

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
January 14, 2014
Main Campus / Building B, Room 208
411 Central Avenue
Salinas, CA 93901

OPEN SESSION Meeting called to order at 5:00 p.m. by Trustee DePauw at the Main Campus, Building B, Room 208, 411 Central Avenue, Salinas, CA 93901

PLEDGE OF ALLEGIANCE Trustee Pruneda led the Pledge of Allegiance.

ROLL CALL Candi DePauw, President
Elia Gonzalez-Castro, Vice President
Patricia Donohue
Student Trustee Elaine Duran
Bill Freeman
Ray Montemayor
Erica Padilla-Chavez (left at 6:55 p.m.)
Demetrio Pruneda
Dr. Willard Lewallen, Board Secretary/Superintendent/President

PUBLIC COMMENTS PRIOR TO CLOSED SESSION There were no public comments.

MOVE TO CLOSED SESSION The governing board, Dr. Lewallen, Superintendent/President, legal counsel, Tom Manniello, Alfred Muñoz, Vice President of Administrative Services, and Terri Pyer, Associate Vice President, Human Resources, moved to closed session at 5:01 p.m. to discuss:

- Conference with Legal counsel - Anticipated Litigation (Government Code § 54956.9(d)(2))
Significant Exposure to Litigation: 1 Case

RECONVENE PUBLIC SESSION / REPORT OUT FROM CLOSED SESSION Trustee DePauw reconvened the public session at 5:34 p.m. and there was no reportable action taken during closed session.

The governing board and assembly held a moment of silence in memory of Daisy Ramirez, student of the CSIT-in-3 program.

PUBLIC COMMENTS There were none.

REPORTS FROM ORGANIZATIONS AND LOCATIONS The governing report received oral reports from the following:

Academic Senate: Tony Anderson read aloud a resolution the Academic Senate asked him to read that urged faculty be involved in grant planning and proposals. The board asked to receive a copy of this resolution. Tony shared that he had a copy of a resolution adopted by the San Jose City

College Academic Senate that addresses the accrediting commission and the work they do. In addition, Tony spoke about full-time faculty v. adjunct stating that he believes there is a significant difference, especially in the moral of students and other matters. In closing, he urged the board to consider a reading and writing lab to help support students.

CSEA: Stephen Otero reported that a member received a scholarship to further her education. He thanked the administration for attending CSEA's holiday celebration and he looks forward to working with the governing board another year.

L-39: Dale Fuge, on behalf of its members, thanked the board and Dr. Lewallen for the recent salary increase.

In addition to the oral reports, the governing board received written reports from the areas of Academic Affairs, Student Affairs, and Hartnell College Foundation.

Trustees DePauw and Freeman commended the athletic program for their successful season.

SUPERINTENDENT/ PRESIDENT'S REPORT

Dr. Lewallen re-introduced Wayne Ross, recent graduate of Hartnell College and former ASHC President. Wayne announced that he is now the Executive Director for Victory Mission. His goal is to make a difference in the community through outreach efforts and hopes to have a women's mission in the near future. He thanked many from the college for helping him while attending Hartnell College.

Dr. Lewallen passed around a letter he received from ShelterBox thanking the college for its donation to aid the victims of Typhoon Haiyan in the Philippines. Employees donated enough funds to provide one shelter box. Each box contains a disaster relief tent for an extended family, blankets, groundsheets, water storage and filtration equipment, cooking utensils, a basic tool kit, a children's activity pack and other vital items.

Dr. Lewallen announced beginning January 1, 2014, all legislative bodies of local agencies in California, including school boards, must publicly report any action taken as well as the vote or abstention on that action of each member present. Those new requirements are imposed by Senate Bill 751 ("SB 751"), signed by Governor Brown in September, as an amendment to the Ralph M. Brown Act. As such, beginning with this meeting, all votes will be through roll-call vote and recorded by member.

Dr. Lewallen stated that the faculty and administration have been working on student learning outcomes and training assessments and stated that he appreciates the work of the faculty – that faculty have accomplished an enormous amount of work in a short time.

Last fall, the Campaign for College Opportunity presented a webinar that addressed Latino student achievements. The administration hosted the webinar and invited the college community to attend. Dr. Lewallen stated

that the college will be examining all groups as stated in the strategic plan, and this spring, the college will begin to gather those data.

