

**HARTNELL COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

February 5, 2008

**OPEN SESSION  
CALL TO ORDER**

The Regular Meeting of the Board of Trustees of Hartnell Community College District was called to order in the Board Room at 5:03 p.m., by Board President, Kari Lee Valdés.

**PRESENT**

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

**ALSO PRESENT**

Phoebe Helm, Interim Superintendent/President – Board Secretary  
Lorena Moreno, Student Trustee

**ADOPT AMENDED  
AGENDA**

Upon motion by Kevin Healy, seconded by Patricia Donohue, and unanimously carried, the Board moved to adopt the agenda as amended. Consent Action Item IV. K, Approve the Educational Affiliation Agreement between Hartnell College and Catholic Healthcare West was added to the agenda.

**PUBLIC COMMENT  
ON CLOSED  
SESSION ITEMS**

Board President Valdés reminded the Board and the public that in accordance with its policies, Board Members will not respond to public comments. However, they would listen and then take into consideration such public comments once they were in closed session.

Jason Smith, Track and Field Coach at Palma and Notre Dame spoke in support of Jerry Noble, Hartnell College Faculty member.

**CLOSED SESSION**

The Board Members, Dr. Phoebe Helm, and David Melisso, legal counsel, adjourned to Closed Session at 5:09 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.

**RECONVENE  
OPEN SESSION**

Board President, Kari Lee Valdés reconvened the regular meeting at 7:06 p.m.

**PRESENT**

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

Management Staff: Tamberly Petrovich, Director, Human Resources/EEO

Academic Senate: Jennifer Lagier Fellguth, President

Hartnell College Faculty Association: Melissa Stave, Vice President

Classified Senate and C. S E A.: Margie Wiebusch, Member and President

Student Senate: Lorena Moreno, President

*The Pledge of Allegiance was recited.*

**REPORT OUT FROM  
CLOSED SESSION**

Board President Valdés reported out the following two items from closed session:

1. Upon motion by Brad Rice, seconded by Kevin Healy, and on a roll-call vote of (6-1), the Board moved to approve the settlement agreement with Jerry Noble.  
AYES: 6  
NAYS: 1 (Freeman)  
ABSENT: 0
2. Upon motion by Kevin Healy, seconded by Patricia Donohue, and carried, the Board moved to authorized William E. Brown, as defense counsel to represent all defendants collectively and individually named in Claim M88730, Gail Lawrence and Sharon Culver vs. Hartnell Community College District.

**PUBLIC COMMENTS**

Board President Valdés, once again, reminded the Board and the public that in accordance with its policies, Board Members will not respond to public comments.

The following individuals spoke in support of Jerry Noble. In addition, a petition in support of Mr. Noble was presented to the Board:

Christopher Zepeda, Hartnell College Track and Field Coach  
Joe Mangan, Coach, College of San Mateo and Executive Committee member of Northern CA Track Association  
Sheri Hauswirth, Community Member  
Ellie Love, Hartnell College Faculty  
Oliver Shabram, Student Athlete  
Jonathan Nguyen, Student Athlete  
Larry Mankins, Hartnell College Faculty  
Gary Shaw, Retired Hartnell College Faculty  
Taide Marquez, Student Athlete  
Jonathan Matsumura, Track and Field Volunteer  
Kenny Guereque, Student Athlete

Brenda Powers, Hartnell College student spoke in support of continuing the Medical Laboratory Technician Program.

**PRESENTATIONS  
Bond Oversight  
Committee Update**

Damon Felice, Townsend Management, Inc. provided an update on the College's construction projects. Current projects include the CALL building, PA/ADA Upgrade Project, Northeast Landscaping Project, Student Center Renovation/Remodel Project, PE Renovation Project, Alisal Campus Center for Applied Technology, Alisal Master Plan and the Main Campus IPP. Further, he happily reported that the Marquee Sign/Campus Map and Directory Signs have been installed.

The complete report can be found at:  
[http://www.hartnell.edu/board/packets/February\\_packet.pdf](http://www.hartnell.edu/board/packets/February_packet.pdf)

**BOARD’S GOALS**  
**Accreditation**  
**Finances**  
**Communication**  
**Search for Supt/Pres**

Dr. Helm provided the following report on the Board’s Goals:

Accreditation: Dr. Helm reported that the letter that placed the college on probation in July 2007 stipulated two reports – one October 15 and the other March 15. Accreditation Commission meets twice a year – January and June – to consider and then issue a decision based on the reports, the visits, and the team’s findings and recommendations. She happily reported that the Commission faxed us a letter informing us that our status has moved up from “probation” to “warning”! However, while the college is moving in the right direction, the next report is due March 15 and the report must provide evidence that all concerns and recommendations have been remediated. Further, the letter quotes federal regulations as requiring that any college that fails to remove all deficiencies within two years must have their accreditation terminated by the Commission. Therefore, Hartnell must achieve an unqualified accreditation before June 2009 or lose it. She thanked the Board for their leadership, their support, and for their time. In addition, she thanked the faculty and staff for all of their hard work.

