OPEN SESSION
Meeting called to order at 5:00 p.m. by Trustee DePauw, Vice President.

PLEDGE OF ALLEGIANCE
Trustee Montemayor led the Pledge of Allegiance.

ROLL CALL
Erica Padilla Chavez, President (arrived at 5:10 p.m.)
Candi DePauw, Vice President
Patricia Donohue
Bill Freeman
Elia Gonzalez-Castro
Ray Montemayor
Demetrio Pruneda
Juan M. Gutierrez, Student Trustee – (advisory vote per Board Policy 1030)

Dr. Phoebe K. Helm, Superintendent/President

PUBLIC COMMENTS
Ken Dursa, Community Member, spoke about the upcoming March in March event urging full participation and he spoke in support of Trustee Freeman stating that the Board would have disagreements and that the Board needed to move forward.

Dale Fuge, L-39 representative, speaking on behalf of the L-39 employee group, thanked the Board for approving the one-time stipend.

Ken Rand, Faculty, Ellen Albertoni, former student, and Patricio Aledo, student, spoke in support of Mr. Rand’s math textbook urging that the book return to the bookstore for sale.

Ann Wright, Faculty Association, Nancy Schur-Beymer, Academic Senate, and Rebecca Fields, biology faculty, spoke about the presidential search firm and Terri Pyer, Associate Vice President, read aloud a letter from Dr. Pamela Fisher, ACCT consultant to the presidential search.

STUDENT SENATE REPORT
Francisco Estrada, Student Senate, provided the Senate’s report at this time because he had to attend his class. Francisco’s report included:
1) Activities surrounding the student March in March rally scheduled on March 5th at the State Capitol. Some Trustees stated that they would like to join the students and congratulated them for their budget advocacy work. Francisco credited the students for their hard work on this event. (Dr. Helm asked him to work with the Business Office to ensure liability coverage for the trip.)
2) The Senate approved $10,000 to subsidize the cafeteria to absorb the bank fee.
charges on a trial basis for one year. This will allow students to use a debit card in the cafeteria without paying a bank fee. All of the details are being worked on with Mike Cunnane, Food Service Manager. He thanked the students for their work on this project.

3) The Senate continues to work on updating their Constitution and Bylaws and they plan to bring to the Board at a future meeting.

4) The Senate plans to discuss and take a position on the presidential search process based on a letter he received from Ann Wright, Faculty Union President.

<table>
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<tr>
<th>PRESENTATIONS</th>
<th>Matt Coombs, Vice President, Information Resources and Technology, presented the 2011-2021 Technology Plan as well as an update of projects that have been approved by the Board.</th>
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<tr>
<td>Technology</td>
<td>Matt reported that they have successfully completed Phase 1 of a 3 Phase Virtualization Initiative. They have begun to work on Phase 2 and are planning some of the aspects of the last phase. In addition, he spoke about a partnership led by the Monterey Business Council, wherein Comcast will provide discounted broadband, high-speed internet rate of $10/month to families whose children qualify for free lunch. This, coupled with refurbished computers from the college, will provide access to the internet for students and their families. The Board asked questions related to Matt’s 10 year plan and report and they thanked him for the update.</td>
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<td>Budget</td>
<td>Alfred Muñoz, Interim Vice President, Support Operations, updated the Board on the 2011-12 and 2012-13 Budgets. For 2011-12, the Board of Governors (BOG) fee waivers have increased from 50% to 70%. The State does not have the sufficient funds to cover the additional 20%. This means, a 2-2.5% apportionment adjustment will be made to this year’s budget. This reduction is approximately $321,000. In addition, the State is looking to delay the apportionment payment for February to April. At this time, there is no discussion on delaying the March apportionment. The impact of this delay is that the District will need to dip into its reserves to pay for vendors and payroll. In addition, $4 million of the $12.7 million expected to be paid this year will not be paid until July and October (next fiscal year). Again, this would mean dipping into the reserves to carry the District – and while Hartnell can handle this now - it is a solution that is not sustainable. For 2012-13, Al stated that if the Governor’s Tax Increase Proposals fail to be passed by the voters in November, the impact would trigger a 5.6% workload reduction. This would mean a 320 to 325 FTES reduction that equates to the workload of 10 or 11 full time faculty and a decrease in State revenues to Hartnell of approximately $1.46 to $1.53 million for the 2012-13 Budget. The Board asked Al questions related to the budget and thanked him for his report.</td>
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<td>Enrollment/Financial Aid</td>
<td>Mary Dominguez, Interim Vice President, Student Affairs, reported that the 2011-12 FTES goal is 7,144 and it is estimated that the District will exceed the targeted goal by as many as 400 FTES. Mary stated that in comparison to last Spring fewer sections were offered, yet students enrolled in more units; thus, the classes are more efficient. Mary reported that the numbers have grown significantly in Financial Aid. While the numbers of students (head count) grew 14% from 2009 to 2011; funding awards grew 49% for that same period. The award amount in 2009-10 was $10.1 million as</td>
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compared to the $7.3 million awarded in 2008-09. The largest growth is the Board of Governor (BOG) fee waivers as mentioned by Al earlier. These waivers grew 51% from 2009-2011 and it is anticipated that the percentage at the end of this year, will have grown to 68% (2009-2012).

