

Adopted (Revised)

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
Board Room (CAB-112)
January 13, 2009

- OPEN SESSION** Trustee Donohue called the meeting of Board of Trustees of Hartnell Community College District to order at 5:03 p.m.
- ROLL CALL** Board of Trustees
Patricia Donohue, President
Kevin Healy, Vice President
Bill Freeman
Elia Gonzalez-Castro
Juan Martinez
Brad Rice
Armando Cortes, Student Trustee (advisory vote per Board Policy 1030)
Phoebe K. Helm, Superintendent-President/Board Secretary
- ADOPT AGENDA** On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, vote of 6-0, and on vote of Aye (Cortes), the Board approved of the agenda.
- DISCLOSURE OF CLOSED SESSION ITEMS** Trustee Donohue disclosed items for Closed Session as authorized per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.
- PUBLIC COMMENTS REGARDING CLOSED SESSION** There were no public comments on the closed session items.
- MOVED TO CLOSED SESSION** The Board of Trustees of Hartnell Community College District, Superintendent/President, Dr. Phoebe K. Helm, and Damon Felice moved to Closed Session at 5:05 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.
- RECONVENED OPEN SESSION** Trustee Donohue reconvened the meeting at 6:48 p.m.
- PLEDGE OF ALLEGIANCE** Trustee Donohue led the Pledge of Allegiance.
- REPORT OUT FROM CLOSED SESSION** Trustee Donohue reported out a motion made in Closed Session by Trustee Martinez, seconded by Trustee Freeman, to grant Hetty Yelland tenure. The motion failed on a vote of 2-4.
YES: Martinez, Freeman
NO: Donohue, Healy, Gonzalez-Castro, Rice

PUBLIC COMMENTS There were no public comments.

PUBLIC HEARING – NOTICE OF INTENT TO PROPOSE CHANGES TO CONFLICT-OF-INTEREST CODE Trustee Donohue opened the Public Hearing – Notice of intent to propose changes to the Conflict-of-Interest Code to include new titles for college administrators and delete old ones. State law requires that the district give notice of its intention to make changes and commence a 45-day written public comment period. The 45-day period is January 14, 2009 to February 27, 2009.

The Board will further review this amendment at their February meeting and will consider adopting the policy at their March meeting. Trustee Martinez questioned whether the deadline could be extended beyond February 27th. Terri Pyer, Interim Director, Human Resources, responded the February 27th deadline allows the district the opportunity to respond to any written comments and preparation for final approval at the Board of Trustees March meeting.

PRESENTATIONS
Bond Oversight Committee Damon Felice, Felice Consulting Services, gave an update on the college’s current construction projects. The entire report can be found at: http://www.hartnell.edu/board/packets/January_2009_Board_Packet.pdf.

Trustee Martinez stated that he felt that new Board members were not aware of the land exchange at Alisal Campus and asked why the Board was approving a contract without knowing the details of an exchange. Dr. Helm responded the contract before the Board this evening, was a funding agreement between the college and the City of Salinas –that the City would secure a consultant to work out the land exchange and the college would share the cost (50%) of securing a consultant. Further, she believed that the Board had previously discussed the possibility of a land exchange prior to her coming to Hartnell. The land exchange, once the recommendation is finalized, would be brought to the Board for approval.

BOARD DEVELOPMENT 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.

Dr. Helm informed the Board that she has not had the opportunity to review the policies with Dr. Peterson, Associate Vice President, Student Services. As such, she requested the Board consider tabling the review of Board Policies 3100 through 3150 until next month. Trustee Healy asked that those reviewing the policies ensure the policies are compliant with Education Code. Dr. Helm indicated that the college was purchasing a service from the Community College League of California to support that effort in a way that is ongoing and systematic.

BOARD’S GOALS FOR THE COLLEGE Accreditation: Dr. Helm reported the faculty and administration continue to work on the progress report, which is due March 1, 2009. The Board formed a sub-committee (Donohue and Freeman) to review the final report after the draft is submitted to the Board at its February meeting.

