

Adopted - Revised

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

March 4, 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 5:00 p.m., by Board President, Kari Lee Valdés.

PRESENT

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

ABSENT

Kevin Healy, Trustee

ALSO PRESENT

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

**ADOPT AMENDED
AGENDA**

Upon motion by Brad Rice seconded by Patricia Donohue and carried, the Board moved to adopt the agenda as amended. Consent Action Item IV. H, Curriculum Committee Actions was revised since the publication of the agenda. The revised item included Curriculum Committee actions up to February 29, 2008. In addition Dr. Helm requested that the Reorganization Committee recommendations be removed from the Closed Session agenda because the reorganization was about positions, not personnel or performance. Rather she would provide a presentation in Open Session.

**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.

Joseph Martinez, retired Counselor, spoke in support of Tony Anderson.
Ron Waddy, Faculty, spoke in support of Tony Anderson and Hetty Yelland.
Robert Spier, Counselor, spoke in support of Tony Anderson.
Alison Paul, Counselor, spoke in support of Tony Anderson.
Reverend H. H. Lusk reserved his right to speak.
R. J. Moyé, community member, spoke in support in Tony Anderson.
LeeAnn Emanuel, Counselor, spoke in support of Tony Anderson and Hetty Yelland.
Lorena Moreno, Student Senate President, spoke in support of Tony Anderson.
Gina Rauchenstein, student, spoke in support of Tony Anderson.
Deloris Scaife-Higgins, community member, spoke in support of Tony Anderson.
Al Grainger, staff, spoke in support of Tony Anderson.

CLOSED SESSION

The Board Members, Dr. Phoebe Helm, and Bill Brown, legal counsel, adjourned to Closed Session at 5:31 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.

The Board granted Mr. Anderson, and Dr. Yelland's request to address them in Closed Session and later asked Dr. Hoffman and Dr. Rose to join them.

**RECONVENE
OPEN SESSION**

Board President, Kari Lee Valdés reconvened the regular meeting at 8:36 p.m.

PRESENT

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

Management Staff: Tamberly Petrovich, Director, Human Resources/EEO;
Allan Hoffman, Vice President, Instruction

Academic Senate: Absent

Hartnell College Faculty Association: Melissa Stave, Vice President

Classified Senate: Absent

C. S E A.: Margie Wiebusch, 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:

On a motion by Patricia Donohue, seconded by Elia Gonzalez-Castro, and on a vote of 5-1 (Freeman), the Board moved to support the recommendations of the Tenure Review Committee and the college Superintendent/President to grant tenure to fifteen (15) faculty; grant an additional year to twelve (12) faculty; and to deny tenure to two (2) faculty.

Grant tenure

Robert Barminski, Geology/Oceanography
James Beck, English as a Second Language
Lindsey Bertomen, Administration of Justice
Leticia Contreras, Mathematics
LaVerne Cook, Counseling
Alejandra Gutierrez, Language Lab Specialist
Jeffery Hughey, Biology
Mohammad Hussian, Mathematics
Neil Ledford, Agriculture
Robert Maffei, Business
Pimol Moth, Astronomy/Physics
Mitzi Alexander, Counseling
Yvonne Reid, Physical Education
James Riley, Learning Skills Specialist
Aron Szamos, Counseling

Grant movement from 3rd year to 4th year

Mary Cousineau, Nursing
Barbara Durham, Nursing
Alexander Eden, Biology
Debra Kaczmar, Nursing
Nancy Schur, Nursing
Andrew Vasher, Physical Education
Janeen Whitmore, Nursing

Grant Movement from 2nd year to 3rd year

Lawrence Adams, Political Science

Sharon McKinney-Radal, Animal Health Technology

Grant Movement from 1st year to 2nd year

Matt Collins, Physical Education

Steven Triano, Agriculture

Mary Young, Nursing

Deny tenure

Tony Anderson, Counseling

Hetty Yelland, English

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.

Armando Cortez, student, spoke to the college's reorganization, stating that he believes the process lacked transparency.

Alison Paul, Counselor, spoke in support of the international student program and institutional research, and encouraged the Board to consider both before eliminating.

Theresa Carbajal, Counselor, spoke in support of Tony Anderson and Hetty Yelland.

Valerie Golden, Trustee Emeritus, spoke in support of Tony Anderson.

Aurora Mendez, faculty, addressed the flex day activities scheduled on César Chávez Day and read aloud a letter she presented to the Board.

PRESENTATIONS
Bond Oversight
Committee Update

Damon Felice, Townsend Management, Inc. provided an update on the College's construction projects. The complete report can be found at:
http://www.hartnell.edu/board/packets/March_packet.pdf

BOARD'S GOALS
Accreditation
Finances
Communication
Search for Supt/Pres

Accreditation: Board President Valdés reported that the college has moved from probation to warning status; that the next report is due March 15th and that a sub-committee of the Board will be reviewing the final report prior to mailing to the Commission. Dr. Helm reported that the Board will be reviewing the revised Curriculum Committee Actions board item that includes course revisions approved by the Curriculum Committee up to February 29, 2008. The revisions will enable the development of an accurate course catalogue and addresses a concern from the Commission.

Finances: Dr. Helm reported that the Board's goal was to reduce expenditures and increase revenue (via growth), to balance the budget, restore the reserves and invest in growth. She further reviewed the 2016 Financial Plan developed by Steve Mangelsen – a plan that would cut costs (mostly management and inefficiencies) increase revenues (modest growth and new revenue streams), and invest approximately \$1.2 million in new programs and new growth. She reported that the good news is the college grew in enrollment 23% in headcount and 14% in units this spring and increased in efficiency. In addition the reorganization of the management of the college, as recommended, represents a savings of \$1.03 million.

The bad news is that the Governors Budget for '08-'09 projects a ten percent cut for community colleges. For Hartnell that would be a \$3 million cut to the general fund.

And, the final bit of good news is that the Chancellors Office was able to identify savings that avoided cuts to the current budget. That was initially set at \$40 million state wide. Cutting \$40 million from one quarter of the year would have been devastating – equal to cutting \$160 million from a whole year.

