

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
Hartnell College Board Room – CAB-112
411 Central Avenue
Salinas, California

March 10, 2010

OPEN SESSION

Meeting called to order at 2:09 p.m.

ROLL CALL

Patricia Donohue, President
Kevin Healy, Vice President
Candi DePauw
Bill Freeman (arrived at 2:15 p.m.)
Elia Gonzalez-Castro
Ray Montemayor
Erica Padilla Chavez

Phoebe K. Helm, Superintendent-President/Board Secretary

Shaundra Taylor, Student Trustee – (advisory vote per Board Policy 1030)
Trustee Taylor joined the Board at the 6:00 p.m. open session.

AGENDA

On a motion by Trustee Healy, seconded by Trustee DePauw, vote of 6-0 (Absent: Freeman), the Board approved the agenda.

**DISCLOSURE OF
CLOSED SESSION
ITEMS**

Trustee Donohue disclosed items for Closed Session as authorized per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6:

1. Review and approve tenure and advancement recommendations for probationary faculty
2. Reject Claim #429842 as filed on February 3, 2010
3. Appointment of Director of Facilities
4. Letter regarding Faculty Association (HCFA)

**PUBLIC COMMENTS
REGARDING CLOSED
SESSION**

There were none.

**MOVED TO CLOSED
SESSION**

The Board of Trustees of Hartnell Community College District, Dr. Phoebe Helm, Superintendent/President, moved to Closed Session at 2:14 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.

Legal counsel, Mary Dowell, Liebert, Cassidy, Whitmore, (via video conference, Terri Pyer, Associate Vice President of Human Resources, members of the Tenure Review Committee (Dr. Carole Bogue-Feinour, Beverly Grova, Dr. Kelly Locke, Nancy Schur), Dr. Suzanne, Flannigan,

Vice President of Academic Affairs/Accreditation, and Dr. Greg Peterson, Vice President of Student Affairs, joined the Board and Dr. Helm in closed session.

After explaining the tenure review process, members of the Tenure Review Committee and the administrators left the room but remained available to the Board, as needed, during the Board's review and deliberation of the probationary faculty for tenure and advancement.

RECONVENED OPEN SESSION

The meeting reconvened at 6:08 p.m.

Trustee DePauw left the meeting immediately after Closed Session due to a previous engagement.

PLEDGE OF ALLEGIANCE

Trustee Healy led the Pledge of Allegiance.

REPORT OUT FROM CLOSED SESSION

Trustee Donohue reported out:

The Board unanimously approved the recommendation to advance John Anderson to a second year contract, effective academic year 2010-11.

The Board unanimously approved the recommendation to advance Ko Cooper, Mary Davis, Dr. Brooke Haag, Sunita Lanka, Daniel Ortega, and Val Rodriguez from year two to a third and fourth year contract, effective academic year 2010-11.

The Board unanimously approved the recommendation to award tenure to Larry Adams, effective academic year 2010-11.

In accordance with the Education Code 87608.5, no action is required nor was any taken by the Board of Trustees for third year probationary faculty, Matt Collins, Dr. Steven Triano, and Mary Young. Thus, these third year faculty will advance to a fourth-year contract, effective academic year 2010-11.

The Board unanimously approved a motion to reject claim #42982, filed on February 3, 2010.

On a vote of 5-2 (No: Freeman/Montemayor), the Board approved the recommendation to appoint Joseph Reyes as Director of Facilities, Classified Management Salary Range VII, effective March 29, 2010.

The Board thanked and recognized the hard work of the faculty and staff involved in the tenure review process and congratulated the faculty on their achievements.

PUBLIC COMMENTS ON PUBLIC SESSION ITEMS AND PUBLIC COMMENTS ON ITEMS NOT AGENDA, BUT WITHIN THE JURISDICTION OF THE BOARD

Students, Oscar Dearmas, Juan Cesareo, Raquel Saldana stated they have heard the college would not be offering auto collision courses next fall and urged the Board to keep the courses because they need them to finish their program.

John Sword, representative of HCFA, read aloud a letter from Dr. Ann Wright, HCFA President, regarding the reclassification of two management positions.

SWEARING IN OF NEW STUDENT TRUSTEES

Trustee Donohue administered the Oath of Office to newly elected student trustee, Shaundra B. Taylor.

YOUTH POETRY READINGS

The California Endowment held a community forum to unveil some of the work that had been taking place to help make the Alisal a healthier community. Hartnell College has been involved in this initiative because this is a significant project that will make a difference in the lives of many residents and Hartnell students.

It was at this forum that Beverly Grova and Jackie Cruz Ortega and Trustee Padilla Chavez heard a group of young poets, *Teen Salinas Speaks*, recite their poems. The three young poets were invited to recite their poems at this meeting.

Trustee Donohue introduced Natalie Bernasconi, La Paz Middle School English teacher and a sponsor of *Teen Salinas Speaks*. Ms. Bernasconi introduced three freshmen from Alisal High School, Adriana Reyes, Alex Avila, and Eduardo Velasquez each of whom read their powerful poems. (Appendix A).

ENROLLMENT UPDATE

Mary Dominguez, Dean of Student Affairs, presented an enrollment update that included FTES, number of sections offered, and total enrollments for Summer Session 2009, Fall Semester 2009, and Spring Semester 2010. The college offered fewer course sections, yet, the number of students enrolled increased. In summer and fall, the college exceeded its FTES target and for Spring Semester 2010, lowered its goal from 3,300 to 3,100 since the State has not paid for any additional growth. In addition, Dean Dominguez reported the average class size increased over the last two years from 27 to 31. The State's funding is based on the average class size of 35 so the college's efficiency is better than two years ago and even better than 5 years ago when it was between 22 and 23. Dean Dominguez believes this increase in efficiency is credited to course and room scheduling improvements.

Dean Dominguez included in her report the number of veterans served since Fall Semester 2008 and noted that this is an area that could be improved and that she is working with staff to review services due to an anticipated increase in veterans attending college.

