

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
Board Room (CAB-112)
July 1, 2008

- OPEN SESSION** Board President Valdés called the Regular Meeting of Board of Trustees of Hartnell Community College District to order at Governing Board Room (CAB-112) at 5:02 p.m.
- PRESENT** Board of Trustees
Kari Lee Valdés, President
Patricia Donohue, Vice President
Bill Freeman
Elia Gonzalez-Castro
Kevin Healy (arrived at 5:05 p.m.)
John Martinez
Brad Rice
Armando Cortes, Student Trustee
- ALSO PRESENT** Phoebe K. Helm, Interim Superintendent-President/Board Secretary
- ADOPT AMENDED AGENDA** On a motion by Trustee Rice, seconded by Trustee Gonzalez-Castro, and carried, the Board moved to adopt the Agenda as amended. (Trustee Healy had not yet arrived).
- The Board received a revised Consent Action Item IV. M., Personnel Actions. (See page 5, Consent Action Items for revisions)
- DISCLOSURE OF CLOSED SESSION ITEMS** As authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6, Board President Valdés disclosed items to be discussed.
- PUBLIC COMMENTS REGARDING CLOSED SESSION** Board President Valdés reminded the public that comments will be limited to three minutes per speaker.
- David Serena, Coalition for Justice, Fairness, and Equality asked the Board to conduct an election for the selection of District 5, that the will of the people be respected, and that they their voice be heard.
- Kathy Parker, Salinas Valley Democratic Club, requested that the Club be permitted to set up a table to register voters and asked the Board for their assistance. She thanked Trustee Gonzalez-Castro for her support. She also invited the Board and the community to a fundraiser BBQ on July 12, and to an event scheduled on September 13, 2008 at the John Steinbeck Center.

Neil Ledford, faculty, thanked the Board for their increased communication with the college community, and encouraged the Board to talk to all faculty for a broader view.

Joe Welch, faculty, listed the progress achieved during the past academic year, the tremendous community support, and his excitement for the future of the College.

Shannon McCann, MESA Coordinator, Leticia Contreras, faculty, and Lorena Moreno, student, presented the Summer Undergraduate Math and Science (SUMS) program which is a high school-to-college bridge experience. Although only 35 slots were available, 86 highly qualified high school students applied. Of those 35, ninety-five percent (95%) have enrolled into Hartnell next fall. They distributed to the Board a written summary of activities: What's Happening in Math and Science at Hartnell; the Hartnell NSF STEP Grant; the SUMS Instructors for Summer 2008, and SUMS program.

Hetty Yelland, faculty, thanked the Board for moving the arbitration forward; that having the hearing before fall is reasonable; that she expects full back pay; that she is ready and willing to teach her classes whether late start or in the writing lab; and asked the Board to move expediently once a decision is made.

Melissa Stave, Hartnell College Faculty Association Vice President, gave an update the arbitration process. The arbitrator has been selected from an employee dispute resolution roster that is provided by the American Arbitrators Association. Both sides work down this list until there is one. The arbitrator works independently and is impartial, and has total control of dates/time. All communication is in writing and the faculty member has a right to representation which is usually their lawyer. Ms. Stave looks forward to everyone working together to resolve this matter.

Ann Wright, Hartnell College Faculty Association President, read aloud a letter sent out to the faculty after the June 17, 2008 Special Board Meeting which addressed the recognition and respect faculty deserve, the change on campus, how the faculty must remain united, and continue to work to move the College forward.

**MOVED TO
CLOSED SESSION**

The Board of Trustees of Hartnell Community College District, Interim Superintendent/President, Dr. Phoebe K. Helm, moved to Closed Session at 5:28 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. Later, Dr. Helm left closed session so that the Board could discuss her employment contract.

**RECONVENED
OPEN SESSION**

Board President Valdés reconvened the regular meeting at 8:21 p.m.

PRESENT

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

Administrative Staff: Tamberly Petrovich, Director, HR
Academic Senate: Dr. Kelly Locke, President
Hartnell College Faculty Association: Dr. Ann Wright, President
Classified Senate: Lourdes Sanchez, President
C. S. E. A.: Margie Wiebusch, President
Student Senate: Michael Mungia, Senator

**REPORT OUT
FROM CLOSED
SESSION**

Board President Valdés reported out from closed session the following:

A motion was made by Trustee Martinez, seconded by Trustee Freeman to not accept the contract with Dr. Helm. The motion failed on a vote of 2-5.
YES: Martinez, Freeman
NO: Donohue, Gonzalez-Castro; Healy, Rice, Valdés

A motion was made by Trustee Martinez, seconded by Trustee Freeman, to restart the negotiation process with Dr. Helm. The motion failed on a vote of 2-5.
YES: Martinez, Freeman
NO: Donohue, Gonzalez-Castro; Healy, Rice, Valdés

A motion was made by Trustee Healy, seconded by Trustee Rice to accept the employment contract for Dr. Helm as developed by the Board of Trustee’s attorney. The motion passed on a 6-1 vote.
YES: Donohue, Freeman, Gonzalez-Castro; Healy, Rice, Valdés
NO: Martinez

Dr. Helm stated that she appreciates the commitment of the Board of Trustees, the College, and the greater community to work together to move the College forward – to serve the students and the district.