Mary reported that the BOG fee waiver system is being reviewed and will likely follow Federal guidelines regarding academic progress. Federal financial aid has a life time cap effective in 2012-13. Student Trustee Gutierrez recommended that these new regulations be communicated to students, especially those who are new to Hartnell College. It is important that students not exhaust their allotment in the first two years.

In addition, Mary provided a brief report on veteran enrollments stating that there were 66 veterans served in 2008-09; 92 served in 2009-10; 105 served in 2010-11 and 160 served this academic year. Her plans include establishing a student veteran’s center and a 25 hour/week program assistant/veteran’s coordinator position and she asked the Board for their support when her proposal comes to them.

The Board asked questions and thanked Mary for her report.

Self-Study/Accreditation 2007

At the January 24, 2012 meeting, the Board asked Dr. Suzanne Flannigan, Vice President, Academic Affairs, to summarize and provide a history to the Board on the 2007 Self Study/Accreditation – the year in which the college was placed on probation.

Dr. Flannigan provided the Board with a copy of the Evaluation Report completed by the 2007 visiting team and the June 2007 letter sent to the college by the Accrediting Commission. She pointed out the 7 Recommendations and 2 Concerns noted in the letter stating that Recommendation 7 and Concern 2 had to be resolved by October 2007, the remaining needed resolution by March 2009. Dr. Helm pointed out that Recommendation 7 focused on the Board and Concern 1 was because Hartnell had failed to fully respond to recommendations made in reports over the past 12 years with regard to curriculum and student learning outcomes.

Dr. Flannigan then pointed out pages 42-47 of the report stating that this section addresses Standard 4, Leadership and Governance, the area most related to Board of Trustees. She stated that the evaluation report, each progress report, and communication from the Commission are online at: www.hartnell.edu/accreditation.

Dr. Helm reminded the Board about an online basic Accreditation course and reminded them that participants, including Board Members, can complete the on line course which takes about two hours, print out the certificate of completion and drop it in a box in Dr. Flannigan’s office, prior to the drawing on May 28, 2012. The Grand Prize is an iPad 2. The course is available through the Accrediting Commission (http://bit.ly/accjcbasics).

The Board thanked Dr. Flannigan for her report.

CONSENT AGENDA Motioned (Gonzalez-Castro) seconded (DePauw), vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez) the Board moved to approve/ratify Consent Items B, C, D, E, and G.
A. MINUTES
(Pulled for separate vote - Freeman)
Prior to the motion, Trustee Freeman stated he pulled this item for a separate vote only.

Motioned (DePauw) seconded (Gonzalez-Castro) by vote of 5-1-1 (No: Freeman)
(Abstained: Pruneda) and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt the minutes of December 13, 2011, January 11, 2012, and January 24, 2012.

B. 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.

C. PROPERTY SURPLUS
Declared the property as surplus and authorizes its disposal by the Administration. (Appendix A)

D. MOU DEPARTMT OF DEFENSE – TUITION ASSISTANCE PROGRAM
Ratified the Memorandum of Understanding (MOU) between Hartnell Community College District and the Department of Defense (DoD), Office of the Under Secretary of Defense for Personnel and Readiness to participate in the DoD Tuition Assistance Program. This MOU includes the four branches of service, Army, Navy, Marine Corp, and Air Force. Providing access to a quality postsecondary education opportunities will enhances the US service member’s ability to return to civilian life.

E. APPOINTMENT OF MEMBER BOND OVERSIGHT
Appointed Vearl Gish as the at-large community representative to the Independent Citizen’s Bond Oversight Committee for a two-year term, effective February 8, 2012.

F. PERSONNEL ACTIONS
(Item pulled for separate discussion and vote – Freeman)
Prior to the motion Trustee Freeman asked Dr. Helm if the college had any vice president positions opened. Dr. Helm responded there are two: Mary Dominguez, Interim Vice President, Student Affairs and Alfred Muñoz, Interim Vice President, Support Operations.