BOND OVERSIGHT COMMITTEE UPDATE

The Board received a verbal report on the college's current construction projects. The written report is housed on the college's website: http://www.hartnell.edu/board/packets/March_2010_Board_Packet.pdf (Page 127).

CONSENT ACTION

Consent Action Items A and B were pulled for separate vote/discussion by Trustee Freeman and Consent Action Items C and D were pulled for separate vote/discussion by Trustee Donohue.

On a motion by Trustee Healy, seconded by Trustee Padilla Chavez, vote of 6-0 (Absent: DePauw), and on an advisory vote of Aye (Taylor), the Board moved to approve Consent Action items E through K.

A. MINUTES

On motion by Trustee Healy, seconded by Trustee Gonzalez-Castro vote of 5-1 (No: Freeman; Absent: DePauw), and on an advisory vote of Aye (Taylor), the Board moved to approve the regular meeting minutes of February 2, 2010 as submitted.

B. DISBURSEMENTS

Trustee Freeman questioned a food expense noted on the revolving fund report and Dr. Helm responded that during the winter break, when there were no cafeteria services, the winter math academy (a federally funded grant program) purchased lunch meals for its participants, who were here all day. No general funds were used.

On motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, vote of 6-0 (Absent: DePauw) and on an advisory vote of Aye (Taylor), the Board moved to approve disbursements from any or all of the following funds: general; debt service; bookstore; child development; capital outlay projects; scheduled maintenance; property acquisition; bond projects; cafeteria; self-insurance; retirees health benefits; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

C. PROPERTY SURPLUS

Dr. Helm explained that this item requires two motions and she provided the Board with further information on Education Code 81450, Article 9, Sale of Personal Property.

The first motion would authorize the district to sell or donate program (MLT/AHT) equipment to another public entity.

On a motion by Trustee Padilla Chavez, seconded by Trustee Healy, vote of 6-0 (Absent: DePauw), and on an advisory vote of Aye (Taylor), the Board moved to authorize the district to sell or donate program equipment.

The second motion, as stated in Education Code 81452, would authorize the district to privately sell two horses. The code requires that the Board's vote must be unanimous among those members present. Since the horses cannot be ridden and there is potential interest from Red Wings Horses Sanctuary, the district is seeking approval to hold a private sale.

On a motion by Trustee Padilla Chavez, seconded by Trustee Montemayor, on vote of 6-0 (Absent: DePauw), and on an advisory vote of Aye (Taylor), the Board unanimously moved to authorize the district to privately sell two horses.

D. 2010-11 ACADEMIC CALENDAR

Dr. Helm stated that the calendar for academic year 2010-2011 under consideration by the Board this evening has 175 total days (170 instructional and 5 flex days). She explained the current contract with the faculty association has 176 contractual days. Dr. Helm requested that the Board consider amending the 2010-2011 to add an additional district-wide flex day to be determined with the faculty. It is anticipated that this additional day would be sometime in January 2011.

On a motion by Trustee Padilla Chavez, seconded by Trustee Gonzalez-Castro, on a vote of 5-1 (Abstained: Montemayor; Absent: DePauw), and on an advisory vote of Aye (Taylor), the Board moved to approve the 2010-2011 Academic Calendar as presented with the additional district-wide flex day to be negotiated with the faculty association.

- E. LEASE AGREEMENT
USDA – ALISAL
CAMPUS Approved the renewal of a lease agreement with the United States Department of Agriculture – Agricultural Research Station – (USDA) for approximately six (6) acres of Alisal Campus farmland. The terms of the lease are \$1 annually, effective April 1, 2010 to March 31, 2011 with a three (3) month written termination clause.
- F. LEASE AGREEMENT
UC COOP EXT –
ALISAL CAMPUS Approved the renewal lease agreement with the University of California Cooperative Extension, Monterey County Agricultural Station for 1.58 acres of Alisal Campus farmland. The terms of the lease are \$1 annually, effective April 1, 2010 to March 31, 2011 with a three (3) month written termination clause.
- G. CURRICULUM
COMMITTEE Ratified the recommendations from the Curriculum Committee.
- H. AGREEMENT
MIGRANT
EDUCATION - HEP Ratified an agreement between Hartnell Community College District and Migrant Education, Region XVI. The purpose of this agreement is to provide support for the High School Equivalency Program (HEP) for academic year 2009-2010. All expenses incurred by Hartnell College are supported by the HEP grant at approximately \$400 per student served.
- I. AGREEMENT
CLINICA DE SALUD –
HEP Ratified an agreement between Hartnell Community College District and Clinica de Salud del Valle de Salinas for health services for eligible participants in the High School Equivalency Program (HEP) effective April 1, 2010 to December 30, 2010. All expenses incurred by Hartnell College are supported by the HEP grant and range from \$75-\$110 per student served.
- J. AGREEMENT WITH
W. I. B. – AG
MECHANICS Ratified an agreement between Hartnell Community College District and the County of Monterey. The purpose of the agreement is to offer a twelve-week intensive training program in agricultural mechanics for displaced workers referred by the Office for Employment Training. The term of the agreement is from February 9, 2010 to May 31, 2010. The total amount payable by the County to Hartnell College will not exceed the sum of \$64,588.
- K. PERSONNEL
ACTIONS Approved and/or ratified personnel actions. (See Appendix B)

ACTION ITEMS

- A. BUDGET REVISIONS On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, roll-call vote of 6-0 (Absent: DePauw), and on an advisory vote of Aye (Taylor), the Board moved to approve budget revisions numbered 8587 to 8594.

B. ACCREDITATION
MIDTERM REPORT

On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, roll call vote of 6-0 (Absent: DePauw), and on an advisory vote of Aye (Taylor), the Board moved to accept the March 15, 2010 Midterm Accreditation Report.