**PLEDGE OF
ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Rice.

President Valdés provided a summary of Dr. Helm’s contract: No increase to annual salary (\$180,000); increased vacation days (20); one sick day accrued per month; \$4,000 monthly stipend for living expenses, contingent upon living within the district, a ninety day termination clause for either party; health and welfare benefits were excluded; saving the college approximately \$18,000 per year.

**PUBLIC
COMMENTS
REGARDING OPEN
SESSION ITEMS**

Margie Wiebusch, CSEA President, requested that Personnel Consent Action Item I.d., Request to Hire Short-term Employee, Library Technician, be pulled until the union had an opportunity to review the position and request.

PRESENTATIONS
Bond Oversight
Committee

Damon Felice, Townsend Management, Inc. gave an update on the College's constructions projects. The entire report can be found on the college's website, www.hartnell.edu/board/packets/July_Board_Packet.pdf.

BOARD DEVELOPMENT

Board Policies

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

The following policies were reviewed and there were no revisions.
1000 Series – Governing Board Policies

Board Policies

- 1400, Policies of the Governing Board
- 1405, Adoption of Board Policy and Administrative Procedures
- 1410, Policy Revisions Required by Law
- 1415, Issuance of Administrative Procedures
- 1420, Flying the Flag at Half-staff
- 1425, Records, Retention and Destruction
- 1430, Honorary Degrees
- 1435, Injury and Illness Prevention Policy
- 1440, Orientation Session for New Board Members
- 1445, Hazardous Materials Communications Policy
- 1450, Request for Information
- 1455, Board Policy Review
- 1460, Hartnell College Distinguished Alumnus/Alumna Award
- 1465, Emeritus Policy
- 1470, Board Ratification for All Grant Applications and Board Approval of Grants Received
- 1480, Media Policy

BOARD'S GOALS FOR THE COLLEGE

Accreditation
Finances
Communications
Search for Supt/Pres

Accreditation: Dr. Helm reported that she has nothing new to report since the Accrediting Commission has not submitted its findings from the College's April visit. The Commission met early June, but the College has not received any formal communication.

Finances: Dr. Helm reported that there still is a chance the College will close with a zero balance, which means the College will have closed a 3 million dollar funding gap compared to the adopted budget. The Business Office is in the process of closing the books and will report out the actuals once closing is complete. Dr. Helm also reported that summer enrollment is up 20% over this time last year in terms of units and heads.

Communication: Dr. Helm reported that the Board continues to meet this goal.

Superintendent/President: With the hiring of Dr. Helm, this goal is now complete.

The Board will meet sometime in the near future to develop its goals for the 2008-2009 year.

CONSENT ACTION ITEMS

On a motion by Trustee Healy seconded by Trustee Valdés, and unanimously carried, the Board moved to approve Consent Action Items IV.B through L.

Consent Action Items IV.H through IV. L. was pulled by Trustee Martinez for discussion only.

Discussion: Consent Action IV.H through IV.L:
Trustee Martinez stated that he did not want these items to go by without commenting on the extraordinary work the staff is doing on grants and programs. Nursing grants approved this evening is shy of one-half million, spread over two years. Trustee Martinez also wanted to commend the work of the High School Equivalency Program stating that this is a wonderful opportunity.

Dr. Helm also thanked Dr. Ryan, Joe DeRousi, Beverly Grova, Mike Thomas and the numerous staff for all of their efforts in developing and attaining grants.

Consent Action Item IV.M., Personnel Actions, was pulled by Trustee Martinez for discussion and separate vote.

Discussion and Separate Vote: Consent Action IV.M.
President Valdés asked Tamberly Petrovich, Director of Human Resources, to clarify the revisions on Consent Action Item IV.M., Personnel Actions.

Ms. Petrovich pointed out the following addition/deletions to Personnel Actions:

Approve short-term employee: One Library Technician
Ratify short-term employees: Four Community Education Assistants
Ratify Appointments: Four new administrators
Removal of an employee lay-off

There were other questions Trustee Martinez had on Personnel Actions related to adjunct faculty, dates of employment for short-term employees, and substitute custodians, all of which were explained by Tamberly Petrovich.

