

# HARTNELL COMMUNITY COLLEGE DISTRICT

REVISED

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

### A G E N D A

June 17, 2008

5:00 p.m. – OPEN SESSION  
5:10 p.m. – CLOSED SESSION  
6:00 p.m. – RECONVENE OPEN SESSION

Governing Board Room – CAB112  
411 Central Avenue, Salinas

#### MISSION STATEMENT

*Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.*

#### **I. OPEN SESSION, CALL TO ORDER, 5:00 P.M., CAB 112 Board Room**

##### **A. ROLL CALL**

##### **Action B. ADOPT AGENDA**

##### **C. DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION, AS FOLLOWS:**

Items to be discussed in Closed Session will include, legal, personnel, labor, and/or contract matters authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.

1. Public Employment: Position - Superintendent/President; Section 54954.2 – 54956, 54956.95, and 54957.

##### **D. PUBLIC COMMENT PERIOD REGARDING CLOSED SESSION ITEMS**

Fifteen minutes set aside for public comment on closed session items.  
Maximum three minutes each.

#### **II. MOVE TO CLOSED SESSION**

The Board of Trustees of Hartnell Community College District will meet in Closed Session 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.

#### **III. RECONVENE TO OPEN SESSION**

*Pledge of Allegiance*

##### **A. REPORT OUT FROM CLOSED SESSION**

## **B. PUBLIC COMMENTS REGARDING OPEN SESSION ITEMS**

Twenty minutes set aside to receive public comment on open session items.  
Maximum three minutes each.

## **IV. ACTION ITEMS**

### **Action A. APPROVE TENTATIVE BUDGET 2008-2009, SET DATE AND TIME FOR PUBLIC HEARING, AND SET DATE TO ADOPT FINAL BUDGET FOR 2008-2009**

California Code of Regulation, Title V, Section 58305, requires that the District develop a Tentative Budget and forward it to the Monterey County Office of Education for validation on or before July 1 of each year.

1. Approve the attached 2008-2009 Tentative Budget
2. Set September 9, 2008 at 6:00 p.m. as the date and time to conduct a Public Hearing on the 2008-2009 Budget
3. Set September 9, 2008 as the date to adopt the 2008-09 Budget

### **Action Roll-call B. ADOPT RESOLUTION 08:8, BUDGET TRANSFER FISCAL YEAR ~~2008-2009~~ 2007-08**

Adopt the Budget Transfer Resolution 08:8 for fiscal year ~~2008-2009~~ 2007-08.

### **Action C. APPROVE AND AWARD LOWEST RESPONSIVE BID – CENTER FOR APPLIED TECHNOLOGY BUILDING CONTRACTOR**

Approve and award lowest responsive bid for Alisal Campus – Center for Applied Technology Building Project to Contractor: DMC Construction. The budget for this project is \$18,953,207 and will be paid with State and Local Measure H funds.

## **V. ADJOURNMENT**

**Action** Adjourn the Special Board Meeting of June 17, 2008.

AGENDA ITEM FOR BOARD MEETING OF: June 17, 2008

<u>Title:</u> Approve Tentative Budget for 2008-2009, Set Date and Time for Public Hearing and Set Date to Adopt Final Budget for 2008-2009	<u>Number:</u> IV. A.
<u>Area:</u> Administrative Services Supplement AS-1	<u>Status:</u> Consent Action

Recommended Action:

That the Board of Trustees:

1. Approve the attached 2008-2009 Tentative Budget.
2. Set September 9, 2008 at 5:00 p.m. as the date and time to conduct a Public Hearing on the 2008-2009 Budget.
3. Set September 9, 2008 as the date to adopt the 2008-2009 Budget.

Summary:

California Code of Regulation, Title V, Section 58305, requires that the District develop a Tentative Budget and forward it to the Monterey County Office of Education for validation on or before July 1 of each year.

Further budget action required and included in the adopted budget calendar follows:

September 2, 2008	2008-2009 Budget Available for Public Inspection
September 9, 2008	Board of Trustees Conducts a Public Hearing and Adopts the 2008-2009 Budget
September 30, 2008	2008-2009 Adopted Budget is Submitted to the California Community Colleges Chancellor's Office

The attached 2008-2009 Tentative Budget is presented to the Board of Trustees for approval.