Motioned (Donohue) seconded (Gonzalez-Castro), by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez) the Board moved to approve and/or ratify Personnel Actions. (Appendix B)

G. QUARTERLY FINANCIAL STATUS REPORT
Reviewed and accepted the Quarterly Financial Status Report (CCFS-311Q) for the quarter that ended December 31, 2011.

COLLECTIVE BARGAINING
PUBLIC HEARINGS
Two public hearings were held to allow the public to comment on proposals between the Hartnell Community College District (District) and the California Schools Employee Association (CSEA), Chapter 470, and between the Hartnell College Faculty Association (HCFA) and the District.

The CSEA and the District presented a joint proposal to renew their agreement for three years with limited reopeners, as presented (see Appendix C). The District and the HCFA each proposed to open specific articles in their negotiation of a successor agreement (see Appendix D)
ADDITION OF PROPOSALS

Motioned (Gonzalez-Castro) seconded (Montemayor) by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt the initial collective bargaining proposals between Hartnell Community College District and the California Schools Employee Association (CSEA), Chapter 470.

Motioned (DePauw) seconded (Montemayor) by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt the initial collective bargaining proposals between Hartnell Community College District and the Hartnell College Faculty Association.

ACTION ITEMS

BUDGET REVISIONS

Motioned (DePauw), seconded (Gonzalez-Castro), by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to approve the budget revisions numbered 9532 to 9592.

FINAL READING – BOARD POLICIES

STUDENT AFFAIRS

Motioned (Donohue) seconded (DePauw) by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt the final reading of revised board policies for Student Affairs Policies. (Appendix E)

Trustee Padilla-Chavez commended the staff on their work on the revision of these policies.

FINAL READING – BOARD POLICIES

ACADEMIC AFFAIRS

Motioned (Donohue) seconded (DePauw) by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt the final reading of revised board policies for Academic Affairs. (Appendix E)

INFORMATION ITEMS

CONSTRUCTION PROJECTS – UPDATE

The Board received an updated, written report on the current construction projects. The report is on Page 112 of the February 7, 2012 Meeting Agenda Packet housed at:


Joseph Reyes, Facilities Director, reported that there are two projects that are awaiting review and approval by the Department of State Architecture (DSA): They are the Technical Training Building and the Field House. Also, he reported that the lighting project is now complete and PGE plans to attend the March meeting to present rebate checks in the amount $189,000 and $32,000. These monies will reimburse the funds from which they were taken. Energy savings should be evident, even in this year.

FINANCIAL STATEMENTS

The Board received the financial statements for the periods ending December 31, 2011.

SENATE REPORTS

The Student Senate report was presented earlier in the meeting. See Page 1 for report. Trustee Padilla-Chavez thanked Francisco Estrada for this thorough report and that she was pleased to see him this evening.

Academic Senate: Nancy Schur-Beymer reported that the Senate held a special
meeting dedicated to discussing and reviewing the first draft of the Accreditation Report. She is excited that Matt Coombs will attend a future Academic Senate meeting to bring faculty up-to-date on technology and she said that she is happy to see everyone respond quickly to questions raised about the presidential search firm.

Classified Senate: Eric Price reported that the Senate is reorganizing itself and have a meeting scheduled this Thursday.

**PRESIDENT’S REPORT**

Dr. Helm’s report included:

1. Employee Giving Program – In the program’s first year, $23,000 was raised; $19,000 in the second year. This year, the goal is to increase participation and hopes that all employees and Board members will contribute. All funds donated are used as designated by the donor. Many choose to have their donations support students for emergency purposes. An invitation was extended to the Board to participate in the program and Dr. Helm and the Board thanked Jackie Cruz, Executive Director (interim) of Advancement and her staff and employee volunteers for their good work.

2. Dr. Helm referenced the Board’s calendar and reminded the Board of two upcoming events: a) Ethics Certification, February 15th, 10:30-12:30 p.m. or 2:30-4:30 p.m. Steinbeck Hall, b) Monterey County School Boards Association Budget Workshop, February 27, 5:30 p.m., Monterey County Office of Education. She stressed the need to confirm their attendance with Lucy who would register them and pay the associated fees. In response to a question from Trustee Montemayor, Dr. Helm said another option is to complete the certification online, but recommended that members attend the face-to-face training because it allows an opportunity to ask questions and interact with others.