Dr. Lewallen invited Dan Teresa and Daniel Ortega to the podium to recognize Daniel and the soccer team for winning the state championships and for ranking second in the nation. Further, Dr. Lewallen announced that Daniel has been awarded the 2013 National Coach of the Year Award for Junior College Men Division III. As such, the college is planning a community reception on February 21, 2014 to celebrate Daniel and the soccer team for their accomplishments. In addition, Dr. Lewallen shared residence data for student-athletes for Fall 2013 sports and student-athletes success report for 2012-13.

Dr. Lewallen introduced the new High School Equivalency Program Director Eric Becerra. Mr. Becerra previously worked part time in the program prior to becoming the director.

A special plaque of recognition was given to Dr. Carolee T. Bull, Research Plant Pathologist, USDA/ARS for receiving the *USDA Secretary's Honor Award*, the highest award in agriculture for service to the nation and for developing the next generation of leaders and scientists through exemplary mentorship of Hartnell College students. In addition, Dr. Lewallen read aloud a letter from former student, Ana Ibarra. In her letter, Ana thanked Dr. Bull for her dedication, leadership, and she credited Dr. Bull for her success as a student and for her future as a scientist.

Independent Auditor's Report

Dan Martin, Crowe Horwath, external auditor, spoke to the audit for the period ending June 30, 2013. Mr. Martin highlighted the management letter and reported that the college received an Unqualified Opinion for each audit, which is the highest opinion any organization can achieve.

The independent audit included funds: 1) General (restricted and unrestricted to include Hartnell College Foundation), 2) Measure H Capital Bond Funds for the period ending June 30, 2013.

College Branding and Marketing

Esmeralda Montenegro reported that she has been working on college branding and marketing to standardized business cards, letterhead, memorandum, and envelopes. A local vendor will be used for the duplication and the first large order will be submitted within the next few weeks. Ms. Montenegro presented examples of the proposed documents.

Television Promotional Videos

The governing board viewed four 30-second promos of students telling their Hartnell story and future career goals. These will start running soon on KION/Telemundo and in other local TV stations promoting students voices.

CONSENT AGENDA

Motioned (Gonzalez-Castro), seconded (Donohue) and by roll-call vote of 6-0 and by advisory vote of Aye (Duran), the governing board moved to approve Consent Items A through E.

Aye: DePauw, Donohue, Freeman, Gonzalez-Castro, Montemayor, Pruneda; Absent: Padilla-Chavez

- A. MINUTES
The governing board adopted the minutes of November 19, 2013 (Special/Development), and December 10, 2013 (Annual Organizational and Regular) as submitted.
- B. DISBURSEMENTS
The governing board ratified the 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. COMMERCIAL ENERGY OF CALIFORNIA
The governing board authorized the administration to enter into an agreement with Commercial Energy of California to purchase natural gas effective January 1, 2014 through December 31, 2014.
- D. NON-RESIDENT AND FOREIGN STUDENT TUITION FEES
The governing board adopted the Non-Resident and Foreign Student Tuition Fees of \$188 per unit for academic year 2014-15. This represents an increase of \$4 from fiscal year 2013-14.

Trustee Freeman asked about the impact to out-of-state athletes to which Dr. Lewallen responded.
- E. PERSONNEL ACTION
The governing board approved and ratified personnel actions. (Appendix A).
- ACTION ITEMS**
- BUDGET REVISIONS
Motioned (Gonzalez-Castro), seconded (Duran) by roll call vote of 6-0 and by advisory vote of Aye (Duran), the governing board moved to ratify the budget revisions numbered 10536 to 10559 and budget increase to restricted general fund.
Aye: DePauw, Donohue, Freeman, Gonzalez-Castro, Montemayor, Pruneda; Absent: Padilla-Chavez
- CCCT BOARD OF DIRECTORS CALENDAR YEAR 2014
There was no motion, thus no action taken.
- BOARD TRAVEL
Motioned (Montemayor), seconded (Gonzalez-Castro) by roll call vote of 6-0 and by advisory vote of Aye (Duran), the governing board moved to approve travel for Trustees Duran and Freeman to attend the Association for Community College Trustees 2014 National Legislative Summit, Washington, D. C., Marriott, Wardman Park Hotel, February 10-13, 2014. The cost for registration, lodging, airfare, mileage, and meal reimbursement estimated at \$2,850 per trustee.
Aye: DePauw, Donohue, Freeman, Gonzalez-Castro, Montemayor, Pruneda; Absent: Padilla-Chavez
- INDEPENDENT AUDITOR'S REPORTS FOR YEAR ENDING JUNE 30, 2013
Motioned (Montemayor) seconded (Donohue), by roll call vote of 6-0 and by advisory vote of Aye (Duran), the governing board moved to accept the Independent Auditor's Report for the year ending June 30, 2013. The reports for 2012-2013 include all funds: 1) General (restricted and unrestricted to include Hartnell College Foundation), 2) Measure H Capital Bond Funds, and 3) Performance Audits.
Aye: DePauw, Donohue, Freeman, Gonzalez-Castro, Montemayor,