Trustee Healy asked about Standard IV. A., Leadership and Governance. He questioned why there were no Next Steps listed similar to all of the other standards. Dr. Helm responded that Standard IV has two parts (A and B) and the Next Steps for both parts are listed together at the end of the Standard. Trustee Freeman applauded everyone who worked on report. Trustee Donohue said she enjoyed reading the report and that she believes it's the best report written in comparison to the three previous progress reports. She thanked Cheryl O'Donnell, Langston Johnson and Gary Hughes for their leadership in preparing the document and thanked everyone acknowledged on page 4 of the report for their outstanding work. She was pleased to read the Next Steps in that these steps include work from everyone, including the Trustees. Trustee Padilla Chavez said she is excited about working with everyone and believes the colleges is on its path to creating a better community. The Board and assembly applauded all faculty and staff.

INFORMATION ITEMS

FINANCIAL
STATEMENTS

The Board received and accepted the financial statements for the month ending January 31, 2010.

SUBSTANTIVE CHANGE
PROPOSALS

The Board received two Substantive Change Proposals (Alisal Campus and Distance Learning, Administration of Justice, Correctional Science and Criminal Justice). Dr. Helm explained the criteria under which a college must submit a substantive change proposal to the Accrediting Commission and stated the proposals have been submitted to the Commission and are scheduled to be reviewed by the Accrediting Substantive Change Committee on Friday, March 12, 2010.

SENATE REPORTS

Student Senate: Stephanie Blancas reported the students collected over 3,000 post card signatures in support of education. The postcards will be sent to two local legislators and she stated that the students plan to attend the March 22 rally scheduled in Sacramento.

Academic Senate: Dr. Kelly Locke reported on the proposed tenure review process, the information competency graduation requirement, and the faculty development committee.

PRESIDENT'S
REPORT

Dr. Helm reported:

1. The next step in accreditation will be a broader training in preparation for the next comprehensive self-study which is due in 2012 and she thanked everyone for their contributions and participation in the Midterm Report.
2. She thanked the search committee for their work in hiring Joseph Reyes, Director of Facilities.

3. She shared data from the Chancellors Office comparing the number of employees at Hartnell College in 2000 to 2009. The data shows that the total number of employees (including adjunct faculty) has gone down 39 positions and that 24 of those positions were administrative. The total number of management positions was 47 in 2001. In 2009, the total is 24.
4. At the request of Trustee Freeman, Dr. Helm spoke about the Jobs Act stating that some of this activity is already happening through a competitive grant process. Currently, the college has a training contract for agriculture mechanics through the County of Monterey, Workforce Investment Board. Also, there is an agreement for electrical vehicle training for PG&E mechanics. She stated that training contracts are not courses as defined in CA in that they are not "open enrollment" (a third party identifies who participates), and thus, the college does not collect FTES. In closing, Dr. Helm stated that she is proud of the multiple millions of grant dollars that Hartnell staff has brought to the Salinas Valley.
5. Dr. Helm acknowledged Trustee Freeman's request on the college's evacuation procedures. She stated that the college's contracted security firm, Universal Protection Service, is reviewing our procedures and making recommendations for changes as needed. Also, the college committee, composed of members of employee groups, continues to meet on developing video surveillance guidelines. A draft of the policy will be brought to the May board meeting. In addition, members of the Marina police did a campus walk-through and made recommendations regarding external lighting, security cameras, etc. Also, the college has invited members of the Salinas police to walk through the campus and give their perspective on the same issues.
6. Dr. Helm announced that a date will be announced for the grand opening for the new athletic fields soon. She stated that the Danny Teresa Family has donated artwork from artist, John Cerney to be displayed in the new baseball field that has been named in honor of this father, Tony Teresa. In accordance with policy, the artwork requires approval of the board and Dr. Helm stated that the Board would receive an item at the April board meeting.

**DISTINGUISHED
ALUMNUS AWARD**

On a motion by Trustee Montemayor, seconded by Trustee Gonzalez-Castro, vote of 6-0 (Absent: DePauw), and advisory vote of Aye (Taylor), the Board moved to table the selection of Board members to serve on the Distinguished Alumnus nomination committee until all nominations are received. This action was recommended to better enable members to avoid the appearance of any conflicts of interests. The deadline for submission is Friday, March 19, 2010.

**BOARD
COMMUNICATIONS**

Trustee Padilla Chavez welcomed Trustee Taylor and offered her services; she stated that missed fellow trustees Freeman, Gonzalez-Castro, and Montemayor at a recent board retreat and hoped they would be at the next

one where the Board would need to discuss prioritizing the college's direction; she said she was excited about the town hall meetings to be held in the sub-districts, in particular, the one for the Alisal community, given the new Alisal Campus, and she asked Dr. Helm provide an update on where she was in scheduling the meetings at the next meeting.

Trustee Healy welcomed Trustee Taylor and offered his services, also; that he enjoyed the recent board retreat because he learned a lot about those present and himself; he thanked everyone for being flexible in changing the March meeting; that his business trip to Israel was wonderful; and that he plans to attend the Sunrise House Board Meeting tomorrow.

Trustee Freeman stated that he is proud of the students' peaceful demonstration a recent rally in support of education; as leaders, the Board needs to support students in every way; that it is not right to cut education; that he spoke at the Black History event recently held on campus; and he welcomed Trustee Taylor. Also, he wants to see what can be done to help the students in the auto collision program; that he spent one hour watching the first home baseball game in the rain; that he appreciates the youth poets who read their poems this evening and hopes they can change their community in their own way; that he met with the principal of North Salinas High School and would like to see Hartnell and feeder high schools form an agreement for high school seniors. In closing, he would like to adjourn the meeting in memory of the recent passing of student, Ruben Martinez, mothers of former employees Gary Shaw and Phil Garcia, and mother of Langston Johnson, Research Analyst. Dr. Helm pointed out that the K-16 Bridge Program is an agreement with each High School.

Trustee Montemayor welcomed the Trustee Taylor and requested Dr. Helm provide information on the pros and cons of offering an English and math class, to be paid by the business community, this summer. Also, he thanked Dr. Helm for her report and requested that the next meeting include discussion of the letter read this evening by the faculty association regarding management reclassifications.