3. Dr. Helm stated that at the March 6th meeting, the Board will have a workshop on Tenure Review. There are fifteen (15) faculty under review and the meeting will need to start at 1 p.m. in order to accommodate a workshop, a closed session review and discussion on each faculty, and then action on the Superintendent/President’s recommendations to the Board. Refreshments will be served at 1 p.m. and the workshop will start at 1:30 p.m.

4. Dr. Helm announced that the Monterey County Elections Department has approved Hartnell College as a polling place for the June and November 2012 elections for precincts 4082 and 4083.

5. As requested by Trustee Montemayor, Dr. Helm provided the Board with a second legal opinion from a firm other than Liebert Cassidy Whitmore pertaining to the November 29, 2011 Annual Organizational Meeting. She summarized the opinion/findings as upholding the Nov. 29th meeting and stated that while there was no “harm no foul” because the outcome would not differ; the Organizational Meeting each year needs to happen in the 15 days following the first Friday in December and those Policy modifications are forthcoming. Trustee Montemayor thanked Dr. Helm for her expedient response in securing this opinion. Trustee Donohue asked how much did the second opinion cost, and Dr. Helm responded $750-$1,000.
BOARD REPORTS

Trustee Montemayor reported that the Sunrise House has not met since the January 24, 2012 meeting. He requested that the February 21st Study Development/Board Development meeting be used to discuss two matters brought to the attention of the Board this evening.

Student Juan Gutierrez thanked Trustee Donohue for allowing him to take her place at the Effective Trusteeship Conference; he learned a lot and met legislators. He asked about student insurance availability to Hartnell student; perhaps this could be offered. Also, he reported that he is working with the Student Senate on the March in March event.

Trustee Gonzalez-Castro stated that she was thankful and enjoyed attending the Effective Trusteeship Workshop. She appreciates the opportunity to continue learning and improving and hopes she can attend future conferences/workshops.

Trustee Pruneda stated that the Effective Trusteeship Workshop was an eye-opener for him; that he learned a lot; he hopes he can continue to attend each year; that it was a pleasure meeting other trustees with whom he plans to remain in contact, and that he really appreciated the opportunity. Also, Trustee Pruneda stated that he believes methyl iodide is a fumigant known to harm human health and that use of this fumigant is a big issue in this county; he encouraged all to get involved and he has information for those who wish to; that the group with whom he works, plans to go to the Board of Supervisors. Also, he is excited about the March in March; he plans to attend and encouraged all to get involved for quality education.

Trustee Freeman recalled the January 11, 2012 meeting where the Board agreed to not talk about the past, yet Trustee DePauw singled him out at the January 24th meeting. He believes it was uncalled for and said if others expect him to work them, then they must work with him. Trustee Freeman stated that he is uncomfortable moving forward with the Presidential Search firm due information he has received. Trustee Padilla-Chavez asked Trustee Freeman to refrain from addressing public comments made this evening and turned to legal counsel for advice. Alison Neufeld, legal counsel, responded that since the Presidential Search was not on the agenda, she advised the Board to refrain from discussing the matter and consider this item at another meeting as suggested by Trustee Montemayor. Trustee Padilla-Chavez said the Board will discuss the issue, but has an obligation to protect the college and follow the Brown Act.

Trustee DePauw stated that the Effective Trusteeship Workshop was interesting and she learned new things; that she appreciates the opportunity to attend and found it helpful to network and she said the presentations were excellent.

Trustee Padilla-Chavez stated that she primarily attended the legislative portion of the workshop and she learned that in those years, when there are no new trustees, the Board should take advantage of attending the Legislative Conference. She thought it would be helpful, a few months before this conference, the Board meet to identify issues, in cooperation with CCLC, that they want to advocate for at the State Capitol. She sees this as a good opportunity for the Board. She thanked the community members for their concern about the college and stated that this Board is committed to ensuring that everything this Board does, is done fairly and always in the best interest of the college.
CLOSED SESSION  The Board of Trustees and Dr. Phoebe K. Helm, Superintendent/President, Terri Pyer, Associate Vice President, Human Resources, and legal counsel, Alison Neufeld, moved to Closed Session at 7:25 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.

1. Matter involving one employee
2. Anticipated litigation - one case
3. Reject Claim - one case

RECONVENE PUBLIC SESSION AND REPORT OUT FROM CLOSED SESSION

Trustee Padilla-Chavez reconvened the public session at 8:10 PM and reported out the following: Motioned (Donohue), seconded (Montemayor) and by vote of 7-0, the Board moved to reject Claim #459410.

Trustee Padilla-Chavez announced the following:
1. February 21, 2012, Board Development/Study Session
2. March 6, 2012, Regular Board Meeting
3. March 20, 2012, Board Development/Study Session

ADJOURNMENT  The meeting adjourned at 8:11 p.m.