If the college can cut spending and hang onto any savings from this year, manage the \$1.03 million cut from administration, hold on any cost increases for next year, and continue to grow, she believes the college can get close to \$2 million of the cut. That other million will be really hard to find.

She thanked the whole college community, the faculty, staff and students who have worked consistently and made hard decisions to move our financial goals forward. And, thanked the Board members for their leadership and support.

Communication: Board President Valdés reported that she was pleased to see the Hartnell College student pod cast, www.myspace.com/hartnellcollege.

Search for Supt./President: Tamberly Petrovich reported on the status of the presidential search. Seven-hundred brochures were mailed out and the position is open until filled; however, application materials are due March 28, 2008. The search committee is made up of classified, faculty, students, management, and community members. All application materials are available online and include timelines.

CONSENT ACTION

On a motion by, Brad Rice, seconded by Patricia Donohue, and unanimously carried, the Board moved to approve Consent Actions Items IV. B through IV. K.

Trustee Martinez asked that Consent Action item IV. A, Minutes of Regular Board Meeting of February 5, 2008 be pulled for further discussion and separate vote. He believes the minutes do not fully state his position in the naming of the Alisal Campus. He stated that he believes the process was in clear violation of the accreditation requirements in that it was not transparent and was not inclusive of diversity. Dr. Helm stated that, to her knowledge, she is not aware of an accreditation standard that has to do with the naming of a campus. The item was on the Board agenda and voted on at a public meeting. In addition, based on statements and conversations this evening, the college needs to develop a definition for transparency – how much visibility is enough?

MINUTES

A. On a separate motion by Bill Freeman, seconded by John Martinez, and carried (4-2 – Gonzalez-Castro; Rice), the Board moved to approve the minutes of the regular meeting of February 5, 2008 as amended.

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.

**GRANT
APPLICATION –
FOOD SAFETY**

- C. Ratified grant application – Department of Agriculture Cooperative State Research, Education and Extension Service (CSREES) Hispanic Serving Institution Grant, titled: Curriculum Development and Capacity Building in Food Safety. The grant amount is \$249,855.

**GRANT
APPLICATION –
EQUIPMENT FUNDS,
NURSING/ALLIED
HEALTH
PROGRAMS**

- D. Ratified grant application for equipment funds for Nursing and Allied Health Programs. Grant funds would allow for the purchase of simulation models for increased capacity clinical simulation experience. The grant amount is \$83,434.

**GRANT
APPLICATION –
ASSESSMENT,
REMEDICATION &
RETENTION –
NURSING**

- E. Ratified grant application for funds for colleges without current grants for Assessment, Remediation, and Retention in Nursing. The grant amount is \$69,892.

**GRANT
APPLICATION –
PRECISION AG
PROGRAM AND LAB**

- F. Ratified grant application – Department of Agriculture Cooperative State Research, Education and Extension Service (CSREES) Hispanic Serving Institution Grant, titled: Precision Agriculture Program and Laboratory. The grant amount is \$275,000.

**SUB-AWARD
AGREEMENT –
BACCALAUREATE
BRIDGE TO BIO
SCIENCES**

- G. Approved the sub-award agreement, amendments 1 and 2, Baccalaureate Bridge to the Biological Sciences grant 5 R25 GM51765-07. The grant amount is \$28,000.

**CURRICULUM
COMMITTEE**

- H. Approved Curriculum Committee Action for the period of December 13, 2007 through February 29, 2008.

**AMENDMENT TO
CONTRACT –
APPLIED
DEVELOPMENT
RESOURCES**

- I. Approved an amendment to the contract between Hartnell Community College District and Esteban Soriano, doing business as Applied Development Resources in the amount of \$25,000.

MOU – CAL-PASS

- J. Approved Memorandum of Understanding with California Partnership for Achieving Student Success (Cal-PASS).

**PERSONNEL
ACTIONS**

- K. Ratified and/or approved current personnel actions. – Appendix A.

ACTION ITEMS

**ACCREDITATION
PROGRESS REPORT**

- A. On a motion by Brad Rice, seconded by Patricia Donohue, the Board moved to approve the Accreditation Progress Report as required by the Western Association of Schools and Colleges – Accrediting Commission for Community and Junior Colleges. Trustee Donohue, Trustee Freeman, and Student Trustee Moreno agreed to serve on a board sub-committee. Their task will be to review the final report prior to submitting to the Commission.

**FINAL READING –
BP 2010 CLASSIFIED
EMPLOYEES –
SHARED
GOVERNANCE**

B. On a motion by Patricia Donohue, seconded by Brad Rice, the Board moved to approve the final reading of Board Policy 2010, Classified Employees – Shared Governance.

**CLASSIFIED
MANAGEMENT
CLASSIFICATION –
GRANTS MANAGER**

C. On a motion by Brad Rice, seconded by Patricia Donohue, the Board moved to approve the new classified management classification, Grants Manager. (Appendix B)

**ALLOCATION OF
GRANTS MANAGER**

D. On a motion by Patricia Donohue, seconded by Elia Gonzalez-Castro, the Board moved to approve the new allocation of Grants Manager.

REORGANIZATION

E. On a motion by Brad Rice, seconded by Elia Gonzalez-Castro, and on a roll call vote of 6-0, the Board moved to approve the Reorganization Committee Recommendations and authorize the Superintendent/President to move forward with Phase 2 and other actions as may be required.

BUDGET REVISIONS

F. On a motion by Brad Rice, seconded by Patricia Donohue, and on a roll-call vote of 6-0, the Board moved to approve budget revisions numbered 7357 to 7408.

**ADOPT
RESOLUTION 8:03**

G. On a motion by Patricia Donohue, seconded by Lorena Moreno, and on a roll-call vote of 6 to 0, the Board moved to adopt Resolution 8:03, Designating New Representative to Various Community Colleges Joint Powers Authority (JPA).