On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, and unanimously carried, the Board moved to approve Consent Action IV.M.,

Personnel Actions with the qualification that CSEA and Human Resources work out Item I.1.b. Request to hire Short-term Employee, Library Technician.

President Valdés congratulated the following new administrative appointments: Sharon Alheit, Grants Manager; Dr. Jennifer Fellguth, Dean of Distance Learning, Adjunct Faculty, and Evening and Weekend Programs; Dr Gregory Peterson, Associate Vice President for Student Affairs and Athletics; Dr. Kathleen Rose, Associate Vice President, Academic Affairs and Accreditation; and Barbara Yesnosky, Associate Vice President for Support Operations.

Dr. Helm thanked the faculty and staff who engaged in the paper-screening and interview process and thanked those who assisted her in the final interview process.

Consent Action Items IV. A, Minutes, was pulled by Trustees Freeman and Cortes for discussion and separate vote.

Discussion and Separate Vote: Consent Action IV. A., Minutes
Trustee Cortes stated that at the June 3rd meeting, Lorena Moreno was recognized as the Student Senate President when, in fact, it should have been Gina Rauchenstein because Lorena had already resigned as President.

Trustee Freeman decided to make his comments at the end of the meeting because his comments were not specifically related to the June 3 or June 17, 2008 minutes.

MINUTES

On a motion by President Valdés, seconded by Trustee Rice, and carried, the Board moved to approve the minutes of the Regular Meeting of June 3, 2008 and Special Meeting of June 17, 2008 as submitted. (Freeman – No)

Trustee Martinez commented on the public comments for the June 17 minutes stating they appear to be one-sided, that official titles were not recognized, and they appear slanted – giving the public the wrong impression. President Valdés stated that she believes it's important that a workshop be scheduled where direction can be given on how the Board wants the minutes to be written.

DISBURSEMENTS

Ratified disbursements from any or all of the following funds: general; debt service; bookstore; child development; capital outlay projects; scheduled maintenance; property acquisition; bond projects; cafeteria; self-insurance; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

TRANSFER OF NON-CASH DONATIONS

Accepted the non-cash donations from the Hartnell College Foundation.

**CURRICULUM
COMMITTEE
ACTIONS**

Approved the Curriculum Committee Actions from the May 29, 2008 meeting.

**AGREEMENT –
KEENAN AND
ASSOCIATES**

Ratified an Agreement with Keenan and Associates for the Administration of Workers Compensation Run-Off Claims for 2008-2009. The total annual cost of services will be \$18,000 and is budgeted in the General Fund.

**CONTRACT –
PENINSULA
BUSINESS
INTERIORS**

Approved agreement with Peninsula Business Interiors for the purchase of Steelcase furniture, fixtures and equipment. Pricing is based on a discount from list price. The furniture, fixtures and equipment will be paid using Measure H bond funds.

**ISSUANCE OF
REQUEST FOR
QUALIFICATION/
PROPOSAL**

Approved issuance of a Request for Qualification/Proposal process (RFQ/Ps) for Design-Build Services for the PE Renovation Project. The budget for the services is estimated at a minimum of \$2,500,000 and will be paid with Measure H bond funds.

**ACCEPT GRANT
NURSING
ENROLLMENT**

Accepted grant award: Chancellors Office Career Technical Education Grant for Capacity Building for Nursing Program Enrollment Growth and Retention – Associate Degree Nursing – Registered Nurse Program. The term of the grant is June 1, 2008 to August 31, 2009 and is \$292,656.

**ACCEPT GRANT
NURSING
REMEDICATION/
RETENTION**

Accepted grant award: Chancellors Office Career Technical Education Grant for Assessment, Remediation, and Retention for the Hartnell College Nursing Program. The term of the grant is January 1, 2008 to February 29, 2009 and is \$72,845.

**ACCEPT GRANT
NURSING
EQUIPMENT**

Accepted grant award: Chancellors Office Career Technical Education Grant for Equipment for Nursing and Allied Health Programs. The term of the grant is April 1, 2008 to November 30, 2009 and is \$73,906.

**AGREEMENT
H.E.P. SALINAS
ADULT SCHOOL**

Approved the 2008-09 Agreement between Salinas Adult School and Hartnell College for High School Equivalency Program (HEP). Expenses incurred by Hartnell College are supported by the HEP grant of approximately \$400 per student served.

**AGREEMENT
H.E.P. SOLEDAD
ADULT SCHOOL**

Approved the 2008-09 Agreement between Soledad Adult School and Hartnell College for High School Equivalency Program (HEP). Expenses incurred by Hartnell College are supported by the HEP grant of approximately \$400 per student served.