Eriva Padilla-Chavez  Phoebe K. Helm
Board of Trustees President  Board Secretary
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APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED BY THE BOARD OF TRUSTEES AT THEIR REGULAR MEETING OF FEBRUARY 7, 2012:

I. Appointments
   A. Ratify appointment to regular classified positions:
      1. Rick Gutierrez, full-time, 40 hours per week, 12 months per year, Custodian (#CL-26), Maintenance Department, Range 13, Step A, effective January 24, 2012.
      2. Ismael Ramirez, full-time, 40 hours per week, 12 months per year, Utility Custodian (#CL-15), Maintenance Department, Range 15, Step E, effective January 24, 2012. This action represents a promotion from the Custodian position (#CL-26).

   B. Ratify appointment of part-time instructor for fall semester 2011:
      1. Thomas Rettenwender, Construction

   C. Ratify appointment of part-time instructors for spring semester 2012:
      1. Elizabeth Andrade, Psychology
      2. Tammy Attaway, Counseling
      3. Daniel Beavers, Mathematics
      4. Laura Berger, Library
      5. Ronald Bird, Chemistry
      6. Olga Blomgren, English
      7. Derek Bonsper, Health Services
      8. Brian Brady, English as a Second Language
      9. Susanne Burns, Theatre Arts
     10. Vivian Camerlengo, Mathematics
     11. Alejandra Campos, Spanish
     12. Lucas Cantin, Chemistry
     13. Susannah Carney-Waddy, English
     15. Liz Cecchi-Ewing, Library
     16. Maricela Cerda, Psychology
     17. Binh Cheung, Agriculture Industrial Technology
     18. Dolores Christensen, Counseling
     19. Jenny Cogswell, English as a Second Language
     20. Stephen Crowell, Philosophy
     21. Gloria Curtis, Library
     22. Catherine Dacosta, Mathematics
     23. Mary Ann Del Vecchio, English
     24. Philip Deutschle, Astronomy
     25. Paul Doughty, English as a Second Language
     26. Thu Duong, Library
     27. Warren Edmonds, Office Technologies
     28. Daniel Ehrler, Speech
     29. Jorge Espinas, Nursing
     30. Sewan Fan, Physics
APPENDIX B

31. Susan Fujimoto, English
32. Kimie Garcia, Foundations of Success – ACE
33. Toni Gifford, Nursing
34. Richard Givens, Counseling
35. Angela Gleason, Art
36. Wanda Guibert, English
37. Elvia Guzman, Counseling
38. Paula Haro, Foundations of Success – ACE
39. Deborah Harris, English
40. Katherine Harris, Biology
41. Robin Hayes, Biology
42. Gloria Hill, English
43. Sera Hirasuna, English
44. Susan Horcajo, Speech
45. Jonathan Hubbard, Biology
46. Carolyn Jensen, Mathematics
47. Calvin Kanow, Art
48. Daniel Kaplan, Biology
49. Jennifer Keller, Speech
50. Taesung Kim, Mathematics
51. John Koza, Music
52. Kara Kuvakas, Geography
53. Harvey Landa, Theatre Arts
54. Angela Ledesma, Nursing
55. Vincent Lewis, Counseling
56. Matthew Love, Chemistry
57. Suzzane Mansager, English
58. Maria Marquez, Spanish
59. John McCormick, Administration of Justice
60. Patty McEfee, Office Technologies
61. Jeff McGrath, Theatre Arts
62. Rosalinda McNamara, Library
63. Juan Mercado, Community Survey Results – ACE
64. Eric Moberg, Community Survey Results, Foundation of Success – ACE English
65. Ryan Montgomery, Astronomy
66. Glenda Mora, English
67. Teresa Moreno, Foundations of Success – ACE
68. Pamela Murakami, Art
69. Martin Need, English
70. Renee Nelson, English
71. Jennifer Niduaza, Nursing
72. Jennifer Pagliaro, Art
73. Brian Palmer, Mathematics
74. Jaeduck Park, English as a Second Language
75. Marie Perucca-Ramirez, English as a Second Language
76. Ayaz Pirani, English
77. Meagan Plumb, English
D. Ratify appointment of Professional Experts:
Hartnell’s theater arts program – The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context. Assignment is for 2012 subscription season, which runs January 23 – December 21, 2012:


2. Ron Cacas, $33,000 total, marketing and group sales, January 30 – December 14, 2012.


6. Jeff McGrath, $25,300 total, production coordination, January 23 – December
7. Luana Speelman, $17,500 total, scenic and property crafts, February 1 – December 17, 2012.