**CURRICUNET –
PROGRAM REVIEW
MODULE**

H. On a motion by Brad Rice, seconded by Patricia Donohue, and unanimously carried, the Board moved to approve the purchase of CurricUNET, Program Review Module for \$10,000 to be paid from Block Grant funds.

**THE WESTERN
STAGE BOARD OF
DIRECTORS**

I. On a motion by John Martinez, seconded by Brad Rice, and unanimously carried, the Board moved to ratify the personnel action taken by The Western Stage Board of Directors at their February 26, 2008 meeting.

INFORMATION ITEMS

**FINANCIAL
STATEMENTS**

The Board received and accepted the financial statements for period ending January 31, 2008.

**STUDENT SENATE
REPORT**

Lorena Moreno, Student Senate President, reported on current student activities and plans on conducting a student survey on the naming of the Alisal Campus.

**ACADEMIC SENATE
REPORT**

There was no report. Dr. Helm stated that the President of Academic Senate is ill and that the President of the Hartnell College Faculty Association teaches on Tuesday evenings.

**CLASSIFIED
SENATE REPORT**

Margie Wiebusch, President, CSEA spoke on behalf the Classified Senate. She reported that they continue to work on shared governance and that Dr. Ignacio Pando is presenting the new shared governance model to the classified employees. Dr. Helm expressed her concern that the Classified Senate was not present and reminded CSEA that the intent of the legislation and Board Policy 2010 was not

that the Classified Senate – which represents numerous non-bargained groups and L39 – should lose its voice, and asked that the union and senate address this matter immediately.

**PRESIDENT'S
REPORT**

There was no report.

**BOARD
COMMUNICATION**

Trustee Donohue reported that she attended the City of Peace Summit and commended Julia Mena, Sarah Aguilar, and Margie Wiebusch for their participation.

Trustee Freeman invited the Board to attend the North Salinas High School Open House scheduled tomorrow . For more information, you may contact Gary Karnes at 578-0745 or North High School at 796-7500.

Trustee Gonzalez-Castro reported that the Monterey County Office of Education is sponsoring a Master Program on Governance.

Trustee Martinez stated that he asked the presenter (Mr. Kinsler) of a workshop on the Brown Act in Sacramento, if the Board should have discussed and sanctioned his behavior as a Trustee in Closed Session and was told that it should have happened in Open Session. Dr. Helm reminded Mr. Martinez that his answer was highly dependent on how the question was asked. Mr. Martinez was sanctioned for violating the Board's Ethics Policy regarding Closed Session information. However, the point Mr. Kinsler, Consultant to the California League of Community Colleges, made was that board members are elected officials and thus not necessarily afforded the privacy rights available to employees and students (as provided by closed sessions).

**FUTURE AGENDA
ITEMS**

Trustee Martinez requested a workshop on the Brown Act, one is included in the Board Development Plan for May.

NEXT MEETING

The next regular Board of Trustees Meeting is scheduled on April 1, 2008, 4:00 p.m., King City Education Center, 117 North Second Street, King City.

The Board will have a workshop on the King City Educational and Facilities Master Plan at 4:00 p.m., followed by the regular meeting at 5:00 p.m.

ADJOURNMENT

Upon motion by Brad Rice, seconded by Patricia Donohue, and unanimously carried, the Board moved to adjourn the meeting at 10:30 p.m.

Kari Lee Valdés
Board of Trustees President

Phoebe K. Helm
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF MARCH 4, 2008:

I. Request for new position/change to existing position

1. Approve change to existing position:
 - a. Reallocate existing filled Planetarium Coordinator position (#CC-45) from 35 hours per week to 40 hours per week, effective March 5, 2008 – September 30, 2010. Funding for these additional hours will be provided by the National Science Foundation (NSF) STEP (Science Talent Expansion Project) Grant.

II. Retirements, Resignations, Releases and Leave Requests

1. Ratify resignation of regular personnel:
 - a. Maria Michael, ESL Instructor, effective December 21, 2007.
2. Authorize the issuance of notification of non-reemployment:
 - a. Jeffrey Roth, temporary academic employee (CalWorks Counselor).

III. Appointments

1. Ratify appointment of regular CSEA classified personnel:
 - a. Sara Sanchez, part-time, 30 hours per week, 12 months per year, EOPS/CARE Technician (#CC-87), Extended Opportunities Program and Services (EOPS), Step A, effective February 13, 2008. This action fills an existing vacant position.
2. Ratify appointment of part-time instructors for Fall Semester 2007:
 - a. Nicholas Pasculli, Agriculture Technology; Occupational Education. Appointment based on equivalency as follows: BS in Business Administration/Marketing and three years experience in Agricultural Marketing.
3. Ratify appointment of part-time instructors for Spring Semester 2008:
 - a. Dimas Albert, Automotive Technology; Occupational Education
 - b. Gerardo Aleu, Mathematics; King City Education Center/Math and Science
 - c. Jane Anderson, Family and Consumer Studies; Occupational Education
 - d. Yousseff Arbab, ESL, King City Education Center/Fine Arts/Language Arts/Social Sciences
 - e. Alejandro Arce, Photography; King City Education Center/Fine Arts/Language Arts/Social Sciences
 - f. Gerry Barrera, Physical Education
 - g. Daniel Beavers, Mathematics, Math and Science
 - h. Emilia Benavente, Physical Education
 - i. Laura Berger, Librarian, Library Services
 - j. Virginia Bieger, Chemistry; Math and Science
 - k. Ronald Bird, Chemistry, Math and Science
 - l. Matthew Bokemeier, Geography; Fine Arts/Language Arts/Social Sciences
 - m. Natalia Bonilla, Agriculture Technology, Occupational Education
 - n. Randolph N. Bonner, Business Education, Occupational Education
 - o. Michael Branstetter, Mathematics, King City Education Center/Math and Science
 - p. Richard Bull, Psychology, Fine Arts/Language Arts/Social Sciences
 - q. Karen Carmon, Health Services, Math and Science