**PERSONNEL
ACTIONS**

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

ACTION ITEMS

BUDGET REVISIONS

On a motion by Trustee Donohue, seconded by Trustee Martinez, and on a roll call vote of 8 to 0, the Board moved to approve Budget Revisions 7580 to 7703. (7 yes; 1 advisory)

FINAL READING BOARD POLICIES

A motion was made by Trustee Rice, seconded by Trustee Gonzalez-Castro to approve the final reading of Board Policies 1010, 1020, 1035 and 1055; however, the Board did not vote on this motion.

Trustee Freeman stated that he would like BP1055, Ethical Conduct of the Governing Board be worded to where disciplinary action be discussed in open session and not in closed session because board members are not employees of the district. Dr. Helm responded that the current policy does not direct where the discussion can take place and recommended that the Board approve the policy as submitted and agree to deal on a case-by-case basis – agreeing that issues will be handled in public, unless there is a prevailing liability that requires a closed session.

The motion was amended by Trustee Donohue, seconded by Trustee Rice, and carried, to approve Board Polices 1010, 1030, 1035, except 1055, Ethical Conduct of the Governing Board. This policy will be researched further and brought back to the Board at a later time. (Freeman – No)

Approved for final reading were:

1010, Annual Organizational Meeting and Officers of the Board

1030, Student Member of the Governing Board

1035, Minutes of the Governing Board

NOTIFICATION OF NON-RENEWAL MASTER AGREEMENT – THE WESTERN STAGE

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Donohue, and unanimously carried, the Board moved to approve the notification of non-renewal of the Master Agreement with the Western Stage.

Trustee Martinez asked about Paragraph 16 of the Master Agreement and the new plan for The Western Stage and why none of these documents were not in the Board Packet. Dr. Helm responded that earlier the Board had agreed not to put contracts/grants in packets for ecological reasons. Dr. Helm further explained that Paragraph 16 requires the Board of Trustees give The Western Stage Board a six-month notice before closing out their business. This formal action has not been taken and this is what is being recommended this evening.

In terms of the plan, the College plans to bring in portions of The Western Stage to the Theatre Arts Department and to Foundation Office, where an advisory committee will be created. These plans have been discussed and developed by The Western Stage Board of Directors, and by staff from the College and The Western Stage. It is anticipated that the plan will be in effect January 2009.

**RATIFY
APPOINTMENTS**

This item was pulled because it was included in the Consent Action Item, IV. M., Personnel Actions.

INFORMATIONAL ITEMS

**FINANCIAL
STATEMENTS**

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

SENATE REPORTS

Student Senate

Michael Mungia reported that Senate had their orientation for new senate officers, and that they approved their 2008-09 budget; that they have planned their fall activity calendar and the first one is WOW week; that they are currently developing four new senate positions for the Alisal Campus, King City Education Center, Sustainability, and Community-at-Large; and they plan on holding at least one meeting per semester at each of the College's satellite campuses.

Classified Senate

Margie Wiebusch reported that, in an effort to keep the communication open among staff, classified employees gathered on June 27, where Joe Welch made a presentation, and they discussed the transformation of the College – ensuring those staff to be affected by the reorganization will be brought into the discussion; that they asked classified employees to embrace the new administration and to work with them; and that they plan on meeting one more time over the summer.

Academic Senate

Kelly Locke, Academic Senate President, reported that she is extremely happy to have witnessed a climate change at the College this year; that the Senate looks forward to working with the newly appointed President; that the Senate began looking at the evaluation process for non-tenured, tenured faculty, and adjunct faculty last fall. The Senate has developed a draft and it is posted on their website. It is her hope to place it on the Senate's September agenda. From there, it will need to be negotiated.

President's Report

Dr. Helm congratulated the newly appointed administrators and recognized Dr. Greg Petersen who completed his Ph.D. at the University of Texas Community College Leadership Program. The University of Texas is well known for its strong leadership program throughout the country having graduated more community college presidents than any other university in the nation.

**BOARD
COMMUNICATION**

Trustee Cortes

Trustee Cortes requested the Board consider getting additional copies of a book titled, *Effective Student Trustees*, Nick Kachrioubas. This book addresses the role of the student trustee and is helpful in understanding the position and how it serves on the Board. Trustee Cortes stated that, while his title is Student Trustee, he is a Trustee first, and to be an effective Trustee he has to look at the entire interest of the college from a student's perspective. The Board will get additional copies, and after reading the book, will consider a discussion to further understand the role and responsibilities of a student trustee.