Gonzalez-Castro welcomed Trustee Taylor; she thanked the Tenure Review Committee – that their work is much appreciated; that she participated in the recent rally in opposition of education cuts; that she believes Hartnell has done an excellent job in minimizing its cuts and the college stands strong. She thanked the youth poets. She was, once again, touched by their passion; she echoed Trustee Padilla-Chavez, stating that the town hall community meetings are needed to stop the rumors and to tell the story of the good work being done at Hartnell because she is proud of all that has been and continues to be done at Hartnell.

Trustee Donohue welcomed and offered her services to Trustee Taylor; she asked Trustees to review materials received from candidates for the California Community College Trustee Board of Directors because the Board will vote for their choice of Trustees at the April meeting. She reminded the Board that their annual Conflict of Interest form is due April 1, 2010, and asked if the Board had any questions they need to ask before

completing this form, to forward to her and she would then forward to Dr. Helm for legal review, if necessary. Also, she asked the Board to consider two Tuesday meeting dates to move forward with their development. The dates are April 20 and May 18, 5:30 – 8:30 p.m. She asked that the Board confirm the dates with Lucy via email. Trustee Donohue said that is she compelled, as Board President, to request a review and finding for a violation of the Board’s ethics policy by Trustee Freeman based on his soapbox article in the Salinas Californian on February 25, 2010. The review and finding will be conducted by Vice President Healy.

Trustee Taylor thanked everyone for welcoming her; that she hopes to be a good representative for all students; that she is excited to be on the Board, and looks forward to working with everyone.

ADJOURNMENT

On a motion by Trustee Healy, seconded by Trustee Padilla Chavez, and unanimously carried, the Board moved to adjourn the meeting at 7:50 p.m. in memory of Hartnell student, Ruben Martinez, mothers of past employees Gary Shaw and Phil Garcia, and mother of Research Analyst, Langston Johnson.

NEXT MEETING

April 6, 2010, 5:00 p.m., Governing Board Room (CAB-112), 411 Central Avenue, Salinas.

Patricia Donohue
Board of Trustees President

Phoebe K. Helm
Board Secretary

APPENDIX A

I live in East Salinas, so you always look down on me
You think you know me because of where I live
Yet you know nothing, you have no right to judge me
All you believe in is a bunch of lies
We're not all alike, so let me take you for a ride.

What you see is the murder, the pain, and the lies
People shooting each other down for some stupid demise
Yet you don't feel what we feel, see what we see, live what we live
I hate that we can't go out without watching our step,
That I always have to look more than one way
We can never wear those two colors, else we meet the end of our days.

I see children in the street, growing up seeing hate
Teens in gangs, taking crack like a game these kids have made
I see no love, I see no pain, just the hating in between their worlds,
And their fingers in the air of the winds with dangerous curves
And I hear the voices in the dark, children listening to the stars
This is it! It's our start!

Yet I also see another world completely
One filled with love and compassion
I see the way a mother looks at her child
Filled with understanding and feelings that are mild
The light that shines in a little kids eyes
When you tell them the truth instead of the lies

So how can you look at all these innocent faces
Accuse them of a crime, being all up on their cases
When you don't take time to understand them

You see us and disapprove basing everything on our appearances
Yet you never seem to notice our individuality and differences
You don't see the hurt child trying to make the right choices to live a life worth living
Knowing that if they mess up they end up running
So ignore what you see and listen to our cries
You never know, we may end up saving your lives

Recited at the Regular Meeting of the Hartnell College Board of Trustees by Adriana Reyes
March 10, 2010

Poem of East Salinas, in Two Voices
By Eduardo Velasquez and Alex Avila

E: When you see me walking down the street, what do you thing of me?

A: Do you think I'm a cholo, a criminal, a thief? Just cause of how I dress cuz of the way I speak?

E: When you see me, do you think ill grow up to be a doctor? a lawyer? A teacher?

A: man who cares what you'll be? Sleezeballs make all the dough in these parts. Hookers and drug dealers, I see them on every corner of the mart Man don't even ask me what I wanna be, ill just say I'ma make you wanna be me...

E: In these parts, to survive you can't show any kind of emotions on the streets, so that's how us Salinian's walk around, with hardened hearts and souls as tough as tarp. If not, you might as well be wearing a target-pasted t-shirt screaming "Hurt me!"

A: I if dress like this, you immediately think I'm gang related, why? Why does my appearance make a difference, I might be the smartest guy in the class of 2013. You don't know that! Just cuz I speak like this don't mean nothing! Maybe I just like the way the words sound!

E: when you see me walking down the street, do you automatically have a bit of sense of respect for me? Cuz you see me dressed like this, cuz you hear me talking like this? Do you automatically start to judge me? So yeah, I get straight A's, I don't believe in B's, C's are not ok, D's just plain don't exist, but ABC's are just a myth, they just don't exist Its just a hidden language teachers use to differ those who will have success and those who will change the meaning of the way we live!!!

A: When you see me walking down the street, do you think I'll jump you? YOU DON'T EVEN LOOK AT ME IN THE EYES, cuz you think I'm a criminal! You're afraid that I'll have a blade, maybe even a freakin heater down my pants! Just cuz of my freaking appearance! You judge me! You think I'll be a nobody. You think I'm a stupid kid, who will die before he reaches his twenties! You think I'll get a chick pregnant before I finish my teens! You think I'll never even STEP into a college! You think I'll be in jail for the rest of my life!!! Is this the power of how I dress?? Of my appearance? You cant judge a book by its cover and you cant judge me by the way I look Switch sides!

E: This town is a hole! Nothing good ever comes out of it, its like a pole! Implanted on the ground and it doesn't even touch the clouds. We hear it a lot: "reach for the stars," but how the hell are we suppose to reach them?!? When I'm being pulled down by the oppression of bad influences and the flames coming down in this town. I just want to throw in the towel and give up my dreams... My hopes and I feel like I just wanna scream!!!

You think you understand me, hah, you'd probably never last a day being me
A: you don't know where I come from, you don't know what my life's been like, for all you know my dad could have died when I was young, for all you know I could be a valedictorian, but you don't know ANYTHING about me! }

So before you start thinking that I'm a thug, remember that you don't know who I am, you don't know what my life's been like!

