

**Adopted**

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees  
CALL 208, Training Room  
411 Central Avenue  
Salinas, California

January 18, 2011

- OPEN SESSION** Meeting called to order at 5:01 p.m. by Board President Erica Padilla Chavez.
- PLEDGE OF ALLEGIANCE** Trustee Montemayor led the Pledge of Allegiance.
- ROLL CALL** Erica Padilla Chavez, President  
Kevin Healy, Vice President  
Candi DePauw  
Patricia Donohue  
Bill Freeman  
Elia Gonzalez-Castro (arrived at 5:12 p.m.)  
Ray Montemayor  
Shaundra Taylor, Student Trustee – (advisory vote per Board Policy 1030)
- Phoebe K. Helm, Board Secretary
- PUBLIC COMMENTS** Ken Dursa, community member, addressed the availability of pool evening classes and urged the Board to extend these courses to the evening.
- Juan Gutierrez, student, addressed concerns that he expressed at both the November and December meetings.
- ELECTION OF BOARD VICE PRESIDENT** At the December meeting, the election of a Vice President for the Board was tabled until January because of a tie vote. The nominees were Trustee Freeman, Trustee Gonzalez-Castro, and Trustee Healy. At the end of the meeting Trustee Gonzalez-Castro withdrew her nomination. Thus, the Board Secretary conducted the election for the remaining candidates: Trustee Freeman and Trustee Healy.
- Trustee Healy was elected Board Vice President for calendar year 2011. The votes were as follows: Trustee Healy received four votes (Donohue, DePauw, Healy, Padilla-Chavez). Trustee Freeman received two votes (Freeman, Montemayor). Trustee Gonzalez-Castro abstained.
- CONSENT ITEMS** On a motion by Trustee Healy, seconded by Trustee Montemayor, by vote of 7-0, and by advisory vote of Aye (Taylor), the Board moved to approve Consent Items A through H. Trustee Freeman pulled Consent Item I, Personnel Actions, for further discussion and separate vote.

- A. MINUTES Approved minutes of annual organizational and regular meeting of December 7, 2010 as amended.
- The minutes included four corrections. On Page 2, clarified public comments by Juan Gutierrez; on Pages 4 and 6, removed redundancy regarding elections, and on Page 11, Appendix B, noted that Item I .A. 1 was tabled to the January meeting.
- B. DISBURSEMENTS Approved 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. OUT-OF-STATE-  
OUT-OF-COUNTY  
TUITION FEES  
FOR 2011-2012
- Dr. Helm asked to reconsider this item. Legal Counsel, Alison Neufeld, was present and indicated to Trustee Padilla-Chavez that it would be acceptable for the Board to reconsider this item.
- On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, by vote of 6-1 (No: Montemayor), and by an advisory vote of Aye (Taylor), the Board moved to bring back the item for further discussion and vote.
- Dr. Helm stated that she is recommending the statewide average of \$176 because the average is more consistent with districts around Hartnell and less volatile from year to year.
- Also, Dr. Helm pointed out that out-of-state, out-of-county (non-resident) students pay this fee in addition to the local tuition/fees. The non-resident amount assessed is designed to make up for the amount paid by the local taxpayer to support Hartnell.
- On a motion by Trustee Healy, seconded by Trustee DePauw, by vote of 5-2 (No: Freeman, Montemayor), and by an advisory vote of Aye (Taylor), the Board moved to approve the Out-of-State, Out-of-Country (non-resident) tuition rate to \$176.
- D. CURRICULUM  
COMMITTEE Ratified the Curriculum Committee actions.
- E. AWARD BID:  
BAY PROPERTY  
MANAGEMENT Awarded a bid and authorized the administration to enter into an agreement with Bay Property Management for property management services. The cost of services provided equal 10% of total rent collected each month. The term of the agreement is February 1, 2011 to January 31, 2014.
- F. SUB-RECIPIENT  
THROUGH  
CSUMB FROM  
NSF – YEAR 2
- Authorized the administration to enter into an agreement to accept funds (year two) from the University Corporation (Foundation), California State University, Monterey Bay (CSUMB) as a sub recipient of a grant from the National Science Foundation. The sub-award amount is \$40,358 over the next eight (8) months, January 2011 to August 2011. The purpose of the sub-award is to recruit, outreach and develop summer courses in computer science for women and underrepresented students and develop an internship program.