Finances: Dr. Helm reported that the college achieved a 23% growth (1700 more students than we had one year ago) in enrollment and a 14% growth in units over last spring. She thanked the students, faculty, and staff for their involvement in the Registration Rally held at the Main Campus and the King City Education Center. She believes that the rally, offices staying opened until seven every evening, and the guaranteed scheduled have made a difference. She further reported that credit should be given to the new or renewed energy and spirit of cooperation on campus – faculty added students to their classes all last week – people are happy – we are becoming a better college!

Communication: Dr. Helm reported that the Board has revised its shared governance policy with regard to the faculty senate and tonight will consider for first reading the revision of the shared governance policy as it impacts the classified union. Additionally, a college-wide leadership group is completing its shared governance processes and procedures. These efforts have improved communication internally. Meanwhile, the Board has engaged in numerous workshops and Board members continue to improve communication amongst themselves and with the community.

Search for Supt./President: Dr. Helm reported that the search committee has been identified and the brochure has been developed. And, as requested in December, she has agreed to be a candidate – to give the college and the Board an “insurance plan” because Title V regulations indicate that, if the search should fail, the Board would not be able to extend her interim role beyond twelve (12) months, nor would they be able to appoint her to the position unless she were a candidate. So, she indicated that her “hat is in the ring”.

**CONSENT ACTION**

Trustee Martinez asked that Consent Action Item IV.A, Minutes be pulled for discussion.

Trustee Martinez asked that the minutes be revised to show that Trustee Freeman was in attendance at the January 8, 2008 meeting.

Upon motion by Brad Rice, and seconded by Kevin Healy, and unanimously carried, the Board moved to approve Consent Actions Items IV. A through IV. K.

**Adopted – Revised; 3/4/08; 4/1/08**

- MINUTES** A. Approved the minutes of the regular meeting of January 8, 2008 as amended. The minutes were revised to reflect the attendance of Trustee Freeman who was present.
- RATIFIED  
DISBURSEMENTS** B. Ratified disbursements from College accounts: General Cafeteria, Child Development, Capital Outlay Restricted, Property Acquisition Restricted and Deferred Maintenance, Revolving, Bookstore, Scholarship & Loan, Athletic, Associated Student Body.
- SUNRISE HOUSE  
APPOINTMENT** C. Appointed Trustee Healy as representative to Sunrise House Joint Powers Agency Board for 2008. The 2008 membership fee in the JPA is \$1,750.
- AGREEMENT –  
SHERIFF DEPT  
VOLUNTARY  
FITNESS PROGRAM** D. Approved renewal agreement between the County of Monterey, Sheriff’s Department and Hartnell College for a voluntary fitness incentive program for County employees effective July 1, 2007 through June 30, 2008. Revenues generated from FTES is approximately \$4,500. (one FTE)
- CURRICULUM  
COMMITTEE** E. Approved the January 25, 2008 Curriculum Committee actions.
- MUSIC  
PERFORMANCE  
LICENSING  
AGREEMENT - BMI** F. Approved music performance licensing agreement between Broadcast Music, Incorporated (BMI) and Hartnell College effective July 1, 2007 through June 30, 2010. Cost is based on yearly report of the Fall FTES at \$.031 per FTES. Cost coverage for 2007-08 is \$917.75.
- PROPERTY  
AGREEMENT – BAY  
PROPERTY  
MANAGEMENT** G. Approved renewal agreement between Bay Property Management and Hartnell College for rental properties effective February 5, 2008 through February 4, 2009. Cost of services provided equal 10% of total rent collected each month.
- AGREEMENT – HEP  
WATSONVILLE /  
APTOS HIGH  
SCHOOLS** H. Approved agreement between Watsonville/Aptos Adult Education and Hartnell College for High School Equivalency Program (HEP) for 2007-08. Expenses incurred by Hartnell College are supported by the HEP grant in the amount of approximately \$325 per student served.
- NON-RESIDENT AND  
FOREIGN STUDENT  
TUITION AND FEES  
– 2008-09** I. Adopted Non-Resident and Foreign Student Tuition and Fees in the amount of \$181 per unit for the 2008-09 academic year.
- PERSONNEL  
ACTIONS** J. Ratified and/or approved current personnel actions. (Appendix A).
- AGREEMENT –  
CATHOLIC  
HEALTHCARE  
WEST** K. Approved educational affiliation agreement with Catholic Healthcare West and Hartnell Community College District for Medical Laboratory Technician clinical experience effective January 21, 2008 to January 22, 2009.

**ACTION ITEMS**

**RESOLUTION 8:01  
TRANS**

- A. Upon motion by Brad Rice, seconded by Patricia Donohue, and on a roll-call vote of 7-0, the Board moved to adopt Resolution 8:01, Tax and Revenue Anticipation Notes (TRANS) funds for 2008-09.  
AYES: 7  
NAYS: 0  
ABSENT: 0

**RESOLUTION 8:02  
ALISAL CAMPUS**

- B. Upon motion by Kevin Healy seconded by Student Trustee Moreno and on a roll-call vote of 5-2, the Board moved to adopt Resolution 8:02, To Name East Campus, Alisal, and to direct the Superintendent/President to seek center status with the Chancellors Office. – (Appendix B)  
AYES: 5  
NAYS: 2 (Martinez and Freeman)  
ABSENT: 0

Trustee Martinez expressed his concern regarding this item. He strongly opposed moving forward until the Board had an opportunity to speak with those who live within the area and that the community is aware that the Board intends to take this action. He wants to be sure that the community knows. Both Trustee Gonzalez-Castro and Board President Valdés stated that the request has come from the community and it was this reason that the item came forward. Dr. Helm stated that the naming of the facility is in honor of the history of the community. In addition, seeking center status with the Chancellors Office will possibly allow the college to qualify for additional funding due the development, growth, and types of programs offered at the site.