Sometimes I feel like killing myself from the depression I feel!

Slow

Sometimes I cut deep into these wrists, to see the blood ooze out and watch as my problems slowly drift away!

But it ain't that easy! Cuz when I come back I realize that my problems just got bigger! That I am being chased down by a group of heavily armed cholos! That I am wanted by the pigs for selling drugs!

That... That... That I might not make it to sixteen...

And all you can think about is criticizing me by the way I look and talking smack about me instead of offering me HELP!

All you can think about is being afraid of me... I'm a person too dammit!

And all you do is look at me and make me feel even worse cuz according to you there's no help for me! You believe that I'm done. You believe that I can't become someone. So instead of judging me, help me. Help me become a man!

A man that can take care of a family. A man that can feed his children without feeling the guilt slowly eat me alive cuz I know I did something illegal to get that food...

So please help me escape this hell, and leave all this behind...

STEP BACK!!!

E: You know what I saw the other day? This dude getting beat up in the street, and do you know what I did? I ran! I ran away!!! And he kept on screaming my name! I didn't see his face, couldn't live with myself if I did, but for some reason his voice sounded so strangely familiar,

I go back home and turn on TV, and guess what I see? Front page news, young man beat to death-- and officials think it was "gang related." I grimace, then put my hands around the TV, shake it and scream why??!! The camera nears to the boy's face, I hear Satan laughing, angels falling, and I see that face in my flashbacks, a very real face, and that's when my scream gets louder, more powerful. I turn my hands into a fist and crash it, blood spews from the TV and it darkens: The boy I denied saving was of my own flesh and blood, man he was my BROTHER!!!! I can't believe I let this happen! Tears roll down my face as I go to my parent's wardrobe, and pull out my dad's heater, and load it up with bullets, aim it and cock it then pull it.

That's what I read in the local paper, headlined: Teen suicide follows teen homicide. And in these streets it ain't that uncommon for people to kill people, what do you expect? We're not humans, we're animals. Creatures obsessed with killing, taking pills just to make the pain end.

But now, Salinas, I think its time to change.

I think its time to change.

It's time to change.

The war on anarchy starts today

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

- I. Retirements, resignations, releases, and leave requests
 - A. Ratify resignation of regular personnel:
 - 1. Dania Navarro, Financial Aid Technician (#CC-99), effective February 28, 2010.
 - B. Ratify retirement of regular personnel:
 - 1. Judy Peelo, Instructional Specialist (#CC-92), effective June 9, 2010.
- II. Classification and Compensation
 - A. Approve revised job description and title for vacant classified position from Student Activities Coordinator to Student Life Coordinator, and decrease in time-base from 40 hours per week, 12 months per year to 40 hours per week, 10 months per year. Revisions reflect the redirection of the position and the continued reorganization of Student Affairs. This position is funded partially through general funds and partially through funding from the Associated Students of Hartnell College (Job Description attached as Supplement HR-1). This revision has been reviewed and approved by CSEA.
 - B. Ratify actions related to reclassification of two classified staff members in Extended Opportunity Program Services (EOPS). The reclassifications have been reviewed and approved by CSEA:
 - 1. Reclassification of Marlene Tapia, Secretary, step E, to EOPS Specialist, step B, effective July 1, 2009 (full-time, 40 hours per week, 12 months per year).
 - 2. Reclassification of Antonia Jaime, EOPS Specialist, step E, to Lead Program Coordinator – EOPS, step E, effective July 1, 2009 (full-time, 40 hours per week, 12 months per year).
- III. Appointments
 - A. Approve appointment to Management position:
 - 1. Director of Facilities, Operations and Asset Management (#A-38), management range VII, effective March 29, 2010.
 - B. Ratify appointment to regular classified position:
 - 1. Maria DeLeon, full-time, 40 hours per week, 12 months per year, Division Administrative Assistant (#CC-176), Support Services, Step B, effective February 4, 2010. This action reflects a promotion from Administrative Assistant (#CC-143), Nursing and Health Sciences.
 - 2. Angelita Lopez, part-time, 30 hours per week, 12 months per year, Secretary

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

(#CC-175), Community Collaboratives Program, Step A, effective February 22, 2010. This position is funded through the *Linking After School Employment to Career Ladders* and *Clean Energy* grants, effective through December 2010, and will have no impact on the general fund.

C. Approve appointment of part-time instructors for spring semester 2010:

1. Guy J. Agrati, Nursing – Vocational
2. Patrizia Ahlers, Psychology
3. Clara Anderson, Nursing – Vocational
4. Ed Barber, Physical Education
5. Emilia Benavente, Physical Education
6. Laura Berger, Librarian
7. Barbara Bielas, Nursing – Registered
8. Chris Boyles, Physical Education
9. Gabriel Bravo, Counseling
10. Elsa Brisson, Family Consumer Studies
11. Susanne Burns, Theater Arts
12. Susannah Carney-Waddy, English
13. Denise Castro, Physical Education
14. Nicole Crais, Physical Education & Health Education
15. Stephen K. Crowell, Philosophy
16. Jesus Cuevas, Physical Education
17. Jordan Daniels, Construction
18. Joseph DeRuosi, English
19. Jovita Dominguez, Nursing, and Nursing – Clinical
20. Lisa Fuentes-Intveld, Agriculture Business & Technology
21. Matthew M. Escover, Political Science
22. Christina Esparza, Economics
23. Dominique Fontana, French