Budget Implications:

Adoption of the Tentative Budget is necessary to provide a vehicle for expenditure of funds starting July 1 until the final budget is adopted.

Hartnell Community College District  
Fiscal Year 2008-2009 Tentative Budget  
Unrestricted General Fund

	Scenario 1 10% reduction in apportionment	Scenario 2 5% reduction in apportionment	Scenario 3 no reduction in apportionment	
<b>Revenue</b>				
Apportionment	30,404,930	32,094,093	33,783,256	1
Other federal revenue	12,000	12,000	12,000	
Other state revenue	1,235,000	1,235,000	1,235,000	
Other local revenue	1,852,518	1,852,518	1,852,518	
<b>Total revenue</b>	<b>33,504,448</b>	<b>35,193,611</b>	<b>36,882,774</b>	
<b>Expenses</b>				
<b>Salaries and benefits</b>				
Academic salaries	12,708,790	12,708,790	12,708,790	2
Classified salaries	8,015,035	8,015,035	8,015,035	2
Fringe benefits	8,209,463	8,209,463	8,209,463	3
<b>Total salaries and benefits</b>	<b>28,933,288</b>	<b>28,933,288</b>	<b>28,933,288</b>	
Other operating expenses	7,912,800	7,912,800	7,912,800	
Capital	45,545	45,545	45,545	4
Interfund transfers	(300,000)	(300,000)	(300,000)	5
<b>Total expenses</b>	<b>36,591,633</b>	<b>36,591,633</b>	<b>36,591,633</b>	
<b>Net surplus/(deficit)</b>	<b>(3,087,185)</b>	<b>(1,398,022)</b>	<b>291,141</b>	
Beginning reserve	3,614,498	3,614,498	3,614,498	6
Ending reserve (contingency)	527,313	2,216,476	3,905,639	
Reserve percentage	1.44%	6.06%	10.67%	

**Assumptions:**

- 1 Apportionment includes a 1.6% COLA increase over the 2007-2008 base. The apportionment is then reduced by the percentages in each of the scenarios.
- 2 The budget assumes no increase in COLA. All classified positions that were unfunded in 2007-2008 are unfunded in 2008-2009.
- 3 The budget assumes a \$100/month increase in the health benefit cap, which would cover the full cost of health benefits for all employees.
- 4 All capital expenditures are financed with the property acquisition fund. The \$45,000 capital item is equipment for the nursing program, which is reimbursed by Salinas Valley Memorial Hospital.
- 5 The budget assumes a transfer from the bookstore fund of \$200,000 and a transfer from the cafeteria fund of \$100,000.
- 6 The beginning reserve assumes a break-even position for the 2007-2008 fiscal year.

Hartnell Community College District  
Fiscal Year 2008-2009 Tentative Budget  
Summary of Other Funds

	Revenue	Expenses	Net	Beginning Reserve (1)	Ending Reserve (contingency)	
Restricted General Fund	12,000,000	12,000,000	-	818,391	818,391	
Debt Service Fund	-	54,774	(54,774)	54,774	-	2
Bookstore	198,000	313,000	(115,000)	811,105	696,105	
Child Development	600,000	600,000	-	-	-	
Capital Outlay Projects	50,000	200,000	(150,000)	379,400	229,400	
Scheduled Maintenance	13,800,000	13,800,000	-	-	-	
Property Acquisition	400,000	400,000	-	2,145,576	2,145,576	
Hartnell Bond Projects	1,500,000	20,650,000	(19,150,000)	34,000,000	14,850,000	
Cafeteria	650,000	696,447	(46,447)	346,374	299,927	
Self-Insurance	50,000	130,000	(80,000)	2,188,440	2,108,440	
Associated Student Body	95,000	80,000	15,000	447,579	462,579	
Scholarship, Loan, and Trust	5,000	1,000	4,000	155,033	159,033	
Intercollegiate Athletic	30,000	40,000	(10,000)	91,416	81,416	
Capital Assets	34,450,000	2,500,000	31,950,000	59,311,873	91,261,873	3