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.


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 pre-algebra or for elementary algebra.


Grant funded program that provides supplemental NASA-related science instruction to area K-12 students. Program also provides support for parents and families student success.

11. Margarita Melone-Echiburu, $30/hr (not to exceed 32 hrs/week), co-director, January 9 – June 30, 2012.

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


Provide administrative coverage on weekends:

13. Peter Lucido, $42.70/hr (4 hrs/week), weekend supervisor, January 28 – December 30, 2012.

E. Ratify appointment of playground assistants:
1. Irma Barajas, $14/hr (35 hrs/week), January 6 – June 30, 2012.

F. Ratify appointment of substitute:

G. Ratify appointment of Student Workers for spring semester 2012:
1. Daniela Alcantar, Tutorial Center, Student Worker II
2. Norma Armenta, Child Development Center, Student Worker II
3. Colin Auxier, Information Systems, Student Worker IV
4. Irma Barajas, Child Development Center, Student Worker III
5. Stephanie Blancas, Student Life/ASHC, Student Worker III
6. Maria Carranza, Child Development Center, Student Worker III
7. Sandra Castillo, Financial Aid, Student Worker I
8. Maritza Cazares, Child Development Center, Student Worker I
9. Maleny Chavez, Child Development Center, Student Worker I
10. Daniela Covarrubias, Student Affairs, Student Worker III
11. Mayra Espinoza, HEP, Student Worker I
12. Selina Espinoza, HEP, Student Worker III
13. Michelle Gagon-Smith, Advancement Office, Student Worker II
14. Danielle Galvan, EOPS, Student Worker II
15. Monica Garnica, EOPS, Student Worker II
16. Shannon Gattis, Student Life, Student Worker I
17. Eric Gomez, Child Development Center, Student Worker I
18. Jessica Gonzales, Student Affairs, Student Worker III
19. Mei-Hua Guajardo, Computer Lab, Student Worker II
20. Rusty Guzman, Maintenance, Student Worker I
21. Jessica Humildad, Student Affairs, Student Worker III
22. Jennifer Ing, Library, Student Worker I
23. Zachary Johnson, Information Systems, Student Worker III
24. Jessica Kelly, Child Development Center, Student Worker I
25. Monica Lara, Child Development Center, Student Worker II
26. Salvador Lopez, Child Development Center, Student Worker III
27. Manuel Malagon Villagomez, Information Systems, Student Worker III
28. Jaqueline Manriquez, Child Development Center, Student Worker I
29. Eduardo Margarito, Information Systems, Student Worker III
30. Mayra Martinez, Library, Student Worker I
31. Moises Martinez, Child Development Center, Student Worker I
32. Rosaura Martinez, Child Development Center, Student Worker III
33. Maricela Mendoza, Computer Lab, Student Worker I
34. Cathleen Miché, Business Office, Student Worker III
35. Antonio Oceguera, Advanced Technology, Student Worker I
36. Oscar Ochoa, TRIO/SSS, Student Worker II
37. Maria Rosario Pedraza de Avalos, Child Development Center, Student Worker III
38. Olga Pena-Fuentes, Child Development Center, Student Worker III
39. Ryan Ramos, Campus Security, Student Worker II
40. Leslie Rios, EOPS, Student Worker II
41. Adriana Rivera, Child Development Center, Student Worker III
42. Mary Rubio, Computer Lab, Student Worker II
43. Maria Santana Barragan, Child Development Center, Student Worker II
44. Nancy Serrato, Student Affairs, Student Worker III
45. Samantha Uribe-Navarro, Child Development Center, Student Worker II
46. Jose Ricardo Urquizo, Warehouse, Student Worker I
47. Blanca Valdez Rodriguez, Child Development Center, Student Worker III
48. Joseph Valdez, Tutorial Center, Student Worker IV
49. Jessica Vera, King City Education Center, Student Worker III
50. Sarah Weaghington, Information Systems, Student Worker III
51. Mary Yasay, Student Affairs, Student Worker III
February 6, 2012

Margie Wiebusch, CSEA Chapter 470 President
Hartnell Community College District
411 Central Avenue
Salinas, CA 93901

Dear Ms. Wiebusch:

This letter is intended to satisfy the public notice requirement that the Hartnell Community College District intends to negotiate a successor three year agreement with the California School Employees Association and its Chapter 470. The District looks forward to resolving our mutual issues in a timely manner.