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

24. Kimie Garcia, Physical Education. Appointment based on equivalency as follows: MFA Dance, BS Recreation, Kinesiology and nutrition background. Teacher training in Yoga and body work movements.
25. Kimie Garcia, Foundations of Success / DBA
26. Toni Gifford, Nursing – Vocational
27. Rich Givens, Physical Education
28. Albert Graham, Agricultural & Industrial Technology
29. Richard Gray, Administration of Justice
30. Marvin Grim, Physical Education
31. Wanda Guibert, English
32. Mary Gustus, Nursing – Vocational
33. Anthony M. Gutierrez, Administration of Justice
34. Elvia Guzman, Counseling
35. Deborah Harris, English
36. Lawrence S. Harris, Political Science
37. Frank Henderson, Instructional Aid. Appointment based on equivalency as follows: MS Education, including course work related to education, educational psychology, or instructional psychology in several courses (14 units). The combination of coursework and work experience is equivalent to minimum qualifications.
38. Patricia Henrickson, Early Childhood Education
39. Jeff Heyer, Theater Arts
40. John S. Himelright, Philosophy
41. Dina L. Hooks, Counseling
42. Pamela Johnson, Physical Education
43. Jeffrey Kessler, Psychology
44. Larry K. Lachman, Alcohol & Other Drugs, and Psychology
45. Harvey Landa, Theater Arts
46. Sylvia Langland, Family Consumer Studies

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

47. Sam Lavorato, Administration of Justice
48. Jeffrey D. Lewis, Political Science
49. Anne M. Lopez, Administration of Justice
50. Angela Ledesma, Nursing – Clinical
51. Robin Mara, Speech
52. Joe Martinez, Counseling
53. Pat McCarty, Physical Education
54. Chris McClenaghan, Computer Science & Information Systems
55. John W. McCormic, Administration of Justice
56. Patty McEfee, Computer Science & Information Systems
57. Jeff McGrath, Theater Arts
58. Susan M. Mitchell, Art
59. Peggy Munoz-Meador, Political Science
60. Norma Nichols, Counselor
61. Pete Noble, Physical Education
62. Juan Oliverez, History
63. Martha Pantoja, Counseling
64. Jaeduck Park, English as a Second Language
65. David J. Parker, Theater Arts
66. Tito Polo, Engineering. Appointment based on equivalency as follows: BS in electrical engineering, 9 units graduate coursework in electrical engineering, and 4 years' experience in electronics industry.
67. Maria de la Luz Pritt, Nursing – Vocational
68. Andrew Rea, Agriculture Business & Technology
69. Garrett Riley-George, History. Appointment based on equivalency as follows: 21 units graduate level and 18 units upper division in history, BA History.
70. Garrett Riley-George, Community Survey Results / DBA
71. Larry Robinson, Automotive Technology

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

72. Vicki A. Robinson, History
 73. Everett Rodriguez, Physical Education
 74. Jorge A. Rodriguez-Torres, Business
 75. Tammi Ross, Physical Education
 76. Phyllis A. Sanchez, Psychology
 77. Steve Seymour, Physical Education
 78. Michelle Skowbo, English
 79. Jeffrey A. Smith, Anthropology
 80. Stephanie Snell, Nursing – Clinical
 81. Patrick Staten, Mathematics
 82. Philip Tabera, Community Survey Results / DBA
 83. Loretta Thompson, Computer Science & Information Systems
 84. Mary Ann Toney, Physical Education
 85. Jose Trujillo, Administration of Justice
 86. Paula Tyler, Physical Education
 87. Tracy S. Villanueva, Health Services
 88. Jamie Weiler, Physical Education
 89. Dana J. Weston, Psychology
 90. Denise C. Whitlock, Nursing – Vocational
 91. Theo Windham, Physical Education
 92. Prince Williams, Physical Education
 93. Chris Zepeda, Physical Education
- D. Ratify appointment of donated instructors for spring semester 2010:
1. Joseph Baxter, Apprenticeship
 2. Shirley M. Gutierrez, Nursing – Registered
 3. Mike Ihnot, Apprenticeship

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

4. Jimmie R. Moore, Apprenticeship
 5. Mark D. Rosas, Apprenticeship
 6. John Silveira, Nursing – Registered
 7. Rita L. Whiteford, Health Services
- E. Ratify appointment of substitute position:
1. Lola Carlson, \$16.14/hr (40 hrs/week), Accounting Assistant to help with spring registration.
- F. Ratify appointment of Professional Experts:
- a. The Foster Kinship Care Education Program (FKCE) provides advanced training for current and prospective foster, relative, and non-related extended family member caregivers, adoptive parents, and local agency employees; and support for foster home recruitment activities. This grant funded program is a joint effort of the California Community College Chancellor’s Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination, and run through June 10, 2011:
 1. Maria Gonzalez, \$35/hr, (as needed), Jr. Roots Trainer, grant funded.
 2. Sheila Huff, \$50/hr, (as needed), ILP Trainer, grant funded.
 3. Sheila Huff, \$25/hr, (as needed), DSES Trainer, grant funded.
 4. Gloria Stepherns, \$13/hr, (as needed), childcare, grant funded.
 5. Gloria Stepherns, \$16/hr, (as needed), childcare lead, grant funded.
 - b. Hartnell’s theater arts program/The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context. TWS’ current season runs through June 30, 2010:
 6. Susanne Burns, \$7,500/season, coordination and facilitation of programs for students and young audiences.
 7. Ron Cacas, \$15,000/season, facilitation of all marketing and sales campaigns.
 8. Maria Elena Cordero, \$3,800/season, casting services.
 9. Harvey Landa, \$8,250/season, publicity, customer relations, and front house services.