- G. AGREEMENT FOR FIELD EXPERIENCE Authorized the administration to enter into agreements for field experience with healthcare providers. The agreements would allow students in their final semester of the Alcohol and Other Drug Program to develop the skills and abilities needed to work as chemical dependency counselors. In addition, the field experience would meet required practicum experience for the California Association of Alcoholism and Drug Abuse Counselors/California Certification Board of Alcohol and Drug Counselors. There would be no cost to the district and the agreements would be ongoing, with a 90-day termination clause, mutually agreed by both parties.
- H. AGREEMENT – DEMOGRAPHIC SERVICES FOR REDISTRICTING TRUSTEE AREAS Authorized the administration to enter into an agreement with Lapkoff and Gobalet Demographic Research, Inc. for demographic redistricting services. The basic cost is \$50,000 plus \$6,000 for two meetings. Additional meetings and/or plans will increase the costs, as will an attorney’s review. The estimated total cost is \$75,000 paid from the general fund.
- I. PERSONNEL ACTIONS Trustee Freeman made a motion, seconded by Trustee Montemayor to table the layoff an employee (Personnel Item I. A. 1.) for one additional month. A lengthy discussion ensued among the Trustees, Dr. Helm, and the staff regarding the need for more staff in Financial Aid at the main campus and the more than six months of negotiations and history leading up to this action.

Trustee Healy called for the question and the Board voted on the motion.

The motion failed on a vote of 2-4-1.

Yes: Freeman, Montemayor

No: DePauw, Donohue, Healy, Padilla-Chavez

Abstained: Gonzalez-Castro

Trustee Montemayor asked about the management position (II. B. 1). Dr. Helm explained that a management position is being used rather than the one being vacated by Rachell Summers. Dr. Helm stated the primary difference between the two positions is that the management position requires a higher skill set. Both positions are non-bargained for positions.

On a motion by Trustee Donohue, seconded by Trustee Healy, by vote of 5-1-1, and on an advisory vote of Aye (Taylor), the Board moved to approve and/or ratify Personnel Actions. (No: Freeman; Abstained: Montemayor)

**ACTION ITEMS**

**BUDGET REVISIONS** On a motion by Trustee Healy, seconded by Trustee Donohue, by vote of 7-0 and by advisory vote of Aye (Taylor), the Board moved to approve budget revisions numbered 9054 to 9077.

**RESOLUTION 11:1** On a motion by Trustee Gonzalez-Castro, seconded by Trustee Healy, by roll call vote of 7-0 and by advisory vote of Aye (Taylor) the Board adopted Resolution 11:1, Redeposit Payroll. This resolution, required by CalSTRS, will allow the employees’ purchase of additional service credit to gain the pre-tax treatment of these funds.

## INFORMATION ITEMS

**CONSTRUCTION PROJECTS – UPDATE** The Board received an updated, written report on the current construction projects. The report is on Page 64 of the January 18, 2011 Meeting Agenda Packet housed at: [http://www.hartnell.edu/board/packets/January\\_2011\\_Regular\\_Mtg\\_Bd\\_Packet.pdf](http://www.hartnell.edu/board/packets/January_2011_Regular_Mtg_Bd_Packet.pdf)

Trustee Donohue thanked the staff for the wonderful tour of the Center for Advanced Technology (CAT), stating that it's exciting and that she can't wait to see the students in the building using the technology. Dr. Helm stated that as of this morning there were 1,021 students (unduplicated) enrolled at the Alisal Campus for the Spring term. This is twice the number initially projected.

## FINANCIAL STATEMENTS

The Board received the financial statements for periods ending November 30, 2010.

## SENATE REPORT Student Senate

Nikki Baird stated that Stephanie Blancas resigned as the Senate's VP, Public Relations and Communication and that she is now replacing Ms. Blancas as an interim. Ms. Baird reported that the Senate currently has three Senate openings; that the Booklenders Program is underway. The Booklenders Program allows students to borrow up to 2 books a semester at \$10/each; that the Senate received their new mascot costume. The costume was used for the Soledad Christmas Parade and the costume has received high praises from the students; that the Senate is hosting a Region Meeting on February 26, @ 11:30 a.m. – hopefully in their new senate board room; and the Senate is excited about moving into the new Student Center.