**BOARD POLICY  
2010, CLASSIFIED  
EMPLOYEES –  
SHARED  
GOVERNANCE**

- C. Upon motion by Elia Gonzalez-Castro, seconded by Kevin Healy, and unanimously carried, the Board approved the first reading of Board Policy 2010, Classified Employees – Shared Governance to be compliant with Senate Bill 235.

**BUDGET REVISIONS**

- D. Upon motion by Kevin Healy, seconded by Patricia Donohue and on a roll-call vote of 7-0, the Board moved to approve budget revisions numbered 7315 to 7352.  
AYES: 7  
NAYS: 0  
ABSENT: 0

**DISTRICT AUDIT**

- E. Upon motion by Patricia Donohue, seconded by Elia Gonzalez-Castro, and unanimously carried, the Board moved to accept the Independent Accountants' Audit Report for the year ending June 30, 2007.

**QUARTERLY  
FINANCIAL STATUS  
REPORT – DEC 2007**

- F. Upon motion by Kevin Healy, seconded by Patricia Donohue, and unanimously carried, the Board moved to accept the required State Report: Quarterly Financial Status Report (CCFS311Q) for the quarter ending December 31, 2007.

**AWARD AUDITING  
FIRM FOR 2008-2010**

- G. Upon motion by Patricia Donohue, seconded by Brad Rice, and unanimously carried, the Board moved to award a contract to Vicenti, Lloyd & Stutzman for financial auditing services for 2008-2010. Cost for these services (including the foundation) will be \$101,700 for 2008; \$105,200 for 2009; and \$109,500 for 2010.

**MEASURE H –  
PERFORMANCE  
AUDIT 2006-07**

H. Upon motion by Kevin Healy, seconded by Patricia Donohue, and unanimously carried, the Board moved to accept Measure H General Obligations Bond, Series A Independent Accountants’ Report (Performance Audit) for 2006-07.

**REPAIRS – KING  
CITY EDUCATION  
CENTER DECLARED  
EMERGENCY**

I. Upon motion by Brad Rice, seconded by Lorena Moreno, and on a roll-call vote, the Board moved to declare repairs to the King City Education Center resulting from a vehicle accident as an “Emergency” and approved obtaining a general contractor to perform the repairs because repairs will exceed \$14,999. Estimated costs of repairs are in the neighborhood of \$30,000. The college’s deductible is \$10,000.

AYES: 7  
NAYS: 0  
ABSENT: 0

**PERSONAL SERVICE  
AGREEMENT –  
FUSION TRAINING**

J. Upon motion by Patricia Donohue, seconded by Kevin Healy, and unanimously carried, the Board moved to approve the personal service agreement for FUSION training between Facilities Planning and Consulting Services and Hartnell College effective February 5, 2008 through February 4, 2009. The cost of the agreement will not exceed \$10,000 and will be paid from Measure H bond funds.

**CLASSIFIED  
MANAGEMENT  
POSITION**

K. Upon motion by Juan Martinez, seconded by Brad Rice, and unanimously carried, the Board moved to approve a new classified management classification of Facilities Planning Manager, (Appendix C), Range VIII, Management Salary Schedule.

**ALLOCATION AND  
INTERIM  
APPOINTMENT OF  
MANAGER**

L. Upon motion by John Martinez, seconded by Bill Freeman, and unanimously carried, the Board moved to approve the new allocation of Facilities Planning Manager and approved the interim appointment of Augustine Nevarez to that position which will be charged to Measure H bond funds.

**PUBLIC HEARINGS  
FOR COLLECTIVE  
BARGAINING  
PROPOSALS**

M & N. Two public hearings were held for the purposes of collective bargaining. There were no public statements made at either of the hearings:

- Hartnell College District Initial Collective Bargaining Proposal to International Union of Operating Engineers Stationary Local No. 39 (L-39).
- International Union of Operating Engineers Stationary Local No. 39 (L-39) Initial Collective Bargaining Proposal to Hartnell College District

**ADOPT  
COLLECTIVE  
BARGAINING  
PROPOSALS**

O. Upon motion by Patricia Donohue, seconded by Kevin Healy, and unanimously carried, the Board moved to adopt the initial collective bargaining proposal from Hartnell Community College District to International Union of Operating Engineers Stationary Local No. 39 (L-39).

**AUTHORIZE  
REIMBURSEMENT  
FOR SUPT/PRES  
CANDIDATES**

P. Upon motion by Brad Rice, seconded by Patricia Donohue, and unanimously carried, the Board moved to authorize reimbursement of necessary and documented expenses associated with invited Superintendent/President candidate’s travel to the District of up to \$1,500 per visit.