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT
THE REGULAR MEETING OF MARCH 4, 2008:

- r. Elizabeth Cecchi Ewing, Librarian, Library Services
- s. Phillip Collins, Music, Fine Arts/Language Arts/Social Sciences
- t. Karen Crowel, American Sign Language, Counseling
- u. Jesus Cuevas, Physical Education, King City Education Center and Physical Education
- v. Gloria Curtis, Librarian, Library Services
- w. Catherine Da Costa, Mathematics, Math and Science
- x. Chante Davis, Biology; Math and Science
- y. Joseph De Ruosi, English, King City Education Center/Fine Arts/Language Arts/Social Sciences
- z. Margot Dunphy, Speech, Fine Arts/Language Arts/Social Sciences. Appointment based on equivalency as follows: Temple University Master's program in Broadcast Journalism equates to San Jose State University's Master's degree in Telecommunication and is similar to Stanford's Master's degree in Broadcasting.
- aa. Thu Duong, Librarian, Library Services
- bb. Christopher Dyer, Mathematics, Math and Science
- cc. Julia Edgcomb, Psychology; King City Education Center/Fine Arts/Language Arts/Social Sciences
- dd. Ann Edgerton, Early Childhood Education, Occupational Education
- ee. Warren Edmonds, Computer Sciences and Information Systems, King City Education Center/Occupational Education
- ff. Victor Enriquez, Spanish, King City Education Center/Fine Arts/Language Arts/Social Sciences
- gg. Christina Esparza, Economics, Fine Arts/Language Arts/Social Sciences
- hh. Katera Estrada, Administration of Justice, Occupational Education
- ii. Steve Ettinger, Music; King City Education Center/Fine Arts/Language Arts/Social Sciences
- jj. Sewan Fan, Physics, Math and Science
- kk. Bautista Fernandez, Physics; Math and Science
- ll. Dawn Flood, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
- mm. William Frisch, Speech; Fine Arts/Language Arts/Social Sciences
- nn. Susan Fujimoto, ESL, Fine Arts/Language Arts/Social Sciences
- oo. Patricia Gadban, Sociology, Fine Arts/Language Arts/Social Sciences
- pp. Renee Gaskill, ESL, Fine Arts/Language Arts/Social Sciences
- qq. Richard Givens, Counseling, Counseling Department
- rr. Marvin Goldstein, Physical Education
- ss. Fay Griffin, Mathematics, Math and Science
- tt. Richard Griffith, Physics, Math and Science
- uu. Wanda Guibert, English, Fine Arts/Language Arts/Social Sciences
- vv. Allison Harmon, English, Fine Arts/Language Arts/Social Sciences
- ww. Gerald Harris, Administration of Justice, King City Education Center/Occupational Education
- xx. Robin Hayes, Biology, Math and Science
- yy. Jeff Heidler, Economics, King City Education Center/Fine Arts/Language Arts/Social Sciences
- zz. Patricia Henrickson, Early Childhood Education, Occupational Education
- aaa. Phil Henderson, Astronomy, Math and Science
- bbb. Jeff Heyer, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT
THE REGULAR MEETING OF MARCH 4, 2008:

- ccc. Dina Hooks, American Sign Language, Counseling
- ddd. Michael Hooper, English; King City Education Center/Fine Arts/Language Arts/Social Sciences
- eee. Jonathan Hubbard, Biology, Math and Science
- fff. Ben Jimenez, Administration of Justice, King City Education Center/Occupational Education
- ggg. Alexander Kalinin, Physics, Math and Science
- hhh. Daniel Kaplan, Biology, Math and Science
- iii. Aida Kantarjian, Biology; Math and Science
- jjj. William Kauffman, Biology, Math and Science
- kkk. Kevin Kessler, History, King City Education Center/Fine Arts/Language Arts/Social Sciences
- lll. Kim Kiest, Biology, Math and Science
- mmm. Nancy Keough, Political Science, King City Education Center/Fine Arts/Language Arts/Social Sciences
- nnn. Barbara Kostroff, Health Services, Math and Science
- ooo. Harvey Landa, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
- ppp. Sam Lavorato, Administration of Justice, Occupational Education
- qqq. Jeffrey Lewis, Political Science; Fine Arts/Language Arts/Social Sciences
- rrr. Patricia Lopez, Counseling, Counseling Department
- sss. Jose Lopez, Business, King City Education Center/Occupational Education
- ttt. Veronica Lundquist, Mathematics; Math and Science
- uuu. Kevin Magruder, English, Fine Arts/Language Arts/Social Sciences
- vvv. Suzanne Mansager, King City Education Center/Fine Arts/Language Arts/Social Sciences and Fine Arts/Language Arts/Social Sciences
- www. Orin Marvel, Mathematics; Math and Science
- xxx. Alfred Martinez, Administration of Justice, King City Education Center/Occupational Education
- yyy. Bertha Martinez, Health Services, Math and Science
- zzz. Joseph Martinez, Counseling, Counseling Department
- aaaa. Jeff McGrath, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
- bbbb. Jennifer McGuire, English; Fine Arts/Language Arts/Social Sciences.
Appointment based on equivalency as follows: CSUMB's BA in Human Communication contains coursework similar to a BA in English at other institutions.
- cccc. Rosalinda McNamara, Librarian, Library Services
- dddd. Dennis Merrill, Health Services, King City Education Center/Math and Science
- eeee. Alvaro Mercado, Spanish, King City Education Center/Fine Arts/Language Arts/Social Sciences
- ffff. Edward Mercurio, Biology; Math and Science
- gggg. Ann Merville, Anthropology, King City Education Center/Fine Arts/Language Arts/Social Sciences
- hhhh. Erika Mininni, English, Learning Skills/King City Education Center
- iiii. Sylvia Miranda, Counseling, High School Equivalency Program
- jjjj. Jose Moncada, Construction Technology, Occupational Education
- kkkk. Glenda Mora, English, Fine Arts/Language Arts/Social Sciences
- llll. William Musselman, Automotive Technology, Occupational Education

