HARTNELL COMMUNITY COLLEGE DISTRICT
Governing Board Annual Organizational / Regular Meeting

December 10, 2013
Main Campus, Building B, Room 208
411 Central Avenue, Salinas, CA 93901

5:00 p.m. – Open Session, Move to Closed Session
6:00 p.m. – Reconvene Public Session (time approximate)
411 Central Avenue
Salinas, CA 93901

Members of the Governing Board
Candi DePauw, President, Patricia Donohue, Vice President
Bill Freeman, Elia Gonzalez-Castro, Ray Montemayor
Erica Padilla-Chavez, Demetrio Pruneda
Elaine Duran, Student Trustee
Dr. Willard C. Lewallen, Board Secretary
Superintendent/President

The Board of Trustees welcomes you to its meetings. The agenda and supporting documents are on the college’s website at www.hartnell.edu/board. Contracts requiring approval of the Board on this agenda are available to view in the President’s Office. Typically, the agenda consists of the following:

A. CONSENT AGENDA: These matters include routine administrative and financial actions and normally approved by a single majority vote.

B. REGULAR AGENDA: Action Items: These items include significant administrative and financial actions classified by departmental areas and approved by majority vote for each item.
   Information Items: These items include presentations to the Board and items for discussion prior to Board action, normally taken at the next meeting.

C. CLOSED SESSION: In accordance with Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6, the Board of Trustees may meet in Closed Session to consider legal, personnel, labor, and/or contract matters.

INDIVIDUALS DESIRING TO ADDRESS THE BOARD: The Board of Trustees is committed to maintaining a respectful and productive environment that fosters a culture of civility where members of the campus, the community, and the Board feel safe to express themselves and are free from discrimination, bullying, harassment and threats. We welcome your comments and expect them to be presented in a civil manner and for decorum to be maintained.

Any member of the audience desiring to address the Board should complete and submit to the Clerk prior to the meeting, if possible, a Speaker Request Form, available at the door. When the item PUBLIC COMMENTS is taken, the Board President will recognize those who have filled out a Speaker Request Form in the order in which they are received. The Board President may limit the time of presentation to three minutes per speaker, and a maximum of fifteen minutes. Pursuant to Board Policy 1025, members of the public shall also be able to address the Governing Board regarding items on the agenda as those items are taken up. Following public comment, the Board President will limit discussion to the Board only.

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.

ACCOMMODATIONS: All meeting locations are wheelchair accessible. The following services are available when requests are made by 4:00 p.m. of the Wednesday before the Board meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes; assistive listening devices. Please contact, the Office of the President at (831) 755-6900, if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.
I. OPEN SESSION, CALL TO ORDER
   A. CALL TO ORDER
   B. PLEDGE OF ALLEGIANCE
   C. ROLL CALL

II. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
    Ten minutes (three-minute maximum per person) set aside to receive public comments on closed session agenda.

III. BOARD OF TRUSTEES MOVE TO CLOSED SESSION

IV. RECONVENE PUBLIC SESSION

V. REPORT OUT FROM CLOSED SESSION, IF ANY (6:00 p.m. – time approximate)
   • Conference with Legal counsel - Anticipated Litigation
     (Government Code § 54956.9(d)(2))
     Significant Exposure to Litigation: 1 Case

VI. PUBLIC COMMENTS
    Fifteen minutes (three-minute maximum per person) set aside to receive public comments on the public session agenda or items not on the public session agenda, but within the jurisdiction of the board.

VII. ANNUAL ORGANIZATIONAL MEETING
   A. OATH OF OFFICE
      The Oath of Office to be administered to three board members who will serve four-year terms in accordance with Education Code 72000, et.seq.
      Area 5, Ray Montemayor, Elected
      Area 6, Erica Padilla-Chavez, Appointed in lieu of election
      Area 7, Candi DePauw, Elected
   B. ELECTION OF OFFICERS
      The governing board will conduct elections for officers of the board for calendar year 2014.
   C. APPOINT GOVERNING BOARD REPRESENTATIVE TO SUNRISE HOUSE
      The governing board will appoint a representative to the Sunrise House Board of Directors for calendar year 2014.
   D. APPOINT GOVERNING BOARD REPRESENTATIVE TO MONTEREY COUNTY SCHOOL BOARD ASSOCIATION EXECUTIVE COUNCIL
      The governing board will appoint a representative to the Monterey County School Boards Association Executive Council for calendar year 2014.
   E. APPOINT TWO GOVERNING BOARD REPRESENTATIVES TO THE DISTRICT AUDIT COMMITTEE
      The governing board will appoint two representatives to the District Audit Committee for calendar year 2014.
F. APPOINT GOVERNING BOARD REPRESENTATIVE TO THE HARTNELL COLLEGE FOUNDATION BOARD
The governing board will appoint a representative to the Hartnell College Foundation Board of Directors for calendar year 2014.

G. APPOINT TWO GOVERNING BOARD REPRESENTATIVES TO THE THEATRE ARTS COUNCIL
The governing board will appoint two representatives to the Theatre Arts Council for calendar year 2014.

H. APPOINT GOVERNING BOARD REPRESENTATIVE TO THE ARTS COUNCIL
The governing board will appoint a governing board representative to the Arts Council for calendar year 2014.

I. CHANGE IN TERMS OF APPOINTMENTS TO STRATEGIC PLANNING ADVISORY GROUP
The governing board will consider changing the terms of appointments for Trustees Donohue (2014) and Pruneda (2014, 2015) as governing board representatives to the Strategic Planning Advisory Group.

J. DESIGNATION OF 2014 BOARD MEETING DATES AND TIMES
The governing board will set the dates and times of board meetings for calendar year 2014.