**INFORMATION  
ITEMS**

**FINANCIAL  
STATEMENTS**

The Board received and accepted the financial statements for period ending December 31, 2007.

**STUDENT SENATE  
REPORT**

Lorena Moreno, Student Senate President reported that the Senate had a successful WOW Week; that they conducted a student survey on the registration rally and on going green. Their goal was to have collected responses from 10% of the student population – they received 2/3 of the 10%. She also reported that they are planning celebrations for both Black History month and Women’s History month; and that the Senate is excited and wants to help with student retention.

**ACADEMIC SENATE  
REPORT**

Jennifer Lagier Fellguth, Academic Senate President reported that they continue to work with unions, Classified and Student Senates on the new shared governance structure; that shared governance employee trainings will be held; that the faculty is participating and developing recommendations on the college reorganization; that this past flex day, the faculty worked on Student Learning Outcomes; that they continue to work on revising their courses and degrees; and that they are working with Dr. Rose on the March 15 Accreditation Report.

**CLASSIFIED SENATE  
REPORT**

Margie Wiebusch, CSEA President reported that Tammy Sharp de Avalos has resigned as Classified Senate President – Lourdes Sanchez has replaced her. On behalf of the classified employees, Margie reported that they are excited to have worked on the first reading of revised Board Policy 2010, Classified Employees – Shared Governance; that they are working with unions and senates on the new shared governance structure; that on February 21 there will be a leadership training held in the distance ed room that will be teleconferenced so that the King City staff can participate; and that they continue to work on the school supply backpack project for next school year.

**PRESIDENT’S  
REPORT**

Dr. Helm extended her appreciation to those Board members who attended the 2008 Effective Trusteeship workshop in Sacramento and she thanked Elia and Juan for attending the Legislative sessions that followed; that the notebooks the Board received this evening includes a complete set of Board Policies and Board Development Plan. At the suggestion of Trustee Healy, a portion of each Board meeting will be used to review a portion of board policies. This is an opportunity for not only our Board to familiarize themselves with policies, but will help educate the community.

**BOARD  
COMMUNICATION**

Trustee Freeman reported that he was proud of the students and athletes that showed up this evening, and that he would like to move Board communications to the front of the agenda.

Trustee Healy expressed his appreciation for the opportunity to attend the 2008 Effective Trusteeship workshop and that he is excited and believes the college is going in the right direction.

Trustee Gonzalez-Castro also expressed her appreciation for having attended the Trusteeship workshop; that she attended a local board of trustee’s workshop sponsored by the Monterey County Office of Education (Hartnell will be included in future workshops); that the Bookstore, while doing a good job, needs more

**Adopted – Revised; 3/4/08; 4/1/08**

cashiers, especially during the first couple weeks of classes; that she would like a student survey conducted to determine how well the first week of school went; that she was pleased to have a staff member approach and help her and another student find a classroom; and that she is pleased with our accreditation status.

Trustee Donohue stated that she, too, was pleased to have attended the Trusteeship workshop and that she was pleased with the accreditation letter.

Trustee Valdés reported she was pleased with the latest accreditation news and she asked if the Books of Love project was still on-going. Margie responded, yes; however, she was working primarily on the school supply backpack project.

**FUTURE AGENDA  
ITEMS**

Trustee Gonzalez-Castro – Salinas Valley 2020 Study quarterly presentations on how Hartnell is responding to the findings in that study.

**NEXT MEETING**

The next Board of Trustees Meeting is scheduled for March 4, 2008, 5:00 p.m. in the Hartnell College Board Room, 411 Central Avenue, Salinas, CA.

**ADJOURNMENT**

Upon motion by Brad Rice, seconded by Kevin Healy, and unanimously carried, the Board moved to adjourn the meeting at 8:46 p.m.

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Kari Lee Valdés  
Board of Trustees President

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Phoebe K. Helm  
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

Approval of:

- 1 request for Short-Term employment (presented for approval in compliance with Education Code §88003.)

Ratification of:

- 1 interim assignment of CSEA employee to supervisory position
- 3 resignations of regular employees
- 1 hire of CSEA employee
- 1 Part-Time Faculty hire for Fall Semester 2007
- 89 Part-Time Faculty hires for Spring Semester 2008
- 2 Student Worker hires for Fall Semester 2007
- 1 Volunteer
- 63 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. Approve Short-term Staffing Request:
  - a. Secretary, \$14.28/hr, Workforce and Community Development, provide secretarial services for Medical Coding Grant; assist with tracking, data collection, and 1) input all into Online Data Collect System (DCS); monitor and communicate with students, and 2) gather and enter initial data for Astra room scheduling software implementation, February 6 – August 31, 2008. This or similar services will not be extended or needed on a continuing basis.