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF MARCH 4, 2008:

- m m m m. Ann Myhre, Art, King City Education Center/Fine Arts/Language Arts/Social Sciences
- n n n n. Andrew Ohana-Richardson, Biology; Math and Science
- o o o o. Erin O'Hare, Physical Education
- p p p p. Melissa Parker, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
- q q q q. Gerardo Perez, Business Education, Occupational Education
- r r r r. Abby Pfeiffer, English, Fine Arts/Language Arts/Social Sciences
- s s s s. Linda Plummer, Librarian, Library Services
- t t t t. Tito Polo, Engineering; Math and Science. Appointment based on equivalency as follows: BS in Electrical Engineering, 9 units graduate coursework in Electrical Engineering, and 4 years experience in Electronics Industry.
- u u u u. Jennifer Raimondo, English, Fine Arts/Language Arts/Social Sciences
- v v v v. Raylene Potter, Mathematics, Math and Science
- w w w w. Shawn Quiane, French, Fine Arts/Language Arts/Social Sciences
- x x x x. Elizabeth Ramirez, Counseling, Extended Opportunities Programs and Services
- y y y y. Victor Ramos, Mathematics; Math and Science
- z z z z. Robert Reed. Mathematics; Math and Science
- a a a a a. Catalina Reyes, Biology, Math and Science
- b b b b b. Ralph Rianda, Agriculture Technology, Occupational Education
- c c c c c. Gregory Robinson, Construction Technology, Occupational Education
- d d d d d. Larry Robison, Automotive Technology, Occupational Education
- e e e e e. Everett Rodriguez, Physical Education
- f f f f f. Wendy Roscher, English, King City Education Center/Fine Arts/Language Arts/Social Sciences
- g g g g g. Tammi Ross, Physical Education
- h h h h h. Bonnie Roy, English, Fine Arts/Language Arts/Social Sciences
- i i i i i. Sean Ryan, English, Fine Arts/Language Arts/Social Sciences
- j j j j j. Rachel Sage, Animal Health Technology, Math and Science
- k k k k k. Keith Sashegyi, Mathematics, King City Education Center/Math and Science
- l l l l l. S. Sue Sedrak, Chemistry, Math and Science
- m m m m m. Marisa Seene, Mathematics, Math and Science
- n n n n n. Sean Senechal, Biology, Math and Science
- o o o o o. Steve Seymour, Physical Education
- p p p p p. Mehrdokht Shirvaneh, Mathematics; Math and Science
- q q q q q. Kathleen Simonton, History; Fine Arts/Language Arts/Social Sciences
- r r r r r. Sheila Snider, Psychology, King City Education Center/Fine Arts/Language Arts/Social Sciences
- s s s s s. Emily Stammitti, Political Science; Fine Arts/Language Arts/Social Sciences
- t t t t t. Alicia Steinhardt, Biology; Math and Science
- u u u u u. Anne Steinhardt, English, Fine Arts/Language Arts/Social Sciences
- v v v v v. Paula Stoddard, Early Childhood Education, King City Education Center/Occupational Education
- w w w w w. Amy Taketomo, Chemistry, Math and Science
- x x x x x. Manuela Thiess, ESL, Fine Arts/Language Arts/Social Sciences
- y y y y y. Afshin Tiraie, Mathematics, Math and Science
- z z z z z. Benjamin Tiscareno, Drafting Technology, Occupational Education

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF MARCH 4, 2008:

aaaaaa.	Jorge Torres, Business, Occupational Education
bbbbbb.	Sabina Trumble, Anthropology, Fine Arts/Language Arts/Social Sciences
cccccc.	Paula Tyler, Physical Education
dddddd.	Jesse Valdez, Administration of Justice, Occupational Education
eeeeee.	Leticia Villegas, Spanish, Fine Arts/Language Arts/Social Sciences
ffffff.	Galina Vinokurov, Music, Fine Arts/Language Arts/Social Sciences
gggggg.	Young Wade, English, Academic Learning Center
hhhhhh.	Lynda Washington, Health Education, Physical Education
iiiiii.	Carolyn West, Health Education, Physical Education
jjjjjj.	Dana Weston, Psychology, Fine Arts/Language Arts/Social Sciences
kkkkkk.	Nancy Wheat, Biology, Math and Science
llllll.	Michael Wheeler, Drafting, Occupational Education
mmmmmm.	Prince Williams, Physical Education
nnnnnn.	Theo Windham, Physical Education
oooooo.	Henry Wong, Business, King City Education Center/Occupational Education
pppppp.	Kim Yalda, Education; Fine Arts/Language Arts/Social Sciences
qqqqqq.	Emilia Zuniga, Counseling, King City Education Center/Counseling Department
rrrrrr.	Adrian Zytkoskee, ESL; Fine Arts/Language Arts/Social Sciences

4. Ratify appointment of short-term classified employees:

- a. Jessey Sacayanan, Community Education Assistant V, \$8.10/hr, Admissions and Records, January 11 – 12, 2008. This or similar services will not be extended or needed on a continuing basis.
- b. Paul Berglund, Community Education Assistant V, \$8.10/hr, Admissions and Records, January 11 – 12, 2008. This or similar services will not be extended or needed on a continuing basis.
- c. Luciano Cerritos, Community Education Assistant V, \$8.10/hr, Admissions and Records, January 11 – 12, 2008. This or similar services will not be extended or needed on a continuing basis.
- d. Alan Galarza, Community Education Assistant V, \$8.10/hr, Admissions and Records, January 11 – 12, 2008. This or similar services will not be extended or needed on a continuing basis.
- e. Leonel Medrano, Community Education Assistant V, \$8.10/hr, Admissions and Records, January 11 – 12, 2008. This or similar services will not be extended or needed on a continuing basis.
- f. Maria Moreno, Community Education Assistant V, \$8.10/hr, Admissions and Records, January 11 – 12, 2008. This or similar services will not be extended or needed on a continuing basis.
- g. Gina Rauchenstein, Community Education Assistant V, \$8.10/hr, Admissions and Records, January 11 – 12, 2008. This or similar services will not be extended or needed on a continuing basis.