Assumptions

- 1 The beginning reserve balance equals the ending balance as published in the 2007-2008 adopted budget. The only exception is the bond fund, which is projected to be \$34 million at July 1, 2008.
- 2 The budget assumes that the lease revenue bonds will be defeased and no subsequent principal or interest payments will be made. Any remaining funds in the debt service fund will be transferred to the unrestricted general fund.
- 3 The budget assumes that the Center for Assessment and Lifelong Learning (CALL) building will be brought into service in 2008-2009. The budget assumes that the Center for Applied Technology (CAT) will be brought into service in 2009-2010. Other projects will either be brought into service in 2008-2009 or will be considered construction-in-progress.

AGENDA ITEM FOR BOARD MEETING OF: June 17, 2008

<u>Title:</u> Adopt 2007-2008 Budget Transfer Resolution No. 8:08	<u>Number:</u> IV. B
<u>Area:</u> Administrative Services Supplement AS-2	<u>Status:</u> Action Roll Call

Recommended Action:

That the Board of Trustees adopt Resolution 8:08 Budget Transfer Resolution as proposed.

Summary:

In order to conduct an orderly closing of the books for fiscal year 2007-2008, various intra-budget transfers need to be made at or soon after year-end to complete the closing of the District's general ledgers. All such transfers require Board approval. The Board of Trustees is asked to authorize the Controller to make these necessary transfers.

Budget Implications:

None

**HARTNELL COMMUNITY COLLEGE DISTRICT**  
**Budget Transfer**  
**RESOLUTION No. 8:08**

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees, at the close of the fiscal year 2007-2008, authorizes the Hartnell College Controller to may make budget transfers between the major classifications of the District's 2007-2008 budget as necessary to permit the payment of obligations of the District incurred during such fiscal year.

PASSED AND ADOPTED by the Board of Trustees of the Hartnell Community College District on this 17<sup>th</sup> day of June, 2008.

AYES:

NOES:

ABSENT:

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Phoebe K. Helm  
Interim Superintendent/President  
Governing Board Secretary

AGENDA ITEM FOR BOARD MEETING OF: June 17, 2008

<u>Title:</u> Approve and Award Lowest Responsive Bid for the Center for Applied Technology Building General Contractor	<u>Number:</u> IV. C.
<u>Area:</u> Administrative Services	<u>Status:</u> Consent Action

Recommended Action:

That the Board of Trustees approve and award DMC Construction as the responsive low bidder for the Center for Applied Technology (CAT) Building Project.

Summary:

The Center for Applied Technology Project is a 50/50 State and Local bond funded, ready access project, and will be the first new building on the Hartnell College Alisal Campus. This process involved advertising in the Salinas Californian and in a number of major Builders Exchanges in the area, including the Salinas Valley Builders Exchange. The College held two (2) optional job walks to familiarize contractors with the project location and scope. General Contractor bids were opened on Thursday, June 5, 2008 and a contract will be on the July 1, 2008 board agenda for ratification.

The bidding process has been conducted per State of California Public Works bid requirements:

Scope	Company	Location	Base Bid (\$)	Alt #1 (\$)	Alt #2 (\$)	Alt #3 (\$)	Total (\$)
GC	DMC Construction	Pacific Grove	18,588,327	30,046	108,340	226,494	<b>18,953,207</b>
GC	Dilbeck and Sons	Salinas	18,923,000	37,000	151,000	229,000	<b>19,340,000</b>
GC	Bobo Construction	Elk Grove	19,530,000	34,000	145,000	210,000	<b>19,919,000</b>
GC	Tombleson	Salinas	20,406,456	35,368	166,937	219,353	<b>20,828,114</b>
GC	SJ Amorosa	Redwood Shores	20,627,000	43,000	167,000	221,000	<b>21,058,000</b>
GC	Ausonio, Inc	Salinas	20,812,000	37,000	148,700	216,000	<b>21,213,700</b>

Budget Implications:

The budget for the above referenced project is \$18,588,327 plus bid alternates totaling \$18,953,207 and will be paid with both State and Local Measure H bond funds.