II. Retirements, Resignations, Releases and Leave Requests

1. Ratify resignations of regular personnel:
  - a. Jerry Noble, PE Instructor/Cross Country & Track Coach, (#CC-57), Physical Education and Athletics, effective June 6, 2008.
  - b. Dr. Lisa Miller, Director, Campus Learning Resource Center and Distance/On-Line Education (#A-15), effective January 18, 2008.
  - c. Dr. Kathleen Schrader, Dean of Instruction for Math, Science, Nursing, and Animal Health Technology (#A-33), effective February 15, 2008.

III. Request for new position/change to existing position:

1. Approve request to allocate new position:
  - a. Programmer Analyst (40 hours/week, 12 months/year) (#CC-159), Educational Technology & Library Services. Funding for this position is provided by Title V funds through September 2012.

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

IV. Appointments

1. Ratify interim assignment of CSEA personnel to Supervisor position:
  - a. Frank Henderson, Interim Academic Learning Center Supervisor, Supervisory Salary Schedule, Range 29, Step E, effective January 2, 2008.
2. Ratify appointment of regular CSEA classified personnel:
  - b. Kathie Cameron, part-time, 30 hours per week, 12 months per year, Administrative Assistant (Title V) (#CC-125), Educational Technology & Library, Step A, effective January 7, 2008. This action fills an existing vacant position.
3. Ratify appointment of part-time instructors for Fall Semester 2007:
  - a. Karen Lindsey, Nursing; Nursing and Health Education
4. Ratify appointment of part-time instructors for Spring semester 2008:
  - a. Patrizia Ahlers, Psychology; Fine Arts/Language Arts/Social Sciences
  - b. Tom Alejo, Auto Collision; Occupational Education
  - c. Wendy Angel, Art; Fine Arts/Language Arts/Social Sciences
  - d. Talal Alsaleem, Psychology; Fine Arts/Language Arts/Social Sciences
  - e. Nelson Bonner, Computer Lab; Academic Learning Center
  - f. Olga Blomgren, Ethnic Studies and English; Fine Arts/Language Arts/Social Sciences
  - g. Brian Brady, ESL; Fine Arts/Language Arts/Social Sciences
  - h. Juan Campos, Computer Lab; Academic Learning Center
  - i. Carlos Chavez, Counseling, High School Equivalency Program
  - j. Stephen Crowell, Philosophy; Fine Arts/Language Arts/Social Sciences
  - k. Paul Doughty, ESL; Fine Arts/Language Arts/Social Sciences
  - l. Javier Dorantes-Rivera, Welding and Automotive Technology; Occupational Education
  - m. Guido De La Vega Montalvo, Spanish; Fine Arts/Language Arts/Social Sciences
  - n. Joseph De Ruosi, English; Fine Arts/Language Arts/Social Sciences
  - o. William Faulkner, Music; Fine Arts/Language Arts/Social Sciences

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

- p. Kathryn Franzell, English; Academic Learning Center
- q. Charles Frederick, Anthropology; Fine Arts/Language Arts/Social Sciences
- r. James Frye, ESL; Fine Arts/Language Arts/Social Sciences
- s. Renee Gaskill, English; Academic Learning Center
- t. Wayne Gibson, Real Estate; Occupational Education
- u. Richard Givens, Physical Education
- v. Angela Gleason, Art; Fine Arts/Language Arts/Social Sciences
- w. Jose Gonzalez, English; Academic Learning Center
- x. John Goodrich, Dance; Fine Arts/Language Arts/Social Sciences
- y. Richard Gray, Administrative of Justice; Occupational Education
- z. Richard Green, Photography; Fine Arts/Language Arts/Social Sciences
- aa. Marv Grim, Physical Education
- bb. Andrew Gruttadauro, Economics; Fine Arts/Language Arts/Social Sciences
- cc. Wanda Guibert, English; Academic Learning Center
- dd. Anthony Gutierrez, Administration of Justice; Occupational Education
- ee. Paula Haro, Dance; Fine Arts/Language Arts/Social Sciences
- ff. Deborah Harris, English; Fine Arts/Language Arts/Social Sciences
- gg. Katherine Harris, Biology; Math and Science
- hh. John Himelright, Philosophy; Fine Arts/Language Arts/Social Sciences
- ii. Sera Hirasuna, English; Fine Arts/Language Arts/Social Sciences
- jj. Christopher Houston, English; Academic Learning Center and Fine Arts/Language Arts/Social Sciences
- kk. Carolyn Jensen, Mathematics; Academic Learning Center
- ll. Robin Jensen Pearce, History; Fine Arts/Language Arts/Social Sciences
- mm. Ruben Jimenez, Spanish; Fine Arts/Language Arts/Social Sciences
- nn. Anthony Johnson, Business; Occupational Education