Attached, please find our proposal:

* Article 27: Duration

Thank you,

Hartnell Community College District

[Signature]

Terri Pyer
Associate Vice President, Human Resources

Cc: Dr. Phoebe K. Helm, Superintendent/President
    Board of Trustees
Article 27: Duration

Replace the existing Article 27 with the following:

1. The parties agree to create a new collective bargaining agreement between CSEA and the District with a term of July 1, 2012 through June 30, 2015.

2. The above referenced collective bargaining agreement shall embody all of the specific terms of the agreement that expires on June 30, 2012, with the exception of the duration clause.

3. There shall be no reopeners unless the parties mutually agree to open an article(s). However, the parties agree to negotiate Article 24: Reclassifications to create a viable procedure and all issues related to a change in the health and welfare insurance provider.

4. In the event that the District reaches agreement with any other bargaining unit to provide compensation during the term of this Agreement, including but not limited to a salary schedule increase or an increased contribution toward health and welfare benefits, CSEA shall be afforded the same increased compensation. The parties shall meet to determine how the increase shall be distributed to CSEA members within 15 days following Board approval.

5. Nothing in this agreement shall be construed as limiting any rights the parties otherwise retain under the provisions of the Educational Employment relations Act.
February 5, 2012

Terri Pyer, Assistant Vice President Human Resources  
Hartnell Community College District  
411 Central Avenue  
Salinas, CA 93901  

Dear Ms. Pyer:

This letter is intended to satisfy the public notice requirement that the California School Employees Association and its Chapter 470 intends to negotiate a successor three year agreement with the Hartnell Community College District. CSEA looks forward to resolving our mutual issues in a timely manner.

Attached, please find our proposals:

* Article 27: Duration
* Article 6: Organizational Rights and Responsibilities

Thank you,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

[Signature]
Margie Wiebusch, President Chapter 470

Cc: Valarie Davis, Labor Relations Representative  
Delia Alvarado, Region 70 Representative  
Charles Goetchius, Field Director  
Chapter file
Article 27: Duration

Replace the existing Article 27 with the following:

1. The parties agree to create a new collective bargaining agreement between CSEA and the District with a term of July 1, 2012 through June 30, 2015.

2. The above referenced collective bargaining agreement shall embody all of the specific terms of the agreement that expires on June 30, 2012, with the exception of the duration clause.

3. There shall be no reopeners unless the parties mutually agree to open an article(s). However, the parties agree to negotiate Article 24: Reclassifications to create a viable procedure and all issues related to a change in the health and welfare insurance provider.

4. In the event that the District reaches agreement with any other bargaining unit to provide compensation during the term of this Agreement, including but not limited to a salary schedule increase or an increased contribution toward health and welfare benefits, CSEA shall be afforded the same increased compensation. The parties shall meet to determine how the increase shall be distributed to CSEA members within 15 days following Board approval.

5. Nothing in this agreement shall be construed as limiting any rights the parties otherwise retain under the provisions of the Educational Employment relations Act.

Article 6: Organizational Rights and Responsibilities

Section 8: Release Time

CSEA proposes to add the following:

The District shall provide five (5) days of paid release time each for a maximum of two (2) CSEA delegates to attend the annual CSEA Conference. CSEA shall notify the President or his/her designee at least thirty (30) days prior to the use of such release time.
February 7, 2012

Ann Wright, HCFA President
Hartnell Community College District
411 Central Avenue
Salinas, CA 93901

Dear Dr. Wright:

This letter is intended to satisfy the public notice requirement that the Hartnell Community College District intends to negotiate a successor agreement with the Hartnell College Faculty Association. The District looks forward to resolving our mutual issues in a timely manner.

Attached, please find our proposal.

Thank you,

Hartnell Community College District

[Signature]

Terri Pyer
Associate Vice President, Human Resources

Cc: Dr. Phoebe K. Helm, Superintendent/President
    Board of Trustees
The District proposes to update language throughout the Agreement to create a user-friendly and accurate document that reflects current technologies.

1. **Article 5—Wages.** The District proposes to negotiate salary schedules, including parity, adjunct pay rates, and work year.

2. **Article 6—Health and Welfare Benefits.** The District proposes to negotiate benefits provisions to enhance ease of administration of benefits programs.

3. **Article 9—Workload.** The District proposes to update article to conform to current programs and structure.

3. **Article 12—Class Size.** The District proposes to clarify language relating to the assignment of class size limits.

4. **Article 13—Evaluation of Regular (Tenured) Academic Personnel.** The District proposes to add language and mechanisms that ensure that tenured evaluation process is a meaningful opportunity for continued professional growth.