There were no reports from either the Academic or Classified Senates.

## BOARD COMMUNICATION

Board Communication has been moved to the development meetings; however, since the Board will not have its development meeting in January (due some of the members attending the Effective Trusteeship Workshop in Sacramento), President Padilla-Chavez invited Board Members to share their comments at this time.

Trustee Freeman stated that he would like to see swimming classes offered in the evening; that he has heard that students have been dropped because they owe the college money and suggested that students who owe less than \$100 not be dropped so that they can continue their education. In addition, Trustee Freeman stated that he was concerned for student safety, referenced the incident in Arizona, and said that he would like to see Hartnell host a community forum on a Saturday in March.

Trustee Donohue thanked Dr. Helm, the Board, and Lucy Serrano for extending their sympathies to her family on the passing of their father.

Trustee Gonzalez-Castro stated she looks forward to a good year and working with the Board and reminded everyone that we must have good customer service; that she hopes the college could open more positions to help with the workload in student services – that the students need the help. In addition, Trustee Gonzalez-Castro has learned that colleges and universities are looking at their emergency systems to ensure all is in place. She congratulated Trustee Padilla-Chavez and Trustee Healy on their election, and she looks forward to moving the college forward.

Trustee Healy thanked the staff for all of their efforts in 2010 and believes we are in for a challenging year; that he is honored to be a part of the college team, that he looks

forward to working in the capacity as Vice President and is honored; that he believes legal counsel being present at meetings is a good idea, that he is excited to see the opening of the Alisal Campus and welcomed Dr. Atallah., Dean of Advanced Technology.

Trustee Padilla-Chavez commended staff for their work in preparing for another semester; she touched on the communication from Scott Lay, CEO, Community College League of California regarding the budget and stated the Board has a task before them to figure out how to continue to meet the demand while revenues decline. She believes it will take innovative thinking. She distributed a calendar with deadline dates for requesting items to be placed on the agenda. All items must be submitted in writing to her and/or to Dr. Helm and Lucy. She stated that submitting items does not necessarily mean that the item would be placed on the agenda simply because there may not be enough information – that sometimes the item may be addressed during the meeting through comments.

**DISCLOSURE OF  
CLOSED SESSION  
ITEMS**

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

1. Update on Negotiations – Hartnell College Faculty Association

**MOVED TO  
CLOSED SESSION**

The Board of Trustees of Hartnell Community College District and Dr. Phoebe Helm, Superintendent/President, moved to Closed Session at 6:06 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. Alison Neufeld, legal counsel, Kent Stephens, Vice President, Support Operations, Terri Pyer, Associate Vice President, Human Resources, and Dr. Suzanne Flannigan, Vice President, Academic Affairs, joined the Board during closed session.

**RECONVENED  
PUBLIC SESSION**

Trustee Padilla-Chavez reconvened the public session at 6:33 p.m.

**REPORT OUT  
FROM CLOSED  
SESSION**

There was no action taken during closed session and Trustee Padilla-Chavez announced the next regular meeting on February 8, 2011, 5 p.m. CALL, Room 208.

**ADJOURNMENT**

On a motion by Trustee Donohue, seconded by Trustee Healy, and unanimously carried, the Board moved to adjourn the meeting at 6:35 p.m.

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Erica Padilla-Chavez  
Board of Trustees President

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Phoebe K. Helm  
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE HARTNELL COLLEGE BOARD OF TRUSTEES OF JANUARY 18, 2011:

I. Retirements, resignations, releases, and leave requests

A. Approve release of regular personnel:

1. Ligia Polio, Financial Aid Technician (#CC-62), effective March 5, 2011, due to layoff, and placement on 39-month re-employment list in accordance with Education Code § 88117. This layoff is due to lack of work in King City.

B. Approve resignation of regular personnel:

1. Joseph Gutierrez, Grounds Equipment Operator (#CL-5), effective November 20, 2010.

C. Approve requests for leave of absence:

1. Heidi Ramirez, English Instructor, for 67% of load for one semester, effective January through June 2011, in accordance with the Education Code, laws of California and Federal laws which govern pregnancy and family leave. The leave will be without pay.
2. Maria de Leon, Administrative Assistant, for one month of unpaid leave from January 4 through February 7, in accordance with the Education Code, laws of the State of California and Federal laws which govern pregnancy and family leave.