Trustee Donohue

Trustee Donohue brought the Board up-to-date on the District 5 vacancy. At the direction of the Board, she, Trustees Martinez, and Healy met to develop the appointment process, using a CCLC publication as a guide. An application packet has been developed and is ready to be distributed as early as tomorrow, provided it is approved this evening. In addition, a press release is prepared and is ready to be released tomorrow. The interview process will include a three-minute presentation on one of the following topics: Alisal Campus, Accreditation, or Salinas Valley 2020. Interviews can be held at a special meeting or at the August 5 meeting. The application deadline is July 25, 2008 at 4:00 p.m. Initially, the subcommittee developed a timeline that included an August deadline; however, recent correspondence from County Superintendent of Schools, Dr. Nancy Kotowski, states that the District has 60 days to fill the seat from the time of resignation – this shortens the timeline to August 18, 2008. Should the District fail to fill the vacancy within this time frame, it is the responsibility of the County Superintendent of Schools to call a special election.

Trustee Freeman stated that he wanted to fill the vacancy with an election because the people in that district deserve to vote.

Trustee Healy recommended the process move forward. Schedule the interviews at the August meeting, and if necessary, call a special meeting, and if the Board is unable to fill the vacancy, let the timeline lapse.

Trustee Martinez stated that, initially, the intent of an appointment was the cost of an election, and now due to shortened timeline, he would prefer an election because of his personal experience. He was appointed, and within two weeks a petition was circulated asking for a special election. He was removed from the seat, and was given the option to be a candidate. The community has asked for an election and he believes there will be petition forcing a special election, and the Board should vote for an election in November while this window of opportunity is open.

Since the Board approved the subcommittee directing them to develop the appointment process, and report back to the Board, the decision was to move forward with the process.

Trustee Freeman

Trustee Freeman reported that the Relay for Life was a great event; that in his opinion the College's ethics policy works for the majority and not for those who disagree; that he does not believe the Brown Act protects these matters in closed session; that the Board President ignores him at meetings and he wants it to stop; and that he is disappointed with what is happening.

Trustee Healy

Trustee Healy reported that it was pleasure to participate on the subcommittee for District 5 and thanked Trustee Donohue for her hospitality.

Trustee Martinez

Trustee Martinez asked for the following future board items: ethics policies for managers; a call for a special election for District 5; develop a search

process for a president since the contract went from 1 year to 90 days – the district needs to be prepared. Dr. Helm reminded the Board that the employees, including management, had adopted an ethics policy and that it is included in the March Accreditation report.

Trustee Valdés

President Valdés reported on the recent Western Stage Retreat held at Chateau Coralini, which has been beautifully renovated; that it was great to meet with The Western Stage group – that it was a great meeting; that she is excited the reorganization is moving forward; that she is ecstatic that Dr. Helm is the new President and that she appreciates her leadership; that she is excited about the direction in which the College is going.

FUTURE ITEMS

Please see Board Communication, Trustees Martinez and Cortes.

NEXT MEETING

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

ADJOURNMENT

On a motion by Trustee Rice, seconded by Trustee Healy, and unanimously carried, the Board moved to adjourn the Regular Meeting of the Board of Trustees at 10:09 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 THE BOARD OF TRUSTEES ON JULY 1, 2008:

Summary:

Approval of:

- 4 requests for Short-Term employment (presented for approval in compliance with Education Code §88003)
- 2 deletions of obsolete management classifications

Ratification of:

- 4 requests for Short-Term employment
- 3 resignations of regular CSEA employees
- 2 retirements of regular management employees
- 1 hire of a Full-Time Faculty employee
- 2 hires of CSEA employees
- 5 hires of management employees
- 1 Part-Time Faculty hire for Spring Semester 2008
- 69 Part-Time Faculty hires for Summer Session 2008
- 1 Short-Term Classified employee hire
- 5 Substitute Classified employee hires
- 9 Professional Expert hires
- 4 Student Worker hires for Spring Semester 2008
- 12 Student Worker hires for Summer Sessions 2008
- 31 payments to Faculty for Special Projects which have been completed or are being paid on a monthly timesheet basis

Detail:

I. Request to hire Short-Term employees

1. Approve Short-term Staffing Request:
 - a. Clerical Assistant, \$13.59/hr, Human Resources, extension of previous request to assist with the processing of seven simultaneous accelerated management recruitment and selection processes. Duties to include processing and photocopying application, paperscreening and interview materials; assisting with applicant contact and scheduling, and with proctoring paperscreening and interviews, processing new employees etc, and vacation coverage, July 2 – August 31, 2008.
 - b. Clerical Assistant, \$13.59/hr, 4 hours/day, 6 days/week, Physical Education, to review all forms completed by 1000+ fitness center students for completeness and return those that are incomplete; verify that students are enrolled; add/drop students into timekeeper program, July 2 – August 1, 2008. This is a temporary short-term assignment that is only needed the first few weeks of the semester.
 - c. Accountant, \$23.28/hr, Business Services, to assist the Controller in preparing schedules for year-end audit, to review account activity to ensure that all revenue and expenditures are properly recorded, and to prepare and review

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JULY 1, 2008:

account reconciliations, July 2 – September 30, 2008. This or similar services will not be extended or needed on a continuing basis.