Trustee Martinez stated that he has raised questions about the minutes of the June 17, 2008 meeting and that those changes had not been made. His concern surrounds the written public comments. Trustee Donohue offered to work with Trustee Martinez on reviewing these minutes using his notes, her notes, and speaker request forms.

Finances: Dr Helm expressed appreciation to Mary Dominguez, Enrollment Director, faculty, and staff for their level of support to grow enrollment. Currently, for spring, we are at 2,400 FTES, about 900 short of the budget goals. The recent proposed State budget reflects a 3% growth. So, the college needs to achieve those additional 900 FTES.

Dr. Helm also reported the registration rallies (Friday on main campus and Saturday in King City) received good media press. In addition, the college had its first ever three-week intersession, which was well received.

Also, she reported that Gary Hughes, Mary Dominguez, and staff worked to review each code in the schedule of classes for accuracy. Correcting these errors salvaged almost 132 FTES. This is extremely important to the college's funding and she appreciates their efforts.

In addition, she and administrative staff went on a retreat with M.I.S.A. and engaged in training with the CCCCO in Sacramento.

Communication: Dr. Helm stated she appreciates that the Board continues to improve their communication through their working and meeting with M.I.S.A.

Trustee Martinez commended Dr. Helm and staff on their work with the registration rallies; that he is receiving positive feedback.

CONSENT ACTION

On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, vote of 6-0, and vote of Aye (Cortes), the Board approved Consent Action Items A, B, C, D, E, G, and H.

ITEMS PULLED FOR DISCUSSION/ SEPARATE VOTE

Trustee Donohue pulled Item A, Minutes – December 2, 2008 for correction.

Trustees Martinez and Healy pulled Item F, Adopt Non-Resident and Foreign Student Tuition Fees for 2009-10 for further discussion and separate vote.

Trustee Martinez pulled for further discussion were items D, Ratify California State Preschool Program Instructional Materials Contract 2008-2009, and E, Curriculum Committee Actions.

MINUTES

Approved Minutes of Annual Organization and Regular Meeting of December 2, 2008 as revised. The minutes were revised because the March meeting was moved from March 3 to March 10 due to the special elections.

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; retirees health benefits; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

FINAL APPROVAL – BOARD POLICY REVISIONS	Approved second and final reading of Board Policies 1030, Student Member of the Governing Board; 2315, Operation and Maintenance of Buildings and Grounds; 2335, Prohibition of Dogs, Bicycles, Skateboards, Roller-skates, and Golfing on Campus; 2340, Smoking/Use of Tobacco Policy and approved to delete Board Policy 2355, Western Stage Auxiliary Corporation.
STATE PRESCHOOL PROGRAM INSTRUCTIONAL MATERIALS CONTRACT	Ratified California State Preschool Program Instructional Materials Contract for 2008-2009. This contract will provide \$1,997 for materials and supplies for the Hartnell College Child Development Preschool Program.
CURRICULUM COMMITTEE ACTIONS	Ratified Curriculum Committee actions for the period of November 6, 2008 to December 4, 2008.
2009-10 NON-RESIDENT/FOREIGN STUDENT TUITION FEES	On a motion by Trustee Gonzalez-Castro, seconded by Trustee Healy, vote of 5-1(No-Martinez), and vote of Aye (Cortes), the Board adopted the Non-Resident and Foreign Student Tuition Fees of \$193 per unit for the 2009-10 academic year. Dr. Helm explained that this fee is set by a formula which takes into account the local and state taxes supporting education.
AMENDMENT TO CONTRACT – PRESCHOOL CHILD DEVELOPMT CTR	Approved amendment #1 to the contract with the Department of Education for the Hartnell College Preschool Child Development Center. The contract will amend the 2008-2009 reimbursable amounts to \$569,542, an increase of \$4,781.
PERSONNEL ACTIONS	Approved and/or ratified personnel actions. (Appendix A)
ACTION ITEMS	At this time, Trustee Rice left the meeting due to a personal engagement.
BUDGET REVISION	On a motion by Trustee Healy, seconded by Trustee Martinez, roll-call vote of 5-0, and vote of Aye (Cortes), the Board approved budget revisions numbered 7987 to 8030.
FIRST READING BOARD POLICIES	On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, vote of 5-0, and vote of Aye (Cortes), the Board approved the first reading of Board Policies: 3000, Admission Policy 3005, Open Enrollment and Registration 3010, Readmission of Academically Dismissed College Students 3030, Admission of International Students (F-1 Visa) 3035, Special Admission Policy 3040, Attendance Policy 3045, Audit Policy