Pruneda; Absent: Padilla-Chavez

Dr. Lewallen thanked Al, Tracey, and their staff for all of their work in preparation for and during the audit.

STUDENT WORKER PAY SCALES

Motioned (Gonzalez-Castro), seconded (Duran) by roll call vote of 6-0, and by advisory vote of Aye (Duran), the governing board moved to adopt the new student worker pay scales as presented. (Appendix B)
Aye: DePauw, Donohue, Freeman, Gonzalez-Castro, Montemayor, Pruneda; Absent: Padilla-Chavez

INFORMATION ITEMS

CONSTRUCTION PROJECTS – UPDATE

The governing board received an update on the college's construction projects. The report is on page 221 of the January 14, 2014 meeting packet posted at: <http://www.hartnell.edu/board/packets/011414.pdf>

The board asked Mr. Reyes about the ADA project for Building D and Joseph responded that the funding for this project is undetermined at this time.

FINANCIAL STATEMENTS

The governing board received the financial statements for the period ending November 30, 2013.

BUDGET UPDATE

The governing board received an oral update on the budget as of November 30, 2013. The presentation is available on Page 267 of the January 14, 2014 meeting packet posted at: <http://www.hartnell.edu/board/packets/011414.pdf>

DISTRICT BUDGET CALENDAR

The governing board received the district budget calendar for fiscal year 2014-2015. Alfred Muñoz explained that the district budget calendar identifies steps taken to develop the budget through the adoption of the budget.

BOARD POLICY 1200

The governing board received the first reading of Board Policy 1200, Vision, Mission, and Value Statements.

Dr. Lewallen stated BP 1200 addresses the mission statement as noted in accreditation recommendation 1 from the final report from the external evaluation team. He stated that many have worked together to review and develop vision, mission and value statements and that the board will consider adopting the final policy at their February meeting.

The board thanked Dr. Lewallen and staff for their efforts on this project and stated they were pleased to see this work accomplished.

SOCIETY OF PHYSICS STUDENTS

The governing board received correspondence from the Society of Physics Students recognizing the Hartnell College Chapter of the Society of Physics Students (SPS) as an Outstanding SPS Chapter based on the review of their report for academic year 2012-13.

REPORTS FROM THE BOARD

Trustee Pruneda welcomed everyone back. He reported he attended a budget-training workshop presented by Dr. Steven Kinsella, Superintendent/President, Gavilan College; that he found the session interesting especially the fraud triangle concept. He congratulated all athletes and coaches for their accomplishments this past fall. He is pleased that Hartnell students are doing well and are positive. He believes the promos are awesome and he thanked the physics students for going to elementary schools.

Trustee Freeman said that coaches and players are like a family similar to what he experienced in high school. He is pleased to see the science program recognized; that we are growing leaders. In addition, he is happy that the college has a campus in the Alisal- that Hartnell is the avenue to help many and he is proud to be a part of the college.

Trustee Donohue reported she, too, attended the budget-training workshop. She reported that the Community College League of California has a new program, Excellence in Trusteeship Program designed to help board members with their development. In addition, she is delighted to see that Panther pride is back in Salinas due to the success of our students. She thanked Joseph Reyes and the maintenance staff for their work.

Trustee Montemayor echoed the others; he is pleased that all are doing a great job. He announced the Sunrise House has a coalition of parents from each of the school sites and that a January 30, 2014 parent workshop is scheduled at the college.

Trustee Gonzalez-Castro happily stated that this has been a good meeting – that the board touched on each of the strategic priorities – that the meeting honored Daisy Ramirez’s life because the success of our students. Also, Dr. Carolee Bull is incredible as is the athletic department – this is a great way to start the year. In addition, she liked the television promos and she thanked Dr. Lewallen for his leadership.