- d. Library Technician, \$15.73/hr, 4 hours/day, 2 days/week to, Library, assist in the processing of library materials required through grants and special funds and to assist in the inventory and weeding project, July 21, 2008 – June 30, 2009
2. Ratify Short-term Staffing Request
 - a. Community Education Assistant V (4 positions), 8.10/hr, Admissions & Records, to assist community/staff during the registration rally for Summer Session 2008, June 7 – 20. 2008.

II. Classification and Compensation

1. Approve deletion of the following obsolete management classifications effective July 1, 2008:
 - a. Project Director – East Salinas Gear UP Grant
 - b. Project Director – High School Equivalency Program (HEP) Grant

III. Retirements, Resignations, Releases and Leave Requests

1. Ratify resignation of regular personnel:
 - a. Joseph DeRuosi, School to College Coordinator (#CC-30), Occupational Education, effective June 9, 2008.
 - b. Vanessa Rico, Financial Aid Technician (#CC-103), Student Services, effective June 9, 2008.
 - c. Ken Taketa, Programmer Analyst (#CC-137), Educational Technology and Library, effective June 13, 2008.
2. Ratify retirement of regular personnel:
 - a. Peter Lucido, Purchasing Director (#A-13), Business Services, effective June 30, 2008.
 - b. Christopher Myers, Director of Institutional Research (#A-16), Institutional Research and Planning, effective June 30, 2008.

IV. Appointments

1. Ratify appointment of full-time academic personnel:
 - a. Valentin Rodriguez, full-time, tenure-track, Diesel Technology Instructor (#F-105), Occupational Education, Column A, Step 6, effective Fall 2008.
2. Ratify appointment of regular CSEA classified personnel:
 - a. Vanessa Rico, full-time, 40 hours per week, 12 months per year, Financial Aid Technician (#CC-103), Student Services, Step A, effective June 2, 2008.

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JULY 1, 2008:

3. Ratify appointment of regular management personnel:
 - a. Sharon Alheit, full-time, 12 months per year, Grants Manager (#A-40), Step C, effective July 1, 2008. This action fills a new vacant position.
 - b. Dr. Jennifer Fellguth, full-time, 12 months per year, Dean of Distance Learning, Evening and Weekend Programs (#A-44), Step B, effective August 1, 2008. This action fills a new vacant position and reflects a promotion from Librarian. (#A31).
 - c. Dr. Gregory Peterson, full-time, 12 months per year, Associate Vice President for Student Affairs & Athletics (#A-43), Step B, effective August 1, 2008. This action fills a new vacant position.
 - d. Dr. Kathleen Rose, full-time, 12 months per year, Associate Vice President for Academic Affairs and Accreditation (#A-47), Step E, effective July 1, 2008. This action fills a new vacant position and reflects a promotion from Dean, Fine Arts, Language Arts and Social Sciences. (#A18).
 - e. Barbara Yesnosky, full-time, 12 months per year, Associate Vice President for Support Operations (#A-46), Step C, effective July 1, 2008. This action fills a new vacant position and reflects a promotion from Controller (#A12).
4. Ratify appointment of part-time instructor for Spring Semester 2008:
 - a. Wayne H. Gibson, Real Estate
5. Ratify appointment of part-time instructors for Summer Session 2008:
 - a. Tomas T. Alejo, Automotive Collision Repair
 - b. Gerardo G. Aleu, Mathematics
 - c. Sharon Anderson-Taplett, Counselor
 - d. Wendy K. Angel, Art
 - e. Yousseff Arbab, ESL
 - f. Olga Blomgren, English
 - g. Michael L. Branstetter, Mathematics
 - h. Fernando Cabrera, Spanish
 - i. Juan Jose D. Campos, Business
 - j. Carlos Chavez, Counselor
 - k. Philip M. Collins, Music
 - l. Frederick P. Deeben, Theater Arts
 - m. Alessandra I. Diaz-Aguado, Photography
 - n. Theodore Dolas, Theater Arts

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JULY 1, 2008:

- o. Derek E. Duarte, Theater Arts
- p. Katera A. Estrada-Rutledge, Business & Administration of Justice
- q. Steve J. Ettinger, Music
- r. Donna M. Federico, Theater Arts
- s. Keri A. Fitch, Theater Arts
- t. Andrew S. Gruttadauro, Economics
- u. Wanda M. Guibert, English
- v. John S. Himmelright, Philosophy
- w. Sera T. Hirasuna, English
- x. Michael F. Hooper, English
- y. Raye A. Houx Houston, Psychology
- z. Gustavo Ibarra, Physical Education
- aa. Robin A. Jensen, History
- bb. Sylvia V. Langland, Family Consumer Studies
- cc. Sam Lavorato, Administration of Justice
- dd. Jeffrey D. Lewis, Political Science
- ee. Vincent J. Lewis, Counselor
- ff. Joseph E. Martinez, Counselor
- gg. Jennifer K. McGuire, English. Appointment based on equivalency as follows: BA in Human Communications at California State University Monterey Bay contains coursework similar to a BA in English at other institutions.
- hh. Roberto E. Melendez, English
- ii. Ernest Mercuri, Political Science
- jj. Ann Merville, Anthropology
- kk. Victor Morales, Automotive Collision Repair
- ll. Pamela S. Murakami, Art
- mm. Juan Oliverez, History & Ethnic Studies
- nn. Samuel J Pacheco, History & Ethnic Studies
- oo. Jennifer W. Pagliaro, Art
- pp. Abby L. Pfeiffer, English
- qq. Ayaz S. Pirani, English
- rr. Jennifer S. Raimondo, English

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JULY 1, 2008:

- ss. Elizabeth L. Ramirez, Counselor
 - tt. Lawrence A. Raneses, Mathematics
 - uu. Vicki A. Robison, History
 - vv. Jose V. Rodriguez, Automotive Technology
 - ww. Jorge Rodriguez-Torres, Business
 - xx. Wendy R. Roscher, English
 - yy. Bonnie E. Roy, English
 - zz. Sean N. Ryan, English
 - aaa. Rachel A. Sage, Animal Health & Technology
 - bbb. Toshio Sakai, Japanese
 - ccc. Criselia G. Serrano, Spanish
 - ddd. Mark C. Shilstone, Speech
 - eee. Eric P. Strayer, Sociology
 - fff. Afshin Tiraie, Mathematic
 - ggg. Jose D. Trujillo, Administration of Justice
 - hhh. Sabina A. Trumble, Anthropology
 - iii. George R. Urciuoli, Economics
 - jjj. Fernand Victoriano, Physical Education
 - kkk. Jesus O. Villicana, ESL
 - lll. Young J. Wade, English
 - mmm. Jamie L. Weiler, Physical Education
 - nnn. Dana J. Weston, Psychology
 - ooo. Karen D. Wisdom, English
 - ppp. William J. Wolak, Theater Arts
 - qqq. Moses Yao, History
6. Ratify appointment of short-term classified employees:
 - a. Jenny Calantas, Clerical Assistant, \$13.59/hr, Human Resource Department, May 19, 2008 – June 30, 2008
 7. Ratify appointment of substitute classified employees:
 - a. Jose Aguilar, Substitute Custodian, \$12.85/hr, Maintenance Department, July 1, 2008 – June 30, 2009
 - b. Salome Gaitan, Substitute Custodian, \$12.85/hr, Maintenance Department, July 1, 2008 – June 30, 2009

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JULY 1, 2008:

- c. Carlos Garnica, Admissions & Records Technician, \$14.99/hr, July 1, 2008 – October 31, 2008
 - d. Mary Pearl Menlendrez, Admissions & Records Technician, \$14.99/hr, July 1, 2008 – October 31, 2008
 - e. Tommy Thomas, Substitute Custodian, \$12.85/hr, Maintenance Department, July 1, 2008 – June 30, 2009
8. Ratify appointment of Professional Experts:
- a. Jennifer L. Bernard, to provide lab instruction assistance for EMT course, \$30.00/hr, Nursing & Health Services, May 11, 2008 – May 11, 2010
 - b. Chris Berthiaume, to provide lab instruction assistance for EMT course, \$30.00/hr, Nursing & Health Services, May 11, 2008 – May 11, 2010
 - c. Derek A. Bonsper, to provide lab instruction assistance for EMT course, \$30.00/hr, Nursing & Health Services, May 11, 2008 – May 11, 2010
 - d. Kevin R. Crane, to provide lab instruction assistance for EMT course, \$30.00/hr, Nursing & Health Services, May 11, 2008 – May 11, 2010
 - e. Maria Del Carmen Gonzalez, to provide training for parenting, early childhood development caregivers in Spanish, \$50.00/hr, Foster Kinship Care Education, May 1, 2008 – June 10, 2008
 - f. Heather A. Hernandez, to provide child care and activities that are age appropriate for potential and existing resource families, \$25.00/hr, DSES, May 11, 2008 – June 10, 2009
 - g. Steve R. Hiltz, to provide lab instruction assistance for EMT course, \$30.00/hr, Nursing & Health Services, May 11, 2008 – May 11, 2010
 - h. Jody R. Lasda, to teach Pathway Reading classes, 50% of gross dependent upon enrollment, Workforce and Community Development, July 7, 2008 – August 15, 2010
 - i. Torin L. Pyer-Pereira, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$16.00/hr, DSES, March 11, 2008 – June 10, 2009
9. Ratify appointment of student workers for Spring Semester 2008:
- a. Meagan Magallon, Library, Student Worker I
 - b. Jarvious Smith, Occupational Education, Student Worker I
 - c. Robert Watson, Maintenance/Grounds, Student Worker I
 - d. Seoyun Yoo, Fine Arts/Social Science/Language Arts, Student Worker I