ARCHITECTURAL SERVICES – LIONAKIS / SCIENCE CENTER

On a motion by Trustee Gonzalez-Castro, seconded Trustee Cortes, vote of 4-1 (No-Healy) and vote of Aye (Cortes), the Board awarded the contract for Architectural Services with Lionakis for the Science Center Project FPP and Architectural Services not to exceed \$68,000.

FUNDING AGREEMENT / CITY OF SALINAS – SALINAS AIRPORT

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Cortes, vote of 5-0, and vote of Aye (Cortes), the Board approved the Funding Agreement with City of Salinas/Salinas Municipal Airport to facilitate land exchange between the City and Hartnell College, effective January 14, 2009. The cost to facilitate this land exchange is not to exceed \$33,250 and will be paid from Measure H funds.

INFORMATION ITEMS

Senate Reports

Luciano Cerritos, Student Senator, was present and stated he had nothing to report. There were no reports from the Academic or Classified Senates

BOARD COMMUNICATION

Trustee Healy

Trustee Healy reported that he received raving comments about the college’s water management program; that the Sunrise House, in spite of the economy, is doing very well; that there are two candidates for the Area 5 (Montemayor and Perez-Martinez) he looks forward to the campaign, and he gave kudos to those involved in the registration rallies.

Trustee Freeman

Trustee Freeman congratulated everyone involved in the registration rallies, that he played Santa Claus for a special education Christmas party; and that he would be attending the inauguration ceremonies in Washington, D. C. with his brother.

Trustee Gonzalez-Castro

Trustee Gonzalez-Castro expressed her gratitude to Liz Estrella for her work on the first pilot non-credit ESL classes offered to adults at Bardin Elementary School, and she wished everyone a happy new year.

Trustee Donohue

Trustee Donohue reported she attended The Western Stage performance, My Fair Lady and it was by far, in her opinion, their best work; she congratulated the college and, in particular, the students, in having received the 2008 Curbee Award from BFI, the local waste management company.

Trustee Martinez

Trustee Martinez reported that he had the privilege, as a representative of Casa Guanajuato, to attend the Sister Cities Reunion in Guanajuato, Mexico, that he had a wonderful time, and conveyed the message that the college is still interested in a relationship with the university.

ADJOURNMENT

On a motion by Trustee Freeman, seconded by Trustee Gonzalez-Castro, vote of 5-0 and vote of Aye (Cortes), the Board adjourned the meeting at 8:15 p.m. in memory of Frankie Espinoza, Auto Body student, who recently passed.

NEXT MEETING

The next regular Board of Trustees Meeting is scheduled on February 3, 2009, 5:00 p.m., Hartnell Community College, Governing Board Room (CAB-112), 411 Central Avenue, Salinas.

Patricia Donohue
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 JANUARY 13, 2009:

I. Retirements, Resignations, Releases and Leave Requests

A. Ratify retirement of regular supervisor personnel:

1. Edwin Baptista, Maintenance Operations Coordinator (#S-2), effective December 30, 2008.

B. Ratify resignation of regular personnel:

1. Jeanine Curtis, Division Administrative Assistant, Career and Economic Development (#CC-44), effective January 5, 2009.

II. Ratification of arbitrators' awards:

A. Ratify an arbitrator's decision to reinstate Tony Anderson, counselor, with tenure, and an award of back pay.

B. Ratify an arbitrator's decision to reinstate Hetty Yelland as a probationary English faculty member, and be given reconsideration for tenure, and an award of back pay. The procedure for conducting the reconsideration of tenure will be the subject of negotiations between the district and the faculty association.

