HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
CALL 208, Training Room
411 Central Avenue
Salinas, California

May 8, 2012

OPEN SESSION
Meeting called to order at 5:50 p.m. by Trustee Padilla-Chavez.

PLEDGE OF ALLEGIANCE
Student Trustee Gutierrez led the Pledge of Allegiance.

ROLL CALL
Erica Padilla Chavez, President
Candi DePauw, Vice President
Patricia Donohue
Bill Freeman
Ray Montemayor
Demetrio Pruneda
Juan M. Gutierrez, Student Trustee – (advisory vote per Board Policy 1030)
Dr. Phoebe K. Helm, Superintendent/President

ABSENT
Elia Gonzalez-Castro (work obligation)

PUBLIC COMMENTS
Students from the Academy for College Excellence (ACE) Program, Ronald Tinsley, Karma Watson, and Anabel Guzman invited the Board to attend the Social Justice presentations scheduled May 21 and 23, 2012, 6-9 p.m., Steinbeck Hall. Also, the students spoke about how the ACE program has influenced and improved their lives.

Juan Gutierrez, Student, invited the Board to attend the conference, Tecnificate, Saturday, May 19, 2012, 10 a.m. – 2 p.m., Hartnell College, Steinbeck Hall.

RECOGNITION OF STUDENT TRUSTEE
Trustee Padilla-Chavez presented Student Trustee Juan Gutierrez with a resolution acknowledging his service during academic year 2011-2012.

SENIOR PROJECTS – NURSING STUDENTS
Nursing students from the Registered Nursing Program presented their senior projects to the Board under the leadership of faculty Debra Kaczmar and Barbara Durham.

ACCREDITATION
Dr. Brian Lofman, Interim Dean, Social and Behavioral Sciences/Accreditation reviewed accreditation standards, gave an update on where the college is on the self-study, and he addressed the plan moving forward and asked for the Board’s help with Standard IV. (Appendix A)

After the presentation, there were questions regarding the Board’s role, Standard IV and issues surrounding Governing Boards. A discussion ensued
among the members and Dr. Lofman and Dr. Helm responded to the questions as they arose.

Trustee Padilla-Chavez asked Trustee Donohue to join her in reviewing Standard IV and participating in the writing group as needed. Trustee Donohue agreed.

The Board thanked Dr. Lofman for his presentation.

**FINANCIAL AID**

Mary Dominguez, Interim Vice President, Student Affairs, reported on the Financial Aid Technical Visit conducted by the Department of Education (DOE) on April 16-19, 2012. Mr. Raul Galvan, DOE representative, met with various individuals across the campus and looked at the processes used to determine student financial assistance. Ms. Dominguez reported that he indicated that 86% of Hartnell students receive some sort of federal financial assistance. Thus the overall percentage is likely higher because some students receive only the Board of Governors (BOG) fee waiver and that percentage is not included in the 86%. Ms. Dominguez stated that the Mr. Galvan strongly recommended that the college no longer authorize student loans because the college has a high loan default rate (28.9%) and could jeopardize the entire Title IV financial aid program. One of the reasons that the rate is so high is because fewer than forty students have loans, thus even one or two defaults will exceed the percentage allowed. (Appendix B)

The Board asked several questions about financial aid, student loans, impact to students, and importance of communicating to students that loans are no longer available. The Board thanked Ms. Dominguez for her report.

**CONSENT AGENDA**

Prior to the motion, Dr. Helm pointed that the Board received two