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JULY 1, 2008:

10. Ratify appointment of student workers for Summer Session 2008:
 - a. Deonna Barth, Math & Science, Student Worker I
 - b. David Collins, Reprographics, Student Worker I
 - c. Tiana Dias, Animal Health Technology, Student Worker III
 - d. Leilani Escobar, Career Center, Student Worker I
 - e. Miriam Juarez, Admissions & Records, Student Worker I
 - f. Cecilia Lopez, EOPS, Student Worker II
 - g. Meagan Magallon, Library, Student Worker I
 - h. Lisa Mansfield, Counseling, Student Worker I
 - i. Christina Marquez, Admissions & Records, Student Worker I
 - j. Corey Menefee, EOPS, Student Worker II
 - k. Gina Rauchenstein, Student Activities, Student Worker II
 - l. Maria Zavala, AmeriCorps, Student Worker I

V. Special Projects and Stipends

1. Ratify Special Project Agreement Payments:
 - a. Wayne Gibson, \$75, for revising the RE 145 course outline
 - b. Wayne Gibson, \$75, for revising the RE 147 course outline
 - c. Wayne Gibson, \$75, for revising the RE 148 course outline
 - d. Wayne Gibson, \$75, for revising the RE 149 course outline
 - e. Wayne Gibson, \$75, for revising the RE 150 course outline
 - f. Wayne Gibson, \$75, for revising the RE 153 course outline
 - g. Debra Kaczmar, \$200, for revising the NRN 41 course outline
 - h. Debra Kaczmar, \$100, for revising the NRN 41.2 course outline
 - i. Debra Kaczmar, \$200, for revising the NRN 44 course outline
 - j. Debra Kaczmar, \$200, for revising the NRN 44.1 course outline
 - k. Debra Kaczmar, \$100, for revising the NRN 44.2 course outline
 - l. Debra Kaczmar, \$150, for revising the NRN 101 course outline
 - m. Kathleen Mendelsohn, \$64.21 per hour for development of Non-Credit curriculum and Student Learning Outcomes for High School Equivalency GED preparation program, April 1, 2008-September 30, 2008.
 - n. Jerry Noble, \$4,500, for developing curriculum for the Drug and Alcohol Certificate Program, January 28, 2008-June 6, 2008.

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JULY 1, 2008:

- o. Cheryl O'Donnell, \$64.21 per hour for development of Non-Credit curriculum and Student Learning Outcomes for High School Equivalency GED preparation program, April 1, 2008-September 30, 2008.
- p. Jim Riley, \$100, for revising the MAT 151L1 course outline
- q. Jim Riley, \$100, for revising the MAT 151L2 course outline
- r. Jim Riley, \$100, for revising the MAT 151L3 course outline
- s. Jim Riley, \$50, for revising the MAT 205 course outline
- t. Jim Riley, \$50, for revising the MAT 206 course outline
- u. Jim Riley, \$75, for revising the EGN 8 course outline
- v. Sylvia Rios, \$150, for revising the ART 33 course outline
- w. Sylvia Rios, \$150, for revising the ART 34 course outline
- x. Toshio Sakai, \$200, for revising the JPN 11 course outline
- y. Pam Wiese, \$75, for revising the RE 145 course outline
- z. Pam Wiese, \$75, for revising the RE 147 course outline
- aa. Pam Wiese, \$75, for revising the RE 148 course outline
- bb. Pam Wiese, \$75, for revising the RE 149 course outline
- cc. Pam Wiese, \$75, for revising the RE 150 course outline
- dd. Pam Wiese, \$75, for revising the RE 153 course outline
- ee. Mary Young-Breuleux, \$57.00 per hour for 48 hours to assist with administrative duties as assigned by the Director of Nursing, January 28, 2008-June 6, 2008.