5. Ratify appointment of substitute classified employees:

- a. Mary Pearl Melendrez, Admissions and Records Technician, \$14.99/hr, Admissions and Records, January 24 – February 29, 2008.
- b. Rhonda Sammut, Clerical Assistant, \$13.59/hr, Counseling Department, January 3 – April 4, 2008.

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF MARCH 4, 2008:

6. Ratify appointment of Professional Experts:
 - a. Karina Young, to provide supplemental instruction for English, \$14.42/hr, Academic Learning Center, January 28 – June 6, 2008.
 - b. Charles Trementozzi, to teach foster boys on men's health and hygiene, \$40.00/hr, Independent Learning Program (ILP), February 1 – June 10, 2008.
 - c. Donna Trementozzi, to teach foster girls on women's health and hygiene, \$40.00/hr, Independent Learning Program (ILP), February 1 – June 10, 2008.
 - d. Cassidy Porter, to teach foster youth basic computer skills, \$50.00/hr, Independent Learning Program (ILP), February 1 – June 10, 2008.
 - e. Penelope Welsh, to teach foster youth on proper nutrition, \$40.00/hr, Independent Learning Program (ILP), February 1 – June 10, 2008.
 - f. Michele O'Brien, to provide ROOTS Training, \$35.00/hr, Foster and Kinship Care Education, January 1, 2008 – June 10, 2009.
 - g. Salvador Chavarin, to teach software applications for Medical Coding Program, \$57.75/hr, Workforce and Community Development, January 8 – March 15, 2008.
 - h. Oralia Dominguez, to provide TEAM training, \$25.00/hr, Foster and Kinship Care Education, January 1, 2008 – June 10, 2009.
 - i. Yolanda Fernandez, to participate in Department of Social & Employment Services Contract recruitment activities throughout the county, \$22.00/hr, Workforce and Community Development, December 11, 2008 – June 10, 2009.
 - j. Mayra Perez, to recruit, to provide technical information, and to support services assistance directly to special needs students, \$13.40/hr, High School Equivalency Program, January 1, 2008 – September 30, 2011.
7. Ratify appointment of student workers for Fall Semester 2007:
 - a. Michaela Ballesteros, Fine Arts/Social Science/Language Arts, Student Worker I
 - b. Michelle Ballesteros, Fine Arts/Social Science/Language Arts, Student Worker I
8. Ratify appointment of student workers for Spring Semester 2008:
 - a. Virginia Aguillon, Academic Learning Center, Student Worker II
 - b. Sarah Aguilar, Center for Teacher Education, Student Worker II
 - c. Ralph Aldanese, Library, Student Worker I
 - d. Maria Andrade, EOP&S, Student Worker II
 - e. Blessing Anih, Child Development Center, Student Worker I
 - f. Thales Araujo, Institutional Advancement/Development, Student Worker I
 - g. Norma Armenta, Child Development Center, Student Worker I
 - h. Vera Amador, Academic Learning Center, Student Worker II
 - i. Priscilla Arreguin, TRIO/Student Support Services Program, Student Worker I
 - j. Isidro Arroyo, Academic Learning Center, Student Worker II
 - k. Fernando Avalos, Purchasing/Warehouse, Student Worker I
 - l. Michaela Ballesteros, Fine Arts/Social Science/Language Arts, Student Worker I
 - m. Michelle Ballesteros, Fine Arts/Social Science/Language Arts, Student Worker I
 - n. Brittany Batalla, Library, Student Worker I
 - o. Rebecca Berber, Library/Audio Visual, Student Worker I
 - p. Allison Bostwick, DSP&S, Student Worker III
 - q. Gwendaline Bousquet, Academic Learning Center, Student Worker II

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT
THE REGULAR MEETING OF MARCH 4, 2008:

- r. Tara Burns, Cafeteria, Student Worker I
- s. Elizabeth Butler, Student Activities, Student Worker II
- t. Maria Camacho, Academic Learning Center, Student Worker I
- u. Lorraine Canales, Cafeteria, Student Worker I
- v. Susana Carlos, Human Resources/EEO, Student Worker I
- w. Claudia Cardenas, Child Development Center, Student Worker II
- x. Jaime Castro, Financial Aide, Student Worker III
- y. Wendy Chapa, Academic Learning Center, Student Worker II
- z. Daniel Chairez, MESA, Student Worker III
- aa. Lauro Chavez, Academic Learning Center, Student Worker I
- bb. David Collins, Reprographics, Student Worker I
- cc. Maria Dagnino, Child Development Center, Student Worker I
- dd. Yesenia De La Torre, Scholarship Office, Student Worker II
- ee. Ramona Delgado, Counseling, Student Worker I
- ff. Esther Diaz-Duarte, Academic Learning Center, Student Worker I
- gg. Tamara Earley, Academic Learning Center, Student Worker II
- hh. Yesenia Escamilla Santiago, Child Development Center, Student Worker I
- ii. Leilani Escobar, Transfer Center, Student Worker I
- jj. Ricardo Fernandez, MESA, Student Worker III
- kk. Esteban Flores, Occupational Education, Student Worker II
- ll. Erica de Cunha Francisco, International Student Center, Student Worker I
- mm. Paul Fuller, Academic Learning Center, Student Worker II
- nn. Timothy Fuller, Academic Learning Center, Student Worker III
- oo. Enrique Daniel Gallegos, Reprographics, Student Worker I
- pp. Briana Garcia, Cafeteria, Student Worker I
- qq. Lilia Gonzalez, Academic Learning Center, Student Worker II
- rr. Maria Guerrero, Academic Learning Center, Student Worker II
- ss. Anabel Hernandez, Child Development Center, Student Worker I
- tt. Ericka Hernandez, Cafeteria, Student Worker I
- uu. Enedelia Hernandez, Child Development Center, Student Worker III
- vv. Jessica Hernandez, EOP&S, Student Worker II
- ww. Leidy Hernandez, Institutional Research & Planning, Student Worker II
- xx. Juana Hernandez Mandujano, Child Development Center, Student Worker I
- yy. Maria Hernandez, Academic Learning Center, Student Worker II
- zz. Biatrix Herrera, Academic Learning Center, Student Worker II
- aaa. Christine Huerta, Workforce and Community Development, Student Worker IV
- bbb. Leticia Jimenez, Child Development Center, Student Worker I
- ccc. Daniel Jimmeyer, Library/Audio Visual, Student Worker I
- ddd. Angela Kaufman, Academic Learning Center, Student Worker II
- eee. Lawrence Keener, Information Systems, Student Worker III
- fff. Brian Kindle, Academic Learning Center, Student Worker II
- ggg. Bertha Lambaren, King City Education Center, Student Worker III
- hhh. Pedro Lara, Cafeteria, Student Worker I
- iii. Rafael Lara, Academic Learning Center, Student Worker I
- jjj. Daniella Laureles, Marketing, Student Worker II
- kkk. Carmen Lockhart, High School Equivalency Program, Student Worker III
- lll. Ana Lopez, Child Development Center, Student Worker I