II. Appointments

A. Ratify appointment of management personnel:

1. Zahi Kanaan-Atallah, Dean of Advanced Technology, (#A53), Range III, effective January 20, 2011.

B. Approve appointment to management position:

1. Assistant to the Superintendent/President, (#A56), Range X, effective February 1, 2011.

C. Ratify appointment of classified employee:

1. Fanny Salgado, 40 hours per week, 12 months per year, Admissions & Records Technician – Classified, (CC#-71), Student Services, effective November 15, 2010. This action reflects a voluntary return from 40 hours per week, 12 months per year, Enrollment Services Specialist – Classified, (#CC-178), Student Affairs.
2. Nathaniel McGriff III, 40 hours per week, 12 months per year, Enrollment Services Specialist – Classified, (#CC-178), Student Affairs, effective January 11, 2011. This action reflects a promotion from 40 hours per week, 12 months per year, Financial Aid Technician – Classified, (#CC-102), Financial Aid.

D. Ratify appointment of part-time instructors for spring semester 2011:

1. Fernando Carrillo, Automotive (Mechanical) Technology
2. Javier Dorantes-Rivera, Automotive (Mechanical) Technology & Welding
3. Warren Edmonds, Computer Science & Information Systems
4. Rey Lagasca, Construction
5. Jose Moncada, Construction
6. William Musselman, Automotive (Mechanical) Technology
7. Norma Nichols, Counseling
8. Gerardo Perez, Computer Science & Information Systems
9. Larry Robinson, Automotive (Mechanical) Technology
10. Jonathan Teraji, Automotive (Mechanical) Technology. Appointment based on equivalency as follows: 57 units including courses that meet the 6 core competencies.
11. Gemma Uribe-Cruz, Counseling
12. Robert Ward, Drafting Technology
13. George Whaley, Automotive (Mechanical) Technology

E. Ratify appointment of Professional Experts:

The Work Ability III program is a cooperative contract with California Department of Rehabilitation (DOR), San Jose District and Hartnell College DSPS to provide vocational rehabilitation employment readiness and placement services exclusively to students/DOR clients enrolled at the college and for whom the services have been authorized by the referring Dept. of Rehabilitation Counselor:

1. Paul Smith, \$ 37.50/hr (40 hrs/week), job developer, November 15, 2010 – June 30, 2011.

The categorically funded program, Disabled Students Programs and Services (DSP&S), offers supportive services and instruction for students with disabilities, November 15, 2010 – November 15, 2012:

2. Sommer M. Monticue, \$ 33/hr (as needed), sign language translator.

The athletic program provides competitive opportunities for Hartnell students, and professional experts assist coaches in fulfilling the program's mission, August 16 – November 2010:

3. Veronica Cortese, \$ 3,500 flat rate, volleyball assistant.
4. Gladys Mondragon, \$ 3,500 flat rate, women's soccer assistant.
5. Gaspare Montante, \$ 2,500 flat rate, football assistant.
6. Monica Nicholson, \$ 3,500 flat rate, cross country assistant.
7. Todd Tim, \$ 2,500 flat rate, football assistant.
8. Chris Vassuer, \$ 2,500 flat rate, football assistant.

The High School Equivalency Program (HEP), funded by the US Department of Education Office of Migrant Education, is designed to assist migrant and seasonal field workers obtain their GED so that they can move on to successful employment, military service, or apprenticeship, or earn a Certificate of Skills Acquisition, Certificate of Achievement, or Associate's Degree:

9. Floriberto Garcia, \$ 12.02/hr (20 hrs/week), Instructional Aide, January 3 –December 22, 2011.

F. Ratify appointment of substitute positions:

1. Stephanie Blancas, \$ 13.59/hr (20 hrs/week), Clerical Assistant, December 6, 2010 – January 31, 2011.
2. Jewell F. Roberts, \$ 13.59/hr (40 hrs/week), Clerical Assistant, November 22, 2010 – January 31, 2011.

G. Ratify appointments of volunteers:

1. Nicole Cisneros, Library
2. Erika Meharg, The Western Stage

H. Ratify appointment of Student Workers for fall semester 2010:

1. Gabriela Soria, Cafeteria, Student Worker I
2. Gabriela Urbina, ACE Program, Student Worker III
3. Francisco Urtiz-Herrera, Art Department, Student Worker I