K. RESOLUTION 13:13 AUTHORIZING SIGNATURE OF BOARD SECRETARY
The governing board will consider adopting Resolution 13:13 authorizing signature of the board secretary to sign all appropriate documents.

VIII. PRESENTATIONS

A. LEGISLATIVE UPDATE
The governing board will receive a presentation on new legislation affecting California Community Colleges.

B. CALIFORNIA ENERGY COMMISSION’S ENERGY EFFICIENCY LOAN
The governing board will receive a presentation on the California Energy’s Commission Energy Efficiency Loan.

IX. REPORTS FROM ORGANIZATIONS AND LOCATIONS
- Academic Senate – Tony Anderson
- Associated Students – James Stephens
- Hartnell College Faculty Association – Christine Svendsen
- California School Employees Association – Stephen Otero
- L-39 – Dale Fuge, Steward
- Alisal Campus – Dr. Zahi Atallah, Dean
- South County and King City Education Center – Renata Funke
- Academic Affairs
- Superintendent/President – Dr. Willard Lewallen

X. CONSENT AGENDA

A. MINUTES
Adopt the minutes of November 12, 2013.
B. DISBURSEMENTS
   Ratify 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. CURRICULUM COMMITTEE ACTION
   Approve the actions of the Curriculum Committee.

D. MEMORANDUM OF AGREEMENT BETWEEN HARTNELL CCD AND SONOMA COUNTY JCD
   Approve the Memorandum of Agreement between Hartnell CCD and Sonoma County JCD to participate in the Career Technical Education survey during academic year 2013-14. The cost to participate in the survey is $6,888 paid from categorical funds.

E. AGREEMENT BETWEEN HARTNELL CCD AND KATHERINE HEALTHCARE
   Approve an agreement between Hartnell CCD and Katherine Healthcare for use of clinical facilities for clinical experience for Hartnell Nursing and Allied Health students, effective January 1, 2014. The agreement is ongoing with a six-month, written termination clause by either party. There is no budget impact.

F. AGREEMENT FOR USE OF SPACE – SALINAS CITY SCHOOL DISTRICT
   Approve an agreement between Hartnell CCD and Salinas City School District (Sherwood Preschool site) for the use of space for early childhood education courses, effective June 14, 2014 through July 25, 2014. There is no budget impact.

G. HELP DESK AND INVENTORY MANAGEMENT SOFTWARE
   Approve the purchase of a software solution for help desk and inventory management. The cost for two years is $21,500. Beginning with the 3rd year, the annual cost for maintenance and support is $3,600.

H. PERSONNEL ACTIONS
   Approve and ratify personnel actions.

I. OUT-OF-COUNTRY TRAVEL
   Approve the out-of-country travel for seven Hartnell College Math Club students to attend the 2014 Guanajuato Study Group from January 2 through January 16, 2014 under the direction of professors Silvia Millan-Vossler and Brian Palmer. The travel expenses paid by the Associated Students Hartnell College at $600 per student.

XI. ACTION ITEMS

A. BUDGET REVISIONS
   The governing board will consider ratifying budget revisions numbered 10516 to 10535.

B. PROPERTY SURPLUS
   The governing board will consider declaring property as surplus and authorize the disposal by the administration pursuant to Article 9, Section 81450.5 of the Education Code.

C. RESOLUTION 13:14 DESIGNATING AUTHORIZED AGENTS
   The governing board will consider adopting Resolution 13:14 designating authorized agents to sign school orders pursuant to provisions of Education Code § 85232.
D. RESOLUTION 13:15 COMMENDING DUSTIN LANCE BLACK
The governing board will consider adopting Resolution 13:15 commending Dustin Lance Black as a recipient of the Distinguished Alumni Award for the California Community Colleges.

E. RESOLUTION 13:16 RECOGNIZING LULAC, COUNCIL #2055
The governing board will consider adopting Resolution 13:16 honoring the 40th anniversary of LULAC Council #2055.

F. RESOLUTION 13:17 AUTHORIZING APPLICATION FOR ENERGY EFFICIENCY LOAN
The governing board will consider adopting Resolution 13:17 authorizing application for energy efficiency loan from the California Energy Commission to implement energy efficient measures.

G. MEETING MANAGEMENT SOFTWARE
The governing board will consider authorizing the administration to enter into an agreement with BoardDocs for the purchase and implementation of meeting management software at $9,000 per year, including a $1,000 startup cost for the first year.

H. CESAR CHAVEZ DAY HOLIDAY
The governing board will consider approving Cesar Chavez Day as a holiday in the list of holidays for confidential and supervisory employees as reflected in the working conditions.

I. BOARD POLICY 2410
The governing board will consider approving Board Policy 2410, Board Policies and Administrative Procedures.

XII. INFORMATION ITEMS

A. CONSTRUCTION PROJECTS
The governing board will receive the written report on current construction projects.

B. FINANCIAL STATEMENTS
The governing board will receive the financial statements ending October 31, 2013.

C. BUDGET UPDATE
The governing board will receive a budget update on fiscal year 2013-14.

D. HOUSING AND COMMUNITY RESOURCES GUIDE
The governing board will receive the Housing and Community Resources Guide.

E. DISTRIBUTION OF CLASS SECTIONS BY TIME OF DAY
The governing board will receive information on how class sections are distributed across time of day.

F. ADMINISTRATIVE PROCEDURE 2410
The governing board will receive Administrative Procedure 2410, Board Policies and Administrative Procedures.

G. REPORTS FROM BOARD OF TRUSTEES
Receive Trustee reports on matters of interest to the college.

XIII. ADJOURNMENT