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT
THE REGULAR MEETING OF MARCH 4, 2008:

- mmm. Cecilia Lopez, EOP&S, Student Worker II
- nnn. Celestre Lopez, Counseling, Student Worker I
- ooo. Jesse Luna, Reprographics, Student Worker I
- ppp. Vanessa Luna, Business Services, Student Worker I
- qqq. Dulce Maria Lustre Rios, Cafeteria, Student Worker I
- rrr. Adriana Marquez, East Salinas Gear Up, Student Worker III
- sss. Maria Magana Villa Gomez, Child Development Center, Student Worker I
- ttt. Yuriana Magana Leon, Child Development Center, Student Worker III
- uuu. Lisa Mansfield, Counseling, Student Worker I
- vvv. Christina Marquez, Admissions & Records, Student Worker I
- www. Elisabeth Martin, East Salinas GearUp, Student Worker III
- xxx. Deleynna Martinez, MESA, Student Worker II
- yyy. Seiichi Matsuda, Academic Learning Center, Student Worker III
- zzz. Tamkeen Mattu, MESA, Student Worker IV
- aaaa. Leonel Medrano, MESA, Student Worker III
- bbbb. Corey Menefee, EOP&S, Student Worker II
- cccc. Nicole Messick, Cafeteria, Student Worker I
- dddd. Ana Micou, Academic Learning Center, Student Worker II
- eeee. Dan Miller, Information Systems, Student Worker III
- ffff. Lisa Montemayor, Academic Learning Center, Student Worker II
- gggg. Maria Lorena Moreno, MESA, Student Worker IV
- hhhh. Consuelo Mosqueda, Child Development Center, Student Worker I
- iiii. Doris Murillo, Child Development Center, Student Worker III
- jjjj. Evelin Nava, Counseling, Student Worker I
- kkkk. Monica Navarro, Cafeteria, Student Worker I
- llll. Dinhtruong Nguyenduong, Information Systems, Student Worker III
- mmmm. Kento Nishio, Academic Learning Center, Student Worker II
- nnnn. Claudia Ochoa, Academic Learning Center, Student Worker I
- oooo. Yvette Ortega, Math & Science, Student Worker II
- pppp. Britton Owen, MESA, Student Worker IV
- qqqq. Monica Palomo, MESA, Student Worker IV
- rrrr. Tiffany Pass, Human Resources/EEO, Student Worker I
- ssss. Mihir Patel, Academic Learning Center, Student Worker II
- tttt. Andrew Pfeiffer, Information Systems, Student Worker III
- uuuu. Maria Plazola, Library, Student Worker I
- vvvv. Brenda Powers, MESA, Student Worker III
- wwww. Jose Quezada, MESA, Student Worker IV
- xxxx. Juan Ramirez, Academic Learning Center, Student Worker II
- yyyy. Maria Ramirez de Sandoval, Child Development Center, Student Worker III
- zzzz. Mark Rebolledo, Information Systems, Student Worker IV
- aaaaa. Tim Reek, Library, Student Worker I
- bbbbb. Christian Regalado, Financial Aide, Student Worker III
- ccccc. Kyle Ritchie, Library, Student Worker I
- ddddd. Joanne Romero, Child Development Center, Student Worker I
- eeeee. John Rowe, Math & Science, Student Worker I
- fffff. Maria Rubio Tamayo, MESA, Student worker II
- ggggg. Maria Rubio Tamayo, Academic Learning Center, Student Worker II

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF MARCH 4, 2008:

- hhhhh. Genaro Sanchez Mendoza, MESA, Student Worker III
- iiii. Jose Sanchez, Math & Science, Student Worker IV
- jjjj. Jose Sanchez, MESA, Student Worker III
- kkkkk. Rodrigo Sanchez, MESA, Student Worker III
- llll. Yvette Sanchez, Library, Student Worker I
- mmmmm. Christine Savala, Academic Learning Center, Student Worker II
- nnnn. Katrina Savala, Academic Learning Center, Student Worker I
- oooo. Bobby Sigala, Cafeteria, Student Worker I
- ppppp. Erica Soler, Child Development Center, Student Worker I
- qqqqq. Amanda Stefani, Financial Aide, Student Worker III
- rrrr. Alica Sturla, Academic Learning Center, Student Worker III
- sssss. Brandi Teneyuque, Workforce & Community Development, Student Worker II
- tttt. Joanne Trujillo, Cafeteria, Student Worker I
- uuuuu. Jesus Valladolid, East Salinas Gear Up Grant, Student Worker III
- vvvvv. Raquel Vargas, Child Development Center, Student Worker I
- wwwww. Ana Villalobos, Child Development Center, Student Worker III
- xxxxx. Andre Walley, Academic Learning Center, Student Worker II
- yyyyy. Sarah Weaghington, Information Systems, Student Worker III
- zzzzz. Matthew Willis, Physical Education, Student Worker I
- aaaaaa. Maria Elena Zavala Gonzalez, AmeriCorp Program, Student Worker I
- bbbbbb. Joel Zirbes, Academic Learning Center, Student Worker II

