tiana Dias, Math/Science/Engineering/AHT, Student Worker III
  - w. Arlene Diazleal, Counseling/Assessment Center, Student Worker I

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

- x. Esther Diaz-Duarte, Academic Learning Center, Student Worker II
- y. Alan Galarza, MESA, Student Worker III
- z. Briana Garcia, Academic Learning Center, Student Worker II
- aa. Jose Garcia-Mora, Academic Learning Center, Student Worker II
- bb. Galdino Guijosa, Information Systems, Student Worker III
- cc. Anabel Hernandez, Child Development Center, Student Worker I
- dd. Jessica Hernandez, EOP&S, Student Worker II
- ee. Leidy Hernandez, Academic Learning Center, Student Worker II
- ff. Daniel Jimmeyer, Library, Student Worker I
- gg. Violet Kildaw, DSP&S, Student Worker II
- hh. Evelyn Lanka, Small Business Development Center, Student Worker I
- ii. Pedro Lara, Cafeteria, Student Worker I
- jj. Carmen Lockhart, High School Equivalency Program, Student Worker III
- kk. Ana Lopez, Child Development Center, Student Worker I
- ll. Hilario Lopez, Occupational Education, Student Worker I
- mm. Celestre Lopez, Counseling/Career Center, Student Worker I
- nn. Robert Luna, Information Systems Student Worker III
- oo. Yuriana Magana Leon, Child Development Center, Student Worker III
- pp. Alicia Martinez, Counseling/Assessment Center, Student Worker I
- qq. Seiichi Matsuda, Academic Learning Center, Student Worker III
- rr. Tamkeen Mattu, MESA Program, Student Worker IV
- ss. Monica Mendoza, Career Center, Student Worker I
- tt. Samuel Mora, Information Systems, Student Worker III
- uu. Doris Murrillo, Child Development Center, Student Worker III
- vv. Monica Navarro, Cafeteria, Student Worker I
- ww. Dinhtruong Nguyendduong, Information Systems, Student Worker III
- xx. Marlyn Padilla, Academic Learning Center, Student Worker I
- yy. Ankit Patel, Academic Learning Center, Student Worker II
- zz. Andrew Pfeiffer, Information Systems, Student Worker III
- aaa. Robert Perez, Reprographics, Student Worker I
- bbb. Maria Quigley, Academic Learning Center, Student Worker II

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

- ccc. Juan Ramirez, Academic Learning Center, Student Worker II
- ddd. Maria Ramirez de Sandoval, Child Development Center, Student Worker III
- eee. Mark Rebolledo, Information Systems, Student Worker IV
- fff. Kyle Ritchie, Library, Student Worker I
- ggg. Melissa Rojas, Academic Learning Center, Student Worker II
- hhh. Christine Savala, Academic Learning Center, Student Worker II
- iii. Katrina Savala, Academic Learning Center, Student Worker I
- jjj. Jacqueline Sells, Library, Student Worker I
- kkk. Rosa Servin, Academic Learning Center, Student Worker I
- lll. Erica Soler, Child Development Center, Student Worker I
- mmm. Chadd Tate, Animal Health Technology, Student Worker III
- nnn. Jesus Valladolid, Occupational Education, Student Worker I
- ooo. Esther Vargas, Career Center, Student Worker I
- ppp. Jorge Nicolas Vargas, Academic Learning Center, Student Worker II
- qqq. Ricardo Vazquez, Information Systems, Student Worker III
- rrr. Virginia Vega, Financial Aid, Student Worker III
- sss. Percy Vigo, Academic Learning Center, Student Worker II
- ttt. Garrett Warren, Library, Student Worker I
- uuu. Robert Watson, Maintenance/Grounds, Student Worker I
- vvv. Sarah Weaghinton, Information Systems, Student Worker III

VI. Ratify volunteers:

- a. Emilie Borg, The Western Stage
- b. Marilyn Gillis, The Western Stage
- c. Marlys Maher, The Western Stage
- d. Jor-El Vaasborg, The Western Stage

VII. Special Projects and Stipends

- 1. Ratify Special Project Agreement Payments:
  - a. Matthew Bokemeier, \$150, for revising the GEO 1 course outline
  - b. Jim Butler, \$75, for revising the EGN 8 course outline

**THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:**

- c. Jim Butler, \$150, for revising the MAT 5 course outline
- d. Alex Edens, \$1,000, for organizing and coordinating the ACCESS Program, August 20, 2007-June 6, 2008.
- e. Susan Hovde, \$1,000, for organizing and coordinating the ACCESS Program, August 20, 2007-June 6, 2008.
- f. Larry Mankins, \$150, for revising the PE 1.182 course outline
- g. Larry Mankins, \$100, for revising the PE 1.197 course outline
- h. Jerry Noble, \$50, for revising the PE 1.146 course outline
- i. Jerry Noble, \$50, for revising the PE 1.180 course outline
- j. Jerry Noble, \$100, for revising the PE 1.185 course outline
- k. Jerry Noble, \$75, for revising the PE 3.530 course outline
- l. Jerry Noble, \$75, for revising the PE 3.531 course outline
- m. Jerry Noble, \$150, for revising the PE 54A course outline
- n. Jerry Noble, \$150, for revising the PE 54B course outline
- o. Sharon Radel, \$150, for revising the AHT 101 course outline
- p. Sharon Radel, \$200, for revising the AHT 102 course outline
- q. Sharon Radel, \$200, for revising the AHT 103 course outline
- r. Sharon Radel, \$200, for revising the AHT 104 course outline
- s. Sharon Radel, \$200, for revising the AHT 105 course outline
- t. Sharon Radel, \$150, for revising the AHT 106 course outline
- u. Sharon Radel, \$200, for revising the AHT 107 course outline
- v. Sharon Radel, \$150, for revising the AHT 108 course outline
- w. Sharon Radel, \$200, for revising the AHT 109 course outline
- x. Sharon Radel, \$200, for revising the AHT 110 course outline
- y. Sharon Radel, \$200, for revising the AHT 111 course outline
- z. Sharon Radel, \$200, for revising the AHT 112 course outline
- aa. Sharon Radel, \$150, for revising the AHT 113 course outline
- bb. Jim Riley, \$100, for revising the MAT 123L1 course outline
- cc. Jim Riley, \$100, for revising the MAT 123L2 course outline
- dd. Jim Riley, \$100, for revising the MAT 123L3 course outline
- ee. Jim Riley, \$100, for revising the MAT 123L4 course outline

## APPENDIX A

THE FOLLOWING PERSONNEL ACTIONS ITEMS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF AUGUST 5, 2008:

- ff. Carol Thole, \$7,207 to provide service as the Interim Director, Small Business Development Center, June 9-June 30, 2008.
- gg. Steven Triano, \$50.00 per hour, recruitment and articulation for the CSUMB-Hartnell Seamless Grant, January 3, 2008-January 24, 2008.
- hh. Benjamin Turner, for logistics and administrative functions for 2107 Perez Place House, four equal payments of \$2,500.00, Occupational Education, September 7, 2007 to July 31, 2008
- ii. Lawrence Yee, \$1,000, for organizing and coordinating the ACCESS Program, August 20, 2007-June 6, 2008.