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

10. Jeff McGrath, \$10,000/season, recruitment and production coordination.
 11. James Russell, \$2,100/season, coordination, outreach, and assistance for season productions.
 12. Isella Villanueva, \$20/hr (not to exceed \$5,000), box office services.
- c. The College Cost Reduction and Access Act (CCRAA) project will focus on improving mathematics and science courses and the academic support structures for STEM students. The project targets identified, key gateways in the educational process focusing on basic and college-level mathematics, biology, and chemistry. Methods to achieve project goals include: curriculum development; new and improved courses; mathematics academy; updated laboratory equipment; supplemental instruction; expanded tutoring services; visiting scholars/role models; improved classroom practices; faculty and staff training; improved assessment; improved data collection; enhanced articulation; and evaluation from January 14 – June 2, 2010:
13. Daniel Jimmeyer, \$12.75/hr (not to exceed 28 hrs/week), audio visual specialist, grant funded.
- G. Ratify appointment of student workers for fall semester 2009:
1. Maricela Aboytes, Human Resources/EEO, Student Worker I
 2. Jessica Acosta, Child Development Center, Student Worker I
 3. Fernando Acosta, Child Development Center, Student Worker III
 4. Virginia Aguillon, Developmental Education, Student Worker IV
 5. Silvia Aguirre, Academic Learning Center, Student Worker I
 6. Ralph Aldanese, MESA, Student Worker IV
 7. Vera Amador Rodriguez, Child Development Center, Student Worker III
 8. Thales Araujo, Advancement & Development Office, Student Worker II
 9. Norma Armenta, Child Development Center, Student Worker I
 10. Heather Aunchman, Math, Science & Engineering, Student Worker III
 11. Tian Bao, Math Academy, Student Worker III
 12. Fabiola Barajas, High School Equivalency Program, Student Worker I
 13. Irma Barajas, Child Development Center, Student Worker II
 14. Diego Barraza Avila, Student Affairs, Student Worker III

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

15. Nancy Becerra, Child Development Center, Student Worker II
16. Renie Berry, Academic Learning Center, Student Worker II
17. Stephanie Blancas, Student Affairs, Student Worker III
18. Christan Bravo, EOP&S, Student Worker II
19. Thomas Brown, MESA, Student Worker III
20. Thomas Brown, Math Academy, Student Worker III
21. Elida Campos, Child Development Center, Student Worker III
22. Ila Caughman-Vasquez, Animal Health Technology, Student Worker III
23. David Chacon, DSP&S, Student Worker III
24. Joe Chapa, Audio Visual Department, Student Worker III
25. Marisela Chavez, Student Affairs, Student Worker III
26. Susana Chavez, Child Development Center, Student Worker III
27. David Collins, EOP&S, Student Worker II
28. Karina Colonel, Financial Aid, Student Worker I
29. Edgar Collazo Reyes, ACCESS Program, Student Worker IV
30. Grecia Cordova, Child Development Center, Student Worker II
31. Karla Coronado, Child Development Center, Student Worker III
32. Sonia Corpus, Cafeteria, Student Worker I
33. Mayra Corral, Advancement & Development Office, Student Worker II
34. Maria Dagnino, Child Development Center, Student Worker III
35. Maria Socorro De Leon De Arriola, Child Development Center, Student Worker II
36. Timothy Elliot, Information Systems, Student Worker III
37. Tumamao Pavaiai Enos, Cafeteria, Student Worker I
38. Yesenia Escamilla Santiago, Child Development Center, Student Worker III
39. Janette Flores, Child Development Center, Student Worker I
40. Vincenta Flores, Student Affairs, Student Worker III

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

41. Brandon Foster, Information Systems, Student Worker IV
42. Jacqueline Frias Macias, Financial Aid, Student Worker I
43. Timothy Fuller, Academic Learning Center, Student Worker II
44. Chris Fullington, ACCESS Program, Student Worker IV
45. Nancy Galindo, Academic Learning Center, Student Worker II
46. Claudia Garcia, East Salinas GEAR Up Grant, Student Worker III
47. Rudolfo Garcia, East Salinas GEAR Up Grant, Student Worker III
48. Birdean Gaines, Cafeteria, Student Worker I
49. Jessica Gavlick, Animal Health Technology, Student Worker III
50. Katia Gonzalez, Academic Learning Center, Student Worker IV
51. Maria Gonzalez Lopez, Language Lab, Student Worker I
52. Sol Izeth Gonzalez, Child Development Center, Student Worker I
53. Grisel Guerrero, Student Affairs, Student Worker III
54. Johanna Guijosa, Student Affairs, Student Worker III
55. Andreina Hernandez, Student Affairs, Student Worker III
56. Ernest Hernandez, Student Affairs, Student Worker III
57. Maria Hernandez, Academic Learning Center, Student Worker IV
58. Victor Manuel Hernandez, Academic Learning Center, Student Worker II
59. Miriam Juarez, Student Affairs, Student Worker III
60. Deisy Jacuinde Caballero, Child Development Center, Student Worker III
61. Omar Jacuinde Caballero, Child Development Center, Student Worker I
62. Ian Kile, Information Systems, Student Worker III
63. Pyeongsug Kim, ACCESS Program, Student Worker IV
64. Pyeongsug Kim, Academic Learning Center, Student Worker IV
65. Yat-Yee Jacqueline Lam, Math Academy, Student Worker III
66. Monica Lara, Child Development Center, Student Worker I

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

67. Pedro Lara, Cafeteria, Student Worker I
68. Juan Ledesma, MESA, Student Worker III
69. Juan Ledesma, Academic Learning Center, Student Worker II
70. Christopher Lee, Academic Learning Center, Student Worker IV
71. Randy Leon, Library, Student Worker I
72. Timothy Lincoln, MESA, Student Worker IV
73. Ivan Lopez Mendoza, Academic Learning Center, Student Worker II
74. Maricela Lopez, Child Development Center, Student Worker I
75. Yesenia Lopez, Math Academy, Student Worker III
76. Meagan Magallon, Library, Student Worker I
77. David Magill, Math Academy, Student Worker III
78. Aurora Maldonado, Child Development Center, Student Worker II
79. Elizabeth Manzo, Child Development Center, Student Worker III
80. Ignacio Maravilla, MESA, Student Worker III
81. Maritza Martin, East Salinas GEAR Up Grant, Student Worker III
82. Matthew Martin, Academic Learning Center, Student Worker II
83. Angela Martinez, Human Resources/EEO, Student Worker I
84. Deleynna Zepeda-Martinez, MESA, Student Worker III
85. Eugenio Martinez, Child Development Center, Student Worker I
86. Mayra Martinez, Chemistry, Student Worker III
87. Rosaura Martinez, Child Development Center, Student Worker I
88. Julianna Mata, Student Affairs, Student Worker III
89. Gladys Medrano, Child Development Center, Student Worker I
90. Yesenia Mendez, Academic Learning Center, Student Worker III
91. Vanessa Montano, TRIO/SSS Program, Student Worker I
92. Teresa Mullings, Child Development Center, Student Worker I