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

- oo. Calvin Kanow, Art; Fine Arts/Language Arts/Social Sciences
- pp. Jeffrey Kessler, Psychology; Fine Arts/Language Arts/Social Sciences
- qq. John Koza, Music; Fine Arts/Language Arts/Social Sciences
- rr. Sylvia Langland, Family and Consumer Studies; Occupational Education
- ss. Christopher Lavorato, Administration of Justice; Occupational Education
- tt. William Laughton, Administration of Justice; Occupational Education
- uu. Vince Lewis, Counseling; Disabled Student Programs & Services
- vv. Orin Marvel, Mathematics; Math and Science
- ww. John McCormick, Administration of Justice; Occupational Education
- xx. Ann Merville, Anthropology; Fine Arts/Language Arts/Social Sciences
- yy. Salvador Munoz, Construction Technology; Occupational Education
- zz. Pamela Murakami, Art; Fine Arts/Language Arts/Social Sciences
- aaa. Martin Need, English; Academic Learning Center and Fine Arts/Language Arts/Social Sciences
- bbb. Juan Oliverez, Ethnic Studies; Fine Arts/Language Arts/Social Sciences
- ccc. Daniel Ortega, Physical Education
- ddd. Samuel Pacheco, Ethnic Studies; Fine Arts/Language Arts/Social Sciences
- eee. Alberto Paredes, Automotive Technology; Occupational Education
- fff. Abby Pfeiffer, English; Academic Learning Center
- ggg. Ayaz Pirani, English; Fine Arts/Language Arts/Social Sciences
- hhh. Victor Pongo, Agriculture Technology; Occupational Education
- iii. Edwardo Ramos, Art; Fine Arts/Language Arts/Social Sciences
- jjj. Lawrence Raneses, Mathematics; Academic Learning Center
- kkk. Sylvia Rios, Art; Fine Arts/Language Arts/Social Sciences
- lll. Vicki Robison, History; Fine Arts/Language Arts/Social Sciences
- mmm. Jose V. Rodriguez, Auto Diesel and Mechanical Technology; Occupational Education
- nnn. Wendy Roscher, English; Fine Arts/Language Arts/Social Sciences

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

- ooo. Sandy Rudo, Music; Fine Arts/Language Arts/Social Sciences
- ppp. Toshio Sakai, Japanese; Fine Arts/Language Arts/Social Sciences
- qqq. Simon Salinas, Ethnic Studies; Fine Arts/Language Arts/Social Sciences
- rrr. Phyllis Sanchez, Psychology; Fine Arts/Language Arts/Social Sciences
- sss. Kimie Sasaki, Dance; Fine Arts/Language Arts/Social Sciences
- ttt. Keith Sashegyi, Mathematics; Academic Learning Center
- uuu. Sue Sedrak, Mathematics; Academic Learning Center
- vvv. Criselia Serrano, Spanish; Fine Arts/Language Arts/Social Sciences
- www. Mark Shilstone, Speech; Fine Arts/Language Arts/Social Sciences
- xxx. Eric Strayer, Sociology; Fine Arts/Language Arts/Social Sciences
- yyy. Afshin Tiraie, Mathematics; Academic Learning Center
- zzz. Mary Ann Toney, Physical Education
- aaaa. Daniel Torres, Business; Occupational Education
- bbbb. Jose Trujillo, Business and Administration of Justice; Occupational Education
- cccc. Benjamin Turner, Construction Technology; Occupational Education
- dddd. Cheryl Victorino, ESL; Fine Arts/Language Arts/Social Sciences
- eeee. Jesus Villicana Ochoa, ESL; Academic Learning Center and Fine Arts/Language Arts/Social Sciences
- ffff. Young Wade, ESL; Fine Arts/Language Arts/Social Sciences
- gggg. Robin Williams, Music; Fine Arts/Language Arts/Social Sciences
- hhhh. Karen Wisdom, English; Fine Arts/Language Arts/Social Sciences
- iiii. Kathy Yamamoto, Real Estate; Occupational Education
- jjjj. Moses Yao, History; Fine Arts/Language Arts/Social Sciences
- kkkk. Marilyn Zanetti-Chavez, Counseling; Trio/Student Support Services
- llll. Chris Zepeda, Physical Education

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

5. Ratify appointment of student workers for Fall Semester 2007:
  - a. Josefina Alegria-Coronel, Occupational Education, Student Worker I
  - b. Elizabeth Butler, Admissions & Records, Student Worker I
6. Ratify volunteers:
  - a. Michael Ward, Physical Education

V. Special Projects and Stipends

1. Ratify Special Project Agreement Payments:
  - a. David Beymer, \$150, for revising the HED 6 course outline
  - b. David Beymer, \$150, for revising the HED 55 course outline
  - c. David Beymer, \$50, for revising the PE 224 course outline
  - d. David Beymer, \$150, for revising the PE 116 course outline
  - e. David Beymer, \$150, for revising the PE 117 course outline
  - f. David Beymer, \$150, for revising the PE 118 course outline
  - g. Maria Castillo, \$200, for attending the Curriculum Committee Extra Meeting on November 22, 2007
  - h. Carl Christensen, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
  - i. Carl Christensen, \$100, for revising the MUS 17D course outline
  - j. Carl Christensen, \$100, for revising the MUS 17C course outline
  - k. Carl Christensen, \$100, for revising the MUS 17B course outline
  - l. Carl Christensen, \$100, for revising the MUS 17A course outline
  - m. LaVerne Cook, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
  - n. LaVerne Cook, \$150, for revising the COU 26 course outline
  - o. Dawn Flood, \$200, for revising THA 100A course outline
  - p. Dawn Flood, \$200, for revising THA 110B course outline
  - q. Dawn Flood, \$200, for revising THA 110C course outline
  - r. Angela Gleason, \$150, for revising the ART 41A course outline
  - s. Angela Gleason, \$150, for revising the ART 41B course outline
  - t. Wanda Guibert, \$2000, for reading STAAR\* essays for English Assessment from 8/20-12/21/07