III. Appointments

A. Approve appointment of regular classified personnel:

1. Seetha Chitti, full-time, 40 hours per week, 12 months per year, Programmer Analyst (Title V) (#CC-159), Step A, effective January 20, 2009.
2. Willfred Placido, full-time, 40 hours per week, 12 months per year, Senior Accountant (#CC-163), Step E, effective January 15, 2009.

B. Approve correction to appointment of regular classified management personnel:

1. Correction to item presented at the December 2, 2008 Board Meeting: Jaqueline Cruz-Ortega, full-time, 12 months per year, Development Officer (#A-49), Step B, effective **January 20, 2009**. Funding for this position is provided through Hartnell College Foundation unrestricted funds generated annually.

C. Ratify appointment of part-time instructors for Fall Semester 2008:

1. Jonathan Walsh, Biology. Appointment based on equivalency as follows: Bachelor's degree in Biology with 51 upper division and graduate units in the discipline.

2. Heather Crimson, Psychology. Appointment based on equivalency as follows: possesses MS degree in Counseling and is licensed by the State of California as a Marriage and Family Therapist, has worked in the Psychology field since 1999. Also has 18+ units of psychology courses between BA and MS.
3. Frank Henderson, Instructional Aide. Appointment based on equivalency as follows: completed MS degree in Education, major in Educational Counseling in 2007. Course work is related to Education, Ed. Psych. or Instructional Psychology in several courses (14 units). Also, the work experience is directly related to the minimum qualifications. The combination of coursework and experience are equivalent to minimum qualifications.
4. Darrin Grier, Construction (Plumbing). Appointment based on equivalency as follows: Occupational and educational achievements of 4th year journey level status (CA Journey Level) are equivalent to educational plumber attainment which, is required to teach Community College Plumbing courses.
5. Stephanie Snell, Nursing

D. Ratify appointment of part-time donated instructors for Fall Semester 2008:

1. Thomas Forgette, Welding
2. Shirley Gutierrez, Nursing

E. Ratify appointment of short-term classified employees:

1. Christine Huerta, Secretary, \$14.28/hr, Workforce and Community Development, December 3, 2008 to December 31, 2008.
2. Elizabeth Mendoza, Clerical Assistant, Student Support Services, \$13.59/hr, December 3, 2008 to June 30, 2009.

F. Ratify appointment of substitute classified employees:

1. Carlos Garnica, Payroll Technician, \$18.19/hr, Business Department, November 25, 2008 to January 2, 2009.
2. Mary Pearl Melendrez, A&R Technician, \$14.99/hr, Admissions and Records Department, November 11, 2008 to February 5, 2009.
3. Torin Pyer-Pereira, Clerical Assistant, \$13.59/hr, Physical Education Department, October 27, 2008 to December 23, 2008.
4. Raul Zagal, Custodian, \$12.85/hr, Maintenance Department, October 7, 2008 to June 30, 2009.

G. Ratify appointment of Playground Assistants:

1. Gloria Soria, Playground Assistant III, \$16.00/hr, Child Development Center –East Campus, December 1, 2008 to June 30, 2009.