9. Ratify volunteers:

- a. Edward Barber, Physical Education
- b. Mark Ironside, Physical Education
- c. Maximino Matsuhara, Physical Education
- d. Jonathan Matsumura, Physical Education
- e. Mitchell Torres, Physical Education
- f. Mike Ward, Physical Education
- g. Pat Young, Physical Education

IV. Special Projects and Stipends

1. Ratify Special Project Agreement Payments:

- a. James Beck, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
- b. Jesse Cude, \$200, for revising the PHY 10 course outline
- c. Dawn Flood, \$200, for revising the THA 120A course outline
- d. Dawn Flood, \$200, for revising the THA 120B course outline
- e. Dawn Flood, \$200, for revising the THA 120C course outline
- f. Paula Haro, \$100, for revising the DAN 30 course outline
- g. Paula Haro, \$100, for revising the DAN 31 course outline
- h. Jeffery Hughey, \$200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
- i. Cathy Noble, \$100, for revising the COU 30 course outline
- j. Allison Paul, \$100, for revising the COU 25 course outline
- k. Janet Pessagno, \$150, for revising the ENG 2 course outline
- l. Elizabeth Ramirez, \$150, for revising the COU 28 course outline

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF MARCH 4, 2008:

- m. Yvonne Reid, \$50, for revising the PE 1.219 course outline
- n. Jose Valentin Rodriguez, \$150, for revising the AUT 120 course outline
- o. Jose Valentin Rodriguez, \$150, for revising the AUT 121 course outline
- p. Jose Valentin Rodriguez, \$200, for revising the AUT 179 course outline
- q. Jose Valentin Rodriguez, \$200, for revising the AUT 251 course outline
- r. Jose Valentin Rodriguez, \$200, for revising the AUT 271 course outline
- s. Jose Valentin Rodriguez, \$1500, for planning and organizing for California Bureau of Automotive Repair (BAR) certification and accreditation for Hartnell College.
- t. Melissa Stave, \$50, for revising the PE 1.219 course outline.

GRANTS MANAGER

DEFINITION

Under the general direction of the Controller, the Grants Manager is responsible for grants and contracts revenue streams, including the pre-award and post award general administration, budget monitoring, accounting, financial reporting, and indirect cost recovery functions related to the federal, state, and local grants and contracts of the District.

SIGNIFICANT RESPONSIBILITIES

Review grant applications to ensure budget accountability and initiative alignment with the Educational Master Plan.

Assist principal investigators/project directors with budget and budget narrative development.

Facilitate proposal approval and submission to granting agency; coordinate with principal investigators/ project directors to ensure reports are filed with granting agencies in a timely manner; file appropriate forms and notifications with granting agencies; provide administrative support as needed.

Work with research administrators at Hartnell and collaborating institutions; monitor subcontracts with collaborating institutions ensuring Board approval and appropriate execution.

Serve as primary liaison with financial contacts at granting agencies, auditors, etc; prepare and negotiate indirect rate proposals.

Maintain grant files and database of grant proposals and awarded grants.

Identify external funding opportunities with government agencies.

Serve as liaison between grant writers/grant-related contractors and the principal investigator/project director.

Oversee establishment of project budget in the accounting system; reconcile financial reports to the general ledger; track grants receivables and assist with cash flow analyses; monitor budgets for proper carry forward at fiscal year end.

Monitor expenses for adherence to grant terms and conditions; validate time reporting matches percent effort charged to grant; compute indirect costs; invoice agencies or draw down funds monthly; prepare or review expense transfers; manage close-out of grants.

Develop and sustain support infrastructure for grant administration including access to forms, instructions and resources; providing workshops and training; serving as coordinator for district grants consortium, providing monthly financial reporting to principal investigators/project directors.

Prepare or review Schedule of Federal Awards and Schedule of State Awards for single audit.

Facilitate independent contractor agreements as they relate to grants.

Supervise work of others as assigned.

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.

GRANTS MANAGER - Continued

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and practices of accounting and auditing
Budget Development techniques
Federal Governmental agency regulations relating to grants management and accounting
Electronic submission processes for grant applications
Indirect cost calculation and monitoring techniques
Grant proposal development and management principles and practices.
Grant accounting and audit procedures
Proper English usage, spelling, punctuation and grammar.

ABILITY TO:

Exercise good judgment and discretion and maintain confidentiality.
Use strong quantitative skills and perform duties with attention to detail and accuracy.
Learn and apply Hartnell's policies and procedures and federal grant development, application, monitoring and reporting requirements.
Locate sources of information to identify research opportunities.
Effectively use and develop the use of integrated database technologies.
Maintain currency current with federal, state, and local regulations governing grants.
Participate in professional development activities and organizations.
Ability to establish work priorities, delegate assignments as appropriate, and follow through to ensure completion of activities in accordance with deadlines.
Ability to interact with diverse constituencies and to work in a collegial environment.
Understand and interpret rules, regulations and laws related to assigned areas.
Effectively use a variety of software on a personal computer including Microsoft Excel, Word and Access
Problem solve and work independently with little direction.
Develop and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

A baccalaureate degree in accounting, business administration, public administration, or a closely related field.

Three years experience in grants administration.

DESIRED QUALIFICATIONS

Master's degree in Business Administration, Public Policy, or related field.

Experience working in a university or college research environment.

Experience drawing down funds through the U.S. Department of Education's G5 application (formerly GAPS).

Experience using Datatel.

GRANTS MANAGER - Continued

Experience managing grants with the California Community Colleges Chancellor's Office.

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.

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.

DRAFT

CLASS HISTORY

Established: March 2008

CLASS DATA

EEO Category:

Bargaining/EE Unit: Management

FLSA: Exempt