

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

Regular Meeting of the Board of Trustees

February 6, 2007

CALL TO ORDER The Regular Meeting of the Board of Trustees of Hartnell Community College District was called to order at 4:20 p.m. at the King City Education Center, in King City, CA, by Board President, Aaron Johnson.

PRESENT Board of Trustees in attendance at the Call to Order: Berna Maya, Brad Rice, John Martinez, Aaron Johnson, Kari Valdés, and Steve McShane

Student Trustee: Patric Aledo

ABSENT Trustee Bill Freeman.

ADOPT AGENDA **On motion of Kari Valdés, seconded by Brad Rice, and carried, the Board adopted the agenda. Motion Carried**

CHANGE ORDER OF AGENDA Aaron Johnson, Board President requested that Item D.1 – Audit Report, be moved to follow Public Comments.

PUBLIC COMMENT ON CLOSED SESSION ITEMS None.

CLOSED SESSION The Board members, Edward J. Valeau, Superintendent/President, Larry Carrier, and Tamberly Petrovich adjourned to Closed Session at 4:25 p.m. to consider matters authorized for Closed Session in accordance with Government Code Sections 3549.1, 54957, 54956.9 and/or 54957.6.

OPEN SESSION Board President, Aaron Johnson reconvened the meeting at 5:05 p.m.

PRESENT In addition to those present at the Call to Order were the following:

Management Staff: Larry Carrier, Vice President of Administrative Services
Dr. Allan Hoffman, Vice President of Instruction
Dr. Celia Barberena, Vice President of Student Services
Tamberly Petrovich, Director, Human Resources

Academic Senate: Absent

Classified Senate: Absent

Student Senate: Lorenzo Holquin, President, Student Body Association

The Pledge of Allegiance was recited.

CLOSED SESSION REPORTING Trustee Johnson stated there was no reportable action from Closed Session.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA 1. Penelope Hartnell spoke to the assembly regarding her experience and sponsorship of a school in Africa; noting that a plaque commemorating William Hartnell has been placed at the school. The school provides education for children and adults. Ms. Hartnell encouraged pledges/donations to assist in this educational effort.

2. Eric Brennemann, Superintendent of Pinnacles National Monument, announced that the National Park Service, United States Department of Interior - Pinnacles National Monument, National Park Service, has developed a Memorandum of Understanding with Hartnell Community College to provide an "outdoor" classroom for faculty and students as part of a district-wide collaboration through the Director of Educational Services, South County.
3. Lorenzo Holquin, President of the Student Body Association, reported that he will be updating the Board on the status of the Student Body from time-to-time.

PRESENTATIONS

1 (a). Distance Education

Lisa Miller, Director of the Academic Learning Center/Distance Education, provided a brief update on Distance Education.

(b). Financial Aid

Dr. Celia Barberena, Vice President, Student Services, provided a brief power point presentation and update on Financial Aid.

2. Bond Oversight Committee Report.

Received report.

***CONSENT ACTION ITEMS** (*Consent Action Items listed below)

Approved BOARD ACTION:

Upon motion by Brad Rice, seconded by Kari Valdés, and carried, the Board moved to approve Consent Items #1-#7 as presented. Ayes: Rice, Valdés, McShane, Johnson, Martinez, Maya Noes: None Absent: Freeman Abstain: None Motion Carried

1. APPROVED MINUTES

Approved Minutes of Board of Trustees Meeting for January 9, 2007, November 7, 2006, and Special Meeting of January 25, 2007.

2. RATIFIED DISBURSEMENTS

Ratified disbursements from college accounts: General Cafeteria, Child Development, Capital Outlay Restricted, Property Acquisition Restricted and Deferred Maintenance Funds, Revolving, Bookstore, Scholarship & Loan, Athletic, Associated Student Body.

3. ADOPTED NON-RESIDENT AND FOREIGN STUDENT TUITION FOR 2007-2008

Adopted Non-resident and foreign student tuition of \$176 per unit for 2007-2008 in accord with Education Code Section 76140.

4. REVIEWED AND ACCEPTED QUARTERLY FINANCIAL STATUS REPORT

Reviewed and accepted the Quarterly Financial Status Report (Form CCFS-311Q) for the quarter ended December 31, 2007.

5. APPROVED THE MEMORANDUM OF AGREEMENT BETWEEN THE U.S. DEPT. OF INTERIOR NATIONAL PARK SERVICE AND HARTNELL COMMUNITY COLLEGE DISTRICT.

Approved the Memorandum of Agreement between the U.S. Dept. of Interior National Park Service Hartnell Community College District to develop educational curriculum, classes, programs, and to increase awareness of national parks among community members with an emphasis on minority audiences.

6. APPROVED HARTNELL COLLEGE TRAFFIC AND PARKING REGULATIONS

Approved the Hartnell College Traffic and Parking Regulations per California Vehicle Code Section 21113(a).

7. RATIFIED AND APPROVED PERSONNEL MATTERS

Action:

Ratified and approved personnel actions as listed below:

I. Retirements, Resignations, Releases and Leave Requests

1. Resignation of Mary Pearl Melendrez, Admissions & Records Technician (#CC-69), Student Services, effective January 12, 2007.
2. Resignation of Austreberta Carbajal, Scholarship Assistant (#CC-111), Advancement & Development, effective January 18, 2007.
3. Resignation of Jennifer Donegan, Instructional Technologist (#CC-118), Educational Technology & Library, effective January 12, 2007.
4. Resignation of Nancy Reyes, Student Services Technician (#CC-58), King City Education Center, effective January 2, 2007.

II. Request for new position/change to existing position

1. Approve request for new positions:
 - a. Request to allocate a new regular grant funded position (#CC-150) in Student Services (East Salinas GEAR UP) as follows: Tutorial Center Coordinator (40 hours per week, 12 months per year). **This is a grant funded position, contingent on continued grant funding, and will have no impact on the general fund budget.**
 - b. Request to allocate two new regular grant funded positions (#CC-155, #CC-156) in Student Services (High School Equivalency Program [HEP] Grant) as follows: Student Services Technician (30 hours per week, 12 months per year). **These are grant funded positions, contingent on continued grant funding, and will have no impact on the general fund budget.**
 - c. Request to allocate a new regular grant funded position (#CC-157) in the Regional Health Occupations Resource Center (RHORC Grant) as follows: Secretary, part-time (20 hours per week, 12 months per year). **This is a grant funded position, contingent on continued grant funding, and will have no impact on the general fund budget.**
2. Delete position allocations:
 - a. Delete allocation for vacant regular grant funded position (#CC-146) in the Regional Health Occupations Resource Center (Medical Laboratory Technician Distance Education Grant) as follows: Secretary, full-time (40 hours per week, 12 months per year). **This grant funded position was never filled on a regular basis and its deletion will not have an effect on regular employees.**
 - b. Delete allocation for vacant regular grant funded position (#CC-148) in the Regional Health Occupations Resource Center (Medical Laboratory Technician Distance Education Grant) as follows: Secretary, part-time (25 hours per week, 12 months per year). **This grant funded position was never filled on a regular basis and its deletion will not have an effect on regular employees.**
 - c. Delete allocation for vacant regular grant funded position (#CC-151) in the Regional Health Occupations Resource Center (Coding Specialist Grant) as follows: Secretary, full-time (40 hours per week, 12 months per year). **This grant funded position was never filled on a regular basis and its deletion will not have an effect on regular employees.**

III. Appointments

3. Ratify appointment of part-time instructors for Fall Semester 2006:
 - a. Venus Bolosan, Nursing, Nursing & Health Services
 - b. Mary Davis, Nursing, Nursing & Health Services
 - c. Andrea Harris, Physical Education

4. Ratify appointment of part-time instructors for Spring Semester 2007:
 - a. Sharon Anderson, Counseling, Counseling Department
 - b. Alejandro Arce, Photography, Fine Arts/Language Arts/Social Sciences
 - c. Matthew Bokemeier, Geography, Fine Arts/Language Arts/Social Sciences
 - d. Brian Brady, ESL, Fine Arts/Language Arts/Social Sciences
 - e. Nicole Cisneros, ESL, Fine Arts/Language Arts/Social Sciences
 - f. Roger Craft, Economics, Fine Arts/Language Arts/Social Sciences
 - g. Guido De la Vega Montalvo, Spanish, Fine Arts/Language Arts/Social Sciences
 - h. Paul Doughty, ESL, Fine Arts/Language Arts/Social Sciences
 - i. William Faulkner, Music, Fine Arts/Language Arts/Social Sciences
 - j. Maureen Fenton, Art, Fine Arts/Language Arts/Social Sciences
 - k. Charles Frederick, Anthropology, Fine Arts/Language Arts/Social Sciences
 - l. Patricia Gadban, Sociology, Fine Arts/Language Arts/Social Sciences
 - m. Richard Green, Photography, Fine Arts/Language Arts/Social Sciences
 - n. Andrew Gruttadauro, Economics, Fine Arts/Language Arts/Social Sciences
 - o. Wanda Guibert, English, Fine Arts/Language Arts/Social Sciences
 - p. John Himelright, Philosophy, Fine Arts/Language Arts/Social Sciences
 - q. Sera Hirasuna, English, Fine Arts/Language Arts/Social Sciences
 - r. Rain Jordan, English, Fine Arts/Language Arts/Social Sciences
 - s. Calvin Kanow, Art, Fine Arts/Language Arts/Social Sciences
 - t. David Kier, History, Fine Arts/Language Arts/Social Sciences
 - u. John Koza, Music, Fine Arts/Language Arts/Social Sciences
 - v. Patti Lopez, Counseling, Counseling Department/King City Education Center
 - w. Vince Lewis, Counseling, Disabled Students Programs & Services
 - x. Jeanne Milnes, Speech, Fine Arts/Language Arts/Social Sciences
 - y. Pamela Murakami, Art, Fine Arts/Language Arts/Social Sciences
 - z. Samuel Pacheco, History, Fine Arts/Language Arts/Social Sciences
 - aa. Terrance Pfenning, History, Fine Arts/Language Arts/Social Sciences
 - bb. Eduardo Ramos, Art, Fine Arts/Language Arts/Social Sciences
 - cc. Sylvia Rios, Art, Fine Arts/Language Arts/Social Sciences
 - dd. Wendy Roscher, English, Fine Arts/Language Arts/Social Sciences
 - ee. Sandy Rudo, Music, Fine Arts/Language Arts/Social Sciences
 - ff. Nancy Ruiz, Art, Fine Arts/Language Arts/Social Sciences
 - gg. Toshio Sakai, Japanese, Fine Arts/Language Arts/Social Sciences
 - hh. Criselia Serrano, Spanish, Fine Arts/Language Arts/Social Sciences
 - ii. Mark Shilstone, Speech, Fine Arts/Language Arts/Social Sciences
 - jj. Paul Stamp, History, Fine Arts/Language Arts/Social Sciences
 - kk. Anne Steinhardt, English, Fine Arts/Language Arts/Social Sciences
 - ll. Eric Strayer, Sociology, Fine Arts/Language Arts/Social Sciences
 - mm. Billy Taylor, English, Fine Arts/Language Arts/Social Sciences
 - nn. Manuela Thiess, ESL, Fine Arts/Language Arts/Social Sciences
 - oo. Cheryl Victorino, ESL, Fine Arts/Language Arts/Social Sciences
 - pp. Galina Vinokurov, Music, Fine Arts/Language Arts/Social Sciences
 - qq. Sunita Vi Jay Lanka, English, Fine Arts/Language Arts/Social Sciences
 - rr. Dana Weston, Psychology, Fine Arts/Language Arts/Social Sciences
 - ss. Robin Williams, Music, Fine Arts/Language Arts/Social Sciences
 - tt. Karen Wisdom, English, Fine Arts/Language Arts/Social Sciences

5. Ratify appointment of short-term classified employees:
 - a. Trevor Iida, Relief Campus Safety Coordinator, \$35.00/hr, Administrative Services, July 1, 2006 – June 30, 2007. This or similar services will not be extended or needed on a continuing basis.

6. Ratify appointment of substitute classified employees:
 - a. John Korby Paulsen, Electronics/Video Technician, \$19.12/hr, Library, January 2 – June 29, 2007; while regular employee is on leave.

7. Ratify appointment of Professional Experts:
 - a. Vearl Gish , to serve as interim Director, \$403.20/day, Counseling, Matriculation & Transfer Services, November 27, 2006 – January 31, 2007.
 - b. Joy Hemmingway to provide recruitment activities for the Department of Social & Employment Services Contract, \$22.00/hr, Workforce & Community Development, November 11, 2006 – June 10, 2007.
 - c. Jorge Isaias, to teach Pathways Spanish computer classes, \$50.00/hr, Workforce & Community Development, July 1, 2006 – August 15, 2008.
 - d. Norma Smith to provide respite and support training for resource parents for the Department of Social & Employment Services Contract, \$100/hr, Workforce & Community Development, December 1, 2006 – June 10, 2007.

8. Ratify appointment of student hourly employees for Fall Semester 2006:
 - a. Michelle Dominguez, Student Activities, Student Worker I
 - b. Michelle Dominguez, Admissions & Records, Student Worker I
 - c. Carmen Lockhart, Career Center, Student Worker III
 - d. Jemika Markham, Career Center, Student Worker III
 - e. Mayra Perez, Career Center, Student Worker III

9. Ratify appointment of student hourly employees for Spring Semester 2007:
 - a. Joseph Acosta, Academic Learning Center, Student Worker II
 - b. Vera Amador, Academic Learning Center, Student Worker II
 - c. Norma Armenta, Child Development Center, Student Worker I
 - d. Kimberly Avalos, Child Development Center, Student Worker I
 - e. Michaela Ballestreros, Human Resources/EEO, Student Worker I
 - f. Michelle Ballestreros, Human Resources/EEO, Student Worker I
 - g. Julio Becerra, Library, Student Worker I
 - h. Anita Bravo De Aguilera, Child Development Center, Student Worker I
 - i. Gloria Camacho, AmeriCorps Program, Student Worker I
 - j. Claudia Cardenas, Child Development Center, Student Worker II
 - k. Araceli Chavez, Admissions & Records, Student Worker I
 - l. Raul Cisneros, Jr., Child Development Center, Student Worker I
 - m. Yadira Contreras, Occupational Education, Student Worker I
 - n. Jackie Cummings, Library, Student Worker I
 - o. Maria DeLeon, Academic Learning Center, Student Worker IV
 - p. Ramona Delgado, Career Center, Student Worker I
 - q. Esther Diaz-Duarte, Academic Learning Center, Student Worker I
 - r. Michelle Dominguez, Child Development Center, Student Worker I
 - s. Cynthia Gonzales, Academic Learning Center, Student Worker III
 - t. Lilia Gonzalez, Academic Learning Center, Student Worker III
 - u. Raul Gonzalez, Child Development Center, Student Worker I
 - v. Chunfeng Guan, Academic Learning Center, Student Worker III
 - w. Maria Guerrero, Academic Learning Center, Student Worker II
 - x. Horacio Guzman, EOPS, Student Worker II
 - y. Kathryn Hulse, Academic Learning Center, Student Worker II
 - z. Angela Amanda Kaufman, Academic Learning Center, Student Worker II
 - aa. Bertha Lambaren, South County, Student Worker III
 - bb. Phat Le, Academic Learning Center, Student Worker III
 - cc. Carmen Lockhart, Career Center, Student Worker III
 - dd. Ana Lopez, Child Development Center, Student Worker I
 - ee. Cecilia Lopez, EOPS, Student Worker II
 - ff. Roxanne Luzada, Academic Learning Center, Student Worker IV
 - gg. Michael Maisonneuve, Academic Learning Center, Student Worker III
 - hh. Jemika Markham, Career Center, Student Worker III

- ii. Martha Martinez-Parra, Child Development Center, Student Worker II
- jj. Seiichi Matsuda, Academic Learning Center, Student Worker III
- kk. Amanda McBride, Business Services, Student Worker I
- ll. Enrique Mora, Child Development Center, Student Worker I
- mm. Sofia Mora, Child Development Center, Student Worker I
- nn. Doris Murrillo, Child Development Center, Student Worker II
- oo. Armando Ortiz, Academic Learning Center, Student Worker III
- pp. Mayra Perez, Career Center, Student Worker III
- qq. Maria Ramirez de Sandoval, Child Development Center, Student Worker II
- rr. Sarah Reitmayer, Academic Learning Center, Student Worker II
- ss. Norma Robles de Castro, Child Development Center, Student Worker III
- tt. Maria Rosales, Academic Learning Center, Student Worker I
- uu. Ramon Serrano, Admissions & Records, Student Worker I
- vv. Rosa Servin, Academic Learning Center, Student Worker II
- ww. Florence Shirakawa, Institutional Research & Planning, Student Worker II
- xx. Samantha Smith, Academic Learning Center, Student Worker IV
- yy. Alice Sturla, Academic Learning Center, Student Worker III
- zz. Angela Thomas, Admissions & Records, Student Worker I
- aaa. Katagirl Tsutomu, Academic Learning Center, Student Worker II
- bbb. Esmeralda Valadez, Child Development Center, Student Worker I
- ccc. Daisy Valencia, Academic Learning Center, Student Worker I
- ddd. Cecilia Isabel Vazquez, Library, Student Worker I
- eee. Ana Villalobos, Child Development Center, Student Worker III
- fff. Victoria Yoneyama, Academic Learning Center, Student Worker II
- ggg. Nicole Yoshimi, Academic Learning Center, Student Worker I
- hhh. Monica Zamora, Occupational Education, Student Worker I

ADMINISTRATIVE SERVICES

Approved 1. Audit Report

Accepted the annual audit report for the year ending June 30, 2006.

Auditor's Report: *The Auditing firm of Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants, reported that they have audited the financial statements of the Hartnell College District for years ended June 30, 2006 and 2005, and have issued their report dated October 20, 2006. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards," issued by the Comptroller General of the United States. In the opinion of the auditor, the basic financial statements referred to above present fairly, in all material respects, the financial position of Hartnell Community College District as of June 30, 2006 and 2005, and the respective changes in financial position and cash flows, for the years then ended, in conformity with accounting principle generally accepted in the United States; and, that the District is in compliance with Federal Laws and Regulations, State Laws and Regulation and is in compliance with the California State Chancellor's Office.*

BOARD ACTION: Upon motion by Kari Valdés, seconded by Steve McShane, and carried, the Board accepted the Audit Report for the year ending June 30, 2006. Ayes: McShane, Rice, Valdés, Maya, Johnson, Martinez Noes: None Absent: B. Freeman Abstain: None Motion Carried.

Approved 2. Budget Revisions

Approved Budget Revisions numbered 6744 to 6766.

BOARD ACTION: Upon motion by Steve McShane, seconded by Kari Valdés, and carried, the Board approved Budget Revisions numbered 6744 to 6766. Roll Call Vote. Ayes: Maya, Rice, McShane, Martinez, Valdés, Johnson Noes: None Absent: B. Freeman Abstained: None Motion Carried.

Approved 3. Adopt Tax & Revenue Anticipation Notes (TRANs) Resolution No. 07:2 for 2007-2008

Approved Tax & Revenue Anticipation Notes (TRANs) Resolution No. 07:2 for 2007-2008

BOARD ACTION: Upon motion by Steve McShane, seconded by Brad Rice, the Board approved TRANs Resolution 07:2 – Tax & Revenue Anticipation Notes (TRANs) Funds for 2007-2008 as presented. Roll Call Vote. Ayes: Rice, Maya, Martinez, McShane, Johnson, Valdés
Noes: None. Absent: B. Freeman Abstained: None. Motion Carried.

Approved 4. Accept Measure H General Obligation Bonds, Series A Independent Accountants’ Report for 2005-2006 (Performance Audit).

Accepted Measure H General Obligation Bonds, Series A Independent Accountants’ Report (Performance Audit) for 2005-2006.

Auditors Report: *The Auditing firm of Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants, reported they have audited Hartnell Community College District for the period ended June 30, 2006, for the purposed of determining compliance with Measure H General Obligation Bond requirements. This audit engagement performed Agreed Upon Procedures in accordance with attestation standards established by the American Institute of Certified Public Accountants. In the opinion of the auditor, District procedures for disbursement of Bond Funds were applied in accordance with laws and regulations as described in the State of California Education Code, the California Chancellor’s Office Budget and Accounting Manual, as well as approved Hartnell Community College District Board Policies for expenditures through review and testing of actual invoices, purchase orders, and construction bid documents; and further, that the auditors observed compliance with expenditure allowances for the 2005-06 fiscal year within the Measure H Bond Initiative placed on the Local Election Ballot held on November 4, 2003; and further, that the auditors verified the appropriateness of Bond expenditures for the 2005-06 fiscal year to the object code classification within the general ledger; and, that the auditors calculated the balance available for expenditures of bond proceeds related to the approved projects within the Measure H Bond Funds at June 30, 2006, and there were no adjustments to the District’s financial records as a result of the auditor’s procedures.*

Accountability Report: A brief accountability report was provided by the Superintendent/President, Edward J. Valeau and by Larry Carrier, Vice President/Chief Financial Officer/Asst. Superintendent, regarding Measure H General Obligation Bonds

BOARD ACTION: Upon motion by Steve McShane, seconded by Berna Maya, and carried, the Board approved the Measure H General Obligation Bonds, Series A, Independent Accountant’s Report for 2005-2006 (Performance Audit) – Measure H as presented. Ayes: Maya, McShane, Rice, Martinez, Valdés, Johnson Noes: None Absent: B. Freeman Abstain: None Motion Carried.

INFORMATION ITEMS

Received 1. Financial Statements

Received the Financial Statements for the period ending November 30, 2006, as presented.

COLLEGE SENATES

Student Senate

Received Received report.

Academic Senate

No report.

Classified Senate

No report.

OFFICE OF SUPERINTENDENT/PRESIDENT

1. President's Report

Received Receive report on matters of interest to the College.

- a) Brief Update re Memorandum of Understanding – East Campus.
- b) Measure H
- c) Commended Coach Vasher for his efforts.
- d) Enrollment Management Team-brief update
- e) Managers' updates

BOARD OF TRUSTEES

Received 1. Communications/Conference Reports

Trustee Martinez, McShane, Johnson, Maya, commented on various items.

2. Travel Requests

None.

Approved 3. Recommendation for the 2007 Distinguished Alumnus/Alumna Award

Received and approved the Trustee Nominating subcommittee recommendation of Mark Kennedy to receive the 2007 Distinguished Alumnus/Alumna Award.

BOARD ACTION: Upon motion by Steve McShane, seconded by Brad Rice, and carried the Board received and approved the nomination of Mark Kennedy as the 2007 Distinguished Alumna. Ayes: McShane, Rice Maya, Johnson, Martinez, Valdés Noes: None Absent: B. Freeman Abstain: None. Motion Carried.

HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

None.

FUTURE AGENDA ITEMS

Received.

NEXT MEETING

1. The next regular Board of Directors Meeting is scheduled for March 6, 2007, at 4:00 p.m., in the Hartnell College Board Room, 156 Homestead Avenue, Salinas, CA.

ADJOURNMENT

The meeting was adjourned.

Adjourn BOARD ACTION: Upon motion by Aaron Johnson, seconded by Berna Maya, and carried, the meeting was adjourned.

Aaron Johnson
Board of Trustees President

Dr. Edward J. Valeau
President/Superintendent