Trustee DePauw dittoed everyone’s comments and she thanked Esmeralda for all of her work in getting the good news out.

ANNOUNCEMENTS

Trustee DePauw announced upcoming regular meetings/development sessions dates:

1. Regular Meeting – February 4, 2014, 5 p.m., Main Campus
2. Development – February 18, 2014, 5 p.m. Main Campus

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Candi DePauw
Board President

Willard Lewallen, Ph. D.
Board Secretary

PERSONNEL MATTERS APPROVED/RATIFIED AT THE REGULAR MEETING OF THE
HARTNELL COLLEGE GOVERNING BOARD MEETING OF JANUARY 14, 2014:

- I. Retirements, resignations, releases, and leave requests:
 - A. Ratify resignation of regular personnel:
 - 1. Ann T. Mintie, Science Lab Technician – Academic Affairs, (#CC-28), effective January 5, 2014.
 - B. Approve request for reduction to part-time:
 - 1. Janet Pessagno, English Instructor, pursuant to article 10 of the collective bargaining agreement between the HCFA and the District and section 87483 of the California Education Code, to be released for up to fifty percent of a regular work load, beginning with the spring 2014 semester. Ms. Pessagno meets the requirements of this section in that she has reached the age of 55 and has been employed by the District in a full-time certificated position for at least 10 years.
- II. Appointments:
 - A. Ratify appointment of classified employee:
 - 1. Sara E. Sanchez, 40 hours per week, 12 months per year, Program Assistant I – Career & Transfer Center - Classified, (#CC-191), Range 26, Step A, effective January 6, 2014.
 - B. Ratify appointment of short-term hourly employee:
 - 1. Yesenia Contreras, \$17.79/hr (40 hrs/week), Administrative Assistant III, Academic Affairs, January 2, 2014 – February 28, 2014.
 - C. Ratify appointments of part-time instructors for spring semester 2014:
 - 1. Gerardo Aleu, Mathematics
 - 2. Amy Barrett-Burnett, Counseling
 - 3. Zoe Buck, Astronomy. Appointment based on equivalency as follows: Master’s in related field, MS in science education and is progressing towards PhD in science education. 16 graduate units, 3 upper division units in astronomy.
 - 4. Murat Bulut, Mathematics. Appointment based on equivalency as follows: Master’s in physics, at least 15 units in mathematics, including 12 graduate units; also, physics courses with a strong mathematical content.
 - 5. Luis Chacon, ACE-Foundations of Success, Team Self-Management, and Community Survey Results.
 - 6. Denyss Estrada, Counseling
 - 7. Sewan Fan, Physics
 - 8. Isabel Ferraris, Biology. Appointment based on equivalency as follows: 57.5 combined graduate & upper division courses in biological sciences. Has completed the degree evaluation process, which conferred equivalency to a DDS degree.
 - 9. John Guenther, Mathematics
 - 10. Michelle Guido, Biology
 - 11. Jonathan Hubbard, Biology
 - 12. Carolyn Jensen, Mathematics
 - 13. Vincent Lewis, Counseling
 - 14. Matthew Love, Chemistry
 - 15. Mariam Mooney, Mathematics
 - 16. Norma Nichols, Counseling
 - 17. Nancy Reyes, Counseling
 - 18. Charmaine Scott, ACE-Team Self-Management & Computer Information Systems

19. Lesley Stamplemann, English
20. Alicia Steinhardt, Biology
21. Afshin Tiraie, Mathematics
22. Daniel Torres, Computer Information Systems, Business
23. Emily Zuniga, Counseling

D. Ratify appointments of Professional Experts:

The Athletics program provides competitive opportunities for Hartnell students, and professional experts assist coaches in fulfilling the program's mission:

1. Oliver Sesma Caballero, \$3,500 total, assistant men's basketball coach, November 13, 2013 – March 10, 2014.

U.S. Department of Education Title V College University Success Program (CUSP), provides high level STEM academic support and internship coordination that supports the retention, persistence, and transfer of students in STEM majors:

2. Juan Ledesma, \$22/hr (26 hrs/week), Co-activity Director, December 11, 2013 – September 30, 2014.

Hartnell's theater arts program/The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context:

3. Susanne Burns, \$15,950 total, young company coordination, January 21 – December 21, 2014.
4. Ruth Jordan, \$1,300 total, musician, November 2 – December 14, 2013.
5. Richard Krishnan, \$1,400 total, musician, November 2 – December 14, 2013.
6. Harvey Landa, \$24,200 total, manage box office and front house for 2014 productions, January 28 – December 20, 2014.
7. Jeff McGrath, \$25,300 total, production coordination for 2014 productions, January 21 – December 20, 2014.
8. Laura McShane, \$1,500 total, musician, November 2 – December 14, 2013.
9. LuAna Speelman, \$18,375 total, scenic and property crafts for 2014 productions, January 21 – December 20, 2014.