4. **Article 14—Evaluation of Probationary Faculty/Tenure Review.** The District proposes to add language that strengthens the tenure review process as a way to develop and assess the professional potential and growth of probationary faculty.

5. **Article 16—Discipline Less than Dismissal.** The District proposes to add language that gives the parties notice of the standards and processes that govern discipline.

6. **Article 20. --Faculty Service Areas (FSA).** The District proposes to update language related to FSAs to reflect current practice and law.
February 7, 2012

Hartnell Community College District
411 Central
Salinas, CA 93901

Attention: Terri Pyer

Dear Terri,

The HCFA agrees to open negotiations on Article 5, Wages.

Sincerely,

[Signature]

Ann Wright, Ph.D.
HCFA President
<table>
<thead>
<tr>
<th>OLD</th>
<th>NEW</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Admission &amp; Concurrent Enrollment</td>
<td>3035</td>
<td>5010</td>
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<tr>
<td>Residence Determination</td>
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<td>5015</td>
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<tr>
<td>Nonresident Tuition</td>
<td>3015</td>
<td>5020</td>
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<td>Fees</td>
<td>3025</td>
<td>5030</td>
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<td>Student Reimbursement and Fee Obligations</td>
<td>3125</td>
<td>5035</td>
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<td>Student Records and Directory Information, and Privacy</td>
<td>3120</td>
<td>5040</td>
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<td>Matriculation</td>
<td>3231</td>
<td>5050</td>
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<tr>
<td>Open Enrollment</td>
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<td>Enrollment Priorities</td>
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<td>Financial Aid</td>
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<td>5130</td>
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<td>Disabled Students Programs and Services/Department of Supportive Programs and Services</td>
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<td>5140</td>
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<td>Extended Opportunity Programs and Services</td>
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<td>Transfer Services</td>
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<td>Student Accident Insurance</td>
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<td>Student Equity</td>
<td>None</td>
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<tr>
<td>Athletics</td>
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<tr>
<td>Prevention of ID theft in Student Financial Transactions</td>
<td>None</td>
<td>5516</td>
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In addition, the following current student policies are recommended for deletion.

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<tr>
<th>Policy Description</th>
<th>Code</th>
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<th>Description</th>
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<tbody>
<tr>
<td>District Attendance Accounting</td>
<td>3020</td>
<td></td>
<td>The District, and all districts, are already mandated to document and convey to the California Community Colleges Chancellor’s Office all course enrollment, attendance, and disenrollment information. In accordance with advice and practice by the Community College League of California, a policy on this specific practice is not required at the District level.</td>
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<tr>
<td>Admission of International Student: F-1 Visa</td>
<td>3030</td>
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<td>This policy is now addressed by and incorporated in proposed new policy 5020, Non-Resident Tuition.</td>
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<tr>
<td>Audit Policy</td>
<td>3045</td>
<td>The policy concerns permitting students to audit classes and the topic is now addressed in the proposed new policy on student fees 5030.</td>
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<tr>
<td>Hazing</td>
<td>3115</td>
<td>The District is already mandated to have a series of standards of student conduct against hazing and other behaviors referenced in Education Code Sections 66017, 66300, and 76030-76037 and already addressed in current student policy 3100 (Rules Governing Student Behavior).</td>
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<tr>
<td>International Student Services</td>
<td>3220</td>
<td>The intent of this policy is addressed in new policy 5020 (Non-Resident Tuition) and its incorporation of current policies 3015 (Non-Resident Tuition) and 3030 (Admission of International Student: F-1 Visa). Further, the provision of admissions, enrollment, matriculation, and other services for international students and all students is covered in both the current matriculation policy 3231 and its proposed updated version 5050.</td>
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**ACADEMIC AFFAIRS**

<table>
<thead>
<tr>
<th>Board Policy</th>
<th>OLD HCC</th>
<th>NEW HCC</th>
<th>Recommendation</th>
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<tr>
<td>Academic Calendar</td>
<td>4010</td>
<td>4010</td>
<td>The Community College League of California does contain a recommended policy guideline. Hartnell College will retain its existing Board policy, which has language very similar to the other college districts, and to the CCLC.</td>
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<tr>
<td>Articulation</td>
<td>4050</td>
<td>4050</td>
<td>Hartnell College has no existing articulation policy at this time. The Community College League of California states there is no legal requirement for an articulation policy, but note that it is legally advised. Under the circumstances, considering the League advisory, the potential of litigation, and the current lack of a Board policy, it seems logical to adopt an articulation policy. The Community College League of California recommended Board policy is the recommended option.</td>
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