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

93. Chihana Nagata, Animal Health Technology, Student Worker III
94. Masaya Nakamura, Academic Learning Center, Student Worker II
95. Masaya Nakamura, Art, Student Worker I
96. Laura Navarro, Academic Learning Center, Student Worker IV
97. Monica Navarro, Cafeteria, Student Worker I
98. Magdalena Nowosielska, MESA, Student Worker III
99. Adan Ochoa, MESA, Student Worker II
100. Monica Ochoa, Child Development Center, Student Worker II
101. Diego Ortega, TRIO/SSS Program, Student Worker II
102. Miriam Ortega, Child Development Center, Student Worker I
103. Toribio Fabian Pacheco Camacho, Student Affairs, Student Worker III
104. Diana Palacios, Construction Technology, Student Worker III
105. Monica Palomo, MESA, Student Worker IV
106. Maria Rosario Pedraza de Avalos, Child Development Center, Student Worker II
107. Olga Pena Fuentes, Child Development Center, Student Worker I
108. Carissa Perez, Math Academy, Student Worker III
109. Carissa Perez, ACCESS Program, Student Worker IV
110. Enrique Preciado, Library, Student Worker I
111. Crispin Puga, Academic Learning Center, Student Worker II
112. Jessenia Ramirez, MESA, Student Worker III
113. Maria Victoria Raya Martinez, Child Development Center, Student Worker III
114. Evan Reeves-Fortney, Child Development Center, Student Worker I
115. Lorenzo Reyna, Academic Learning Center, Student Worker III
116. Adriana Rivera, Child Development Center, Student Worker II
117. Esmerelda Rodriguez, Cafeteria, Student Worker I

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

118. Joanna Romero, Student Affairs, Student Worker III
119. Marisol Ruiz, Academic Learning Center, Student Worker IV
120. Ramona Salcido, High School Equivalency Program, Student Worker II
121. Adrian Salinas, Cafeteria, Student Worker I
122. Robert Sanchez, Student Affairs, Student Worker III
123. Stacy Sanchez, MESA, Student Worker IV
124. Christine Savala, Math Academy, Student Worker III
125. Christine Savala, Academic Learning Center, Student Worker III
126. Christopher Smith, DSP&S, Student Worker III
127. Leon Sobeslavsky, Cafeteria, Student Worker I
128. Erica Soler, Child Development Center, Student Worker I
129. XuLiang Tan, Art, Student Worker I
130. Ryo Tanaka, Academic Learning Center, Student Worker IV
131. Anabel Trujillo, EOP&S, Student Worker II
132. Blanca Valdez Rodriguez, Child Development Center, Student Worker II
133. Esther Vargas, Preparation for College & Work, Student Worker I
134. Brandon Van Loh, Construction, Student Worker III
135. Chi Hao Wang, Academic Learning Center, Student Worker IV
136. Ernesto Yzquierdo, Biology, Student Worker III

IV. Special projects and stipends

A. Ratify special project agreement payment:

- a. Butte-Glenn Community College District is the lead district contracting with other community college districts in California to provide training for the project, "PG&E Power Pathway Clean Tech Vehicle Program." Funding for this program will be reimbursed by the Butte-Glenn Community College District, through California Corporate College (CACC) and will cover the costs of training the trainer, and for the delivery of the training to PG&E mechanics at their Salinas facility. This project was approved, through a professional services agreement, by the Board of Trustees at its regular

The following personnel actions were approved and/or ratified at the regular meeting of March 10, 2010 of the Board of Trustees:

meeting of January 19, 2010. Training the trainer instruction ran from January 12 – 14, 2010:

1. Val Rodriguez, \$2,640, training program participant

Supplement HR-1

HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT LIFE COORDINATOR

BASIC FUNCTION:

Under the direction of the Vice President of Student Affairs & Athletics, the Student Life Coordinator serves as the primary advisor of student programs, services, and activities organized through the Associated Students of Hartnell College (ASHC). The Coordinator promotes student leadership development and accountability, verifies that ASHC programs are in compliance with institutional and state policies, and coordinates the student grievance and student insurance processes.

REPRESENTATIVE DUTIES:

Develop procedures and practices that empower ASHC officers in providing targeted programs, services and activities for all students enrolled at the college; implement internal systems for student accountability and state and institutional policy compliance.

Coordinate leadership development activities for student government officers and student ambassadors; review travel arrangements for student conferences; provide guidance and mentoring for students developing and organizing student-based programs, services, and activities.

Assist students in following the institutional student grievance process; explain process to students, including timelines and forms as needed; coordinate student meetings with faculty and vice presidents as outlined in the policy; monitor student grievances and maintain documentation.

Perform clerical and tracking work relating to student insurance claims, and answer student insurance inquiries.

Oversee ASHC budgets, including ASB scholarship and book grants; monitor budgets for proper approval of program, service, and activity expenditures.

Act as liaison with internal campus organizations and services regarding ASHC programs and services.

Design and write a variety of publicity brochures and flyers; support the efforts of the Office of Public Relations in promoting campus activities and services.

Maintain a variety of records regarding club and event budgets, promotional materials and evaluation of special events; develop student activities policies and procedures.

Assist in interviewing and training student assistants and oversee the performance of vendors as assigned.

February 2010

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy of community college student government and activities.
Knowledge of student development and leadership theories and practices.
Marketing and promotion of campus programs.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Budget monitoring and process.

ABILITY TO:

Oversee and mentor students in their efforts to organize programs and services for the student body at the college.
Facilitate difficult conversations regarding student grievances with diplomacy and objectivity.
Collaborate with other campus staff in developing activities and services.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain routine records.
Operate a computer and assigned equipment.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Plan and organize work.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an associate's degree and three years of experience working with programs focused on student development and/or leadership.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.
- Flexible schedule.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to retrieve materials.
- Lifting, carrying, pushing or pulling light objects.