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

- u. Jeanne Hori-Garcia, \$200, for revising the ECE 20 course outline
- v. Jeanne Hori-Garcia, \$200, for revising the ECE 26 course outline
- w. Jeanne Hori-Garcia, \$100, for revising the ECE 21 course outline
- x. Jeanne Hori-Garcia, \$100, for revising the ECE 22 course outline
- y. Jeanne Hori-Garcia, \$150, for revising the ECE 23 course outline
- z. Jeanne Hori-Garcia, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
- aa. Ellie Love, \$100, for revising the PE 1.221 course outline
- bb. Bob Maffei, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
- cc. Yoshiko Matsushita-Arao, \$150, for revising the PSY 1A course outline
- dd. Daniel Ortega, \$150, for revising the PE 3.514 course outline
- ee. Daniel Ortega, \$150, for revising the PE 1.183 course outline
- ff. Greg Perkins, \$200, for revising the Math 3C course outline
- gg. Daniel Petersen, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007
- hh. Daniel Petersen, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007
- ii. Daniel Petersen, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
- jj. Greg Perkins, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
- kk. Janet Pessagno, \$1500, for reading STAAR\* essays for English Assessment from 10/15-12/15/07
- ll. Yvonne Reid, \$100, for revising the PE 1.147 course outline
- mm. Yvonne Reid, \$150, for revising the HED 60 course outline
- nn. Ann Riley, \$150, for revising the HIS 47 course outline
- oo. Ann Riley, \$150, for revising the HIS 48 course outline
- pp. Ann Riley, \$150, for revising the HIS 40 course outline
- qq. Ann Riley, \$150, for revising the ETH 1 course outline
- rr. Ann Riley, \$150, for revising the ETH 2 course outline
- ss. Ann Riley, \$150, for revising the ETH 3 course outline
- tt. Ann Riley, \$150, for revising the ETH 4 course outline

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

- uu. Jose Valentin Rodriguez, \$200, for revising the AUT 73 course outline
- vv. Jose Valentin Rodriguez, \$200, for revising the AUT 81 course outline
- ww. Jose Valentin Rodriguez, \$200, for revising the AUT 82 course outline
- xx. Jose Valentin Rodriguez, \$200, for revising the AUT 83 course outline
- yy. Jose Valentin Rodriguez, \$200, for revising the AUT 103 course outline
- zz. Jose Valentin Rodriguez, \$200, for revising the AUT 110 course outline
- aaa. Gary Smith, \$150, for revising the ART 10 course outline
- bbb. Robert Spier, \$150, for revising the COU 27 course outline
- ccc. Melissa Stave, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
- ddd. Melissa Stave, \$100, for revising the PE 1.211 course outline
- eee. Melissa Stave, \$100, for revising the PE 1.2132 course outline
- fff. Aron Szamos, \$150, for revising COU 23 course outline
- ggg. Ron Waddy, \$150, for revising ENG 51 course outline
- hhh. Lawrence Yee, \$200, for revising CHM 1A course outline
- iii. Lawrence Yee, \$200, for revising CHM 60 course outline
- jjj. Lawrence Yee, \$200, for revising CHM 1B course outline
- kkk. Chris Zepeda, \$95.72, for attending the mandatory COA inservice training for the 2007-2008 athletic varsity season on August 15, 2007.

**HARTNELL COMMUNITY COLLEGE DISTRICT**  
Resolution 08:2

*Resolution to Name East Campus, Alisal, and to  
Seek Center Status with Chancellors Office*

Whereas, East Campus represents a vital component of Hartnell College's diversity of educational programs and services to the residents, families, businesses, and employers of our Service Area, and;

Whereas, the East Campus is being transformed into a Hartnell College educational delivery site that will provide primary and essential focus on the new technologies that are driving and will drive the economy of California and our region, including green construction techniques, sustainable building design, agriculture diversification featuring viticulture and ag/eco-tourism, as examples.

Therefore, be it resolved that the Board of Trustees of the Hartnell Community College District hereby names the East Campus, Alisal and directs the Superintendent/President to investigate with the Chancellors Office of the California Community Colleges the feasibility and opportunity to have the Alisal Campus officially designated as a Center.

PASSED AND ADOPTED ON THIS 5<sup>th</sup> day of February 2008, upon motion of Kevin Healy, seconded by Lorena Moreno (Student Trustee), and on a vote of not less than two-third of the membership of the Board of Trustees of the Hartnell Community College District.

APPROVED: February 5, 2008

AYES: Donohue, Gonzalez-Castro, Healy, Rice, Valdés

NOES: Freeman, Martinez

ABSENT: None

ATTEST: \_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary of the Board

**FACILITIES PLANNING MANAGER**

**DEFINITION**

Under the general direction of the Superintendent/President, the Facilities Planning Manager is responsible for the management and interdisciplinary integration of facilities planning, design development and construction activities for the District; working in partnership with other planning, design and construction staff, plays the primary role in ensuring that the District plans, designs, and builds capital projects that are functional, well designed, sustainable, and cost effective.