The Foster Kinship Care Education Program (FKCE) provides advanced training for current and prospective foster, relative, and non-related extended family member caregivers, adoptive parents, and local agency employees and support for foster home recruitment activities. This grant-funded program is a joint effort of the California Community College Chancellor's Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination:

10. Laura Harris, \$22/hr (as needed), peer recruiter, November 18, 2013 – June 10, 2015.
11. Janell Hotchkin, \$22/hr (as needed), peer recruiter, November 10, 2013 – June 10, 2015.
12. Jinny Meyers, \$50/hr (as needed), Transition Aged Foster Youth – TAFY instructor, December 2, 2013 – June 10, 2014.

The Nursing and Health Sciences Department comprises five programs: Registered Nursing, Vocational Nursing, Emergency Medical Technician (EMT), Certified Nursing Assistant, and Respiratory Care Practitioner. Lab instruction assistants are required to meet Board of Registered Nursing (BRN) requirements for specific student-to-certified-instructor ratios:

13. Bradley Pace, \$30/hr (12 hrs/week), Instructional Aide, October 10 – May 30, 2015.

The Hartnell College Math Academy is a two-week, not-for-credit, non-graded program designed for incoming freshmen whose placement scores on the Accuplacer diagnostic test do not qualify them for algebra, pre-calculus, and calculus:

14. Edward Braunhut, \$4,200 total, Instructor, January 2 – 15, 2014.
15. Patricia Garcia, \$4,200 total, Instructor, January 2 – 15, 2014.

Science Academy is a one-week program that provides science skills in a supportive environment. The program runs from 9 a.m. to 3 p.m., January 6 - January 10, 2014:

16. Carissa Perez, \$18/hour (30 hrs/week), Science Lab Technician.

Provide administrative coverage on Saturdays:

17. Peter Lucido, \$42.70/hr (5 hrs/week), Saturday Supervisor, January 1, 2014 – December 31, 2015.

E. Ratify appointment of volunteer:

1. Elizabeth Gonzalez, Counseling Department, November 25, 2013 – June 30, 2014.

F. Ratify appointment of student workers for fall semester 2013:

1. Krystal Brockelmeyer, Tutorial/Business/CSS Tutor I, Student Worker II
2. Jennifer Escalera, Counseling Department, Student Worker II
3. Alexandria Galaviz, EOPS Peer Advisor, Student Worker II
4. Alphonso Le, Information Technology, Student Worker III

STUDENT WORKER HOURLY RATES

Current Pay Schedule, effective January 1, 2008

TITLE	Step A	Step B	Step C	Step D
Student Worker I	\$8.00	\$8.32	\$8.64	\$8.96
Student Worker II	\$9.04	\$9.40	\$9.76	\$10.12
Student Worker III	\$10.40	\$10.82	\$11.23	\$11.65
Student Worker IV	\$11.92	\$12.75	\$13.59	\$14.42

Approved by Board of Trustees: Nov 6, 2007

Proposed Pay Schedule - Fall 2014, to be effective July 1, 2014

TITLE	Step A	Step B	Step C	Step D
Student Worker I	\$9.00	\$9.36	\$9.72	\$10.08
Student Worker II	\$10.17	\$10.58	\$10.98	\$11.39
Student Worker III	\$11.70	\$12.17	\$12.63	\$13.11
Student Worker IV	\$13.41	\$14.34	\$15.29	\$16.22

Proposed Pay Schedule - Spring 2016, to be effective January 1, 2016

TITLE	Step A	Step B	Step C	Step D
Student Worker I	\$10.00	\$10.40	\$10.80	\$11.20
Student Worker II	\$11.30	\$11.75	\$12.20	\$12.65
Student Worker III	\$13.00	\$13.53	\$14.04	\$14.56
Student Worker IV	\$14.90	\$15.94	\$16.99	\$18.03