H. Ratify appointment of Professional Experts:

1. Edwin Baptista, \$65.00/hr, to conduct safety training program for the Maintenance Department as required for workers compensation, and conduct the preventative maintenance program for the campus and design a comparable program for the CALL Building, January 5 – June 30, 2009 (estimated at 40 hours per month).
 2. Angie Burtz, \$1125.00, to provide musical accompaniment for The Western Stage 2008 Season, September 15, 2008 to October 31, 2008.
 3. Ben Jimenez, \$57.75/hr, to teach Defense Tactics, Career & Economic Development, October 22, 2008 to November 25, 2008.
 4. Eric Johnson, \$1125.00, to provide musical accompaniment for My Fair Lady, The Western Stage season 2008, November 1, 2008 to December 31, 2008.
 5. Shirley Millico, \$35.00/hr, to provide instruction for the Foster and Kinship Care Education Program, August 1, 2008 to June 10, 2009.
 6. Kathy Nathan, \$1650.00, to provide musical accompaniment for My Fair Lady, The Western Stage season 2008, November 1, 2008 to December 31, 2008.
 7. Mark O'Shea, \$6,500.00, to provide Academic research and program evaluation for Gear Up/Soledad, August 25, 2008 to November 7, 2008.
 8. Frances Lucina Ramirez, \$25.00/hr, to proctor HES-110A 6320 Final and HES-110B 6321 Practicum for the Nursing Department, October 11, 2008 to December 19, 2008.
 9. Patricia Ramirez, \$25.00/hr, to provide training services for the Foster and Kinship Care Education Program, October 18, 2008 to June 10, 2009.
 10. Aaron Rutledge, \$20.00/hr, to provide musical accompaniment for the Music Department, August 18, 2008 to December 19, 2009.
 11. Olivia Weatherbee, \$50.00/hr, to provide instruction for the Department of Social Services (DSES), July 1, 2008 to June 10, 2009.
- I. Ratify appointment of student workers for Fall Semester 2008:
1. Dwayne Bright, Physical Education, Student Worker I
 2. Tara Burns, Counseling/Assessment Center, Student Worker II
 3. Janette Flores, Child Development Center, Student Worker I
- J. Ratify volunteers:
1. Chris Boyles, Physical Education
 2. Kyle Burbank, Physical Education
 3. Mac G. Coronado, Physical Education
 4. Celestino Esparza Jr., Physical Education
 5. Mark D. Ironside, Physical Education

6. Daichi Ito, Art
7. Larry Manzano, Physical Education
8. Jonathan D Matsumura, Physical Education
9. Maximino Matsuhara, Physical Education
10. Patrick McCarty, Physical Education
11. Virginia Meyers, Physical Education
12. Abigale Rios, King City Education Center
13. Juan Sandoval, Physical Education
14. Tim Todd, Physical Education
15. Mitchell Z. Torres, Physical Education
16. Ferdinand Victoriano, Physical Education
17. Carlos Volpini, Physical Education
18. Sierra K. Weese, Physical Education

IV. Special Projects and Stipends

A. Ratify Special Project Agreement Payments:

1. Larry Adams, \$59.07/hr for approximately 118 hours for organization of the Digital Bridge Academy Spring 2009 pilot project, September 15, 2008 – December 18, 2008.
2. Leticia Contreras, \$400, for providing services as a co-principal investigator for the National Science Foundation Scholarship (NSFS) grant, March 16, 2008-September 16, 2008.
3. Ken Rand, \$65 per hour, 7 hours per week for 10 weeks to manage the CCRAA Grant as the Math co-director, November 3, 2008 – December 19, 2008.
4. Jim Riley, \$65 per hour, 7 hours per week for 10 weeks to manage the CCRAA Grant as the Math co-director, November 3, 2008 – December 19, 2008.
5. Alicia Steinhardt, \$65 per hour, 14 hours per week for 10 weeks to manage the CCRAA Grant as the Science co-director, October 13, 2008 – December 19, 2008.
6. John Sword, \$900, for providing services as a principal investigator for the National Science Foundation Scholarship (NSFS) grant, March 16, 2008-September 16, 2008.
7. Joe Welch, \$400, for providing services as a co-principal investigator for the National Science Foundation Scholarship (NSFS) grant, March 16, 2008-September 16, 2008.

8. Ed Barber, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for

the 2008-09 athletic varsity season, August 12, 2008.

9. David Beymer, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
10. Chris Boyles, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
11. Matt Collins, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
12. Jesus Cuevas, \$120.14 (Adjunct II), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
13. Rich Givens, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
14. Mark Ironside, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
15. Pamela Johnson, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
16. Ellie Love, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
17. Larry Mankins, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
18. Virginia Meyers, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
19. Daniel Ortega, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
20. Juan Sandoval, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
21. Dan Teresa, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
22. Mary Ann Toney, \$120.14 (Adjunct II), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
23. Andrew Vasher, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
24. Michael Ward, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
25. Andy Watt, \$128.42, for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.

26. Jamie Weiler, \$115.50 (Adjunct I), for attending the mandatory in-service coach training for the 2008-09 athletic varsity season, August 12, 2008.
27. Chris Zepeda, \$120.14 (Adjunct II), for attending the mandatory in-service coach training for the 2008-09 athletic varsity