**SIGNIFICANT RESPONSIBILITIES**

Serve as District liaison between District and Chancellor's Office on facilities issues and capital projects.

Serve as a District liaison to local, State and Federal facility planning agencies, architects, engineers, technical and financial consultants, legal counsel, inspectors and contractor representatives related to facilities planning, approvals, funding, construction and maintenance.

Review activities related to site selection and development, building plans and design, additions and alterations to existing facilities, and improvements to grounds related to Construction Bond and other specially funded projects.

Submit five year Construction Plan to Chancellor's Office.

Act as the liaison between District faculty and staff design committees and administrative committees, and design professionals and engineers; coordinate the activities of these consultants in the preparation of project design including schematics, preliminary, and working drawings.

Interact and communicate all segments the College (Instructional, Student, and Administrative Services) to gain understanding of space needs and requirements

Identify opportunities and develop plans for new capital construction projects through the planning process; assist in the development of funding for such projects (i.e., through the State process, bond measure, and/or private sources).

Facilitate the process of maintaining and revising the District's Facilities Master Plan within the governance process to ensure that District facilities are fully able to support the Educational Master Plan.

Coordinate the development of Initial Project Proposals and/or Final Project Proposals as determined by the District and as required by Chancellor's Office.

Communicate the Construction Plan to District administration.

Review plans and designs developed by outside architects, contractors, and consultants to assure compliance with statutory and technical needs, conformance with the service needs of the college, economy of maintenance, and future growth possibilities.

Evaluate District Scheduled Maintenance needs and prepare and oversee the District's required Scheduled Maintenance Program from submittal through the Board of Trustees to the California Community Colleges Chancellor's Office through project execution.

Conduct facility utilization reviews and measurements; perform research and analysis in the development of facilities planning data, maintain a record of space inventory and usage, prepare space inventory reports and submit annually to the Chancellor's Office.

Monitor construction projects to ensure they are on time and funded.

## **DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION - Continued**

Monitor and manage construction project budgets; research budget allocations; prepare budget reports; manage budget planning and monitoring; assure that all construction contract stipulations are met and that final building specifications are acceptable to the District.

Act as a liaison between college facilities maintenance staff and design professionals during the design development of projects to ensure appropriate input into design decisions that will impact facilities maintenance operations.

Participate in various District and community committees as required.

Establish and maintain effective and positive relationships with faculty and staff.

Work collaboratively with Hartnell College departments.

Operate a computer, assigned software and other office equipment.

Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Institutional planning, design, and construction methodologies.
- Principles of architectural design, contracting, construction, and project management.
- Construction and maintenance methods and practices.
- Computer-based technology for management of facilities use planning programs and functions.
- Community College or public sector capital outlay programs.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Proper English usage, spelling, punctuation and grammar.

#### **ABILITY TO:**

- Apply principles of design and space planning.
- Manage capital budgeting process and coordinate project cost estimation.
- Organize, direct and successfully implement, planning, design, and construction of capital projects in a higher education setting.
- Gain thorough knowledge of State of California Community College Space Inventory Program.
- Gain some knowledge of the Uniform Building Code, California Architectural Barriers Laws (CALABL) and Occupational Safety and Health Act (CALOSHA), Americans with Disabilities Act (ADA), California Public Contracts and Education Code and other related statutes.
- Make appropriate judgments and decisions weighing the relative costs and benefits of potential actions.
- Work effectively with managers, faculty and staff in a participatory and collaborative environment to accomplish the goals and objectives of facilities, planning and construction projects and programs;
- Compile and interpret statistical and visual analyses; prepare reports and presentation materials, conduct presentation and communicate technical concepts and analyses to a variety of audiences.
- Organize and prioritize workload to effectively meet scheduled deadlines.
- Understand and interpret rules, regulations and laws related to assigned areas.
- Prepare and maintain records and reports related to assigned activities.
- Develop and maintain cooperative and effective working relationships with others.

**DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION - Continued**

Communicate effectively both orally and in writing.  
Use a variety of software on a personal computer.  
Work independently with little direction.  
Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

A bachelors' degree in architecture, facilities planning, engineering, construction management or a related field or equivalent experience in construction planning, estimating, coordination, inspection and management.  
Three years of progressively responsible experience in program and budget management.

**DESIRED QUALIFICATIONS**

Facilities and/or construction planning experience in a public setting.  
Familiarity with the California Community College and Department of State Architect processes.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Class C California driver license and use of a personal vehicle.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment  
Driving a vehicle to conduct work and travel from site to site.  
May include working in construction areas subject to uneven and unpaved surfaces and extremes of temperature, moisture, dust and noise.  
Exposure to hazards of construction sites.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or reaching to retrieve and file records.  
May occasionally require some physical exertion requiring stamina and flexibility. Requires high motor coordination,

<b>CLASS HISTORY</b> Established: February 2008	<b>CLASS DATA</b> EEO Category: Bargaining/EE Unit: Management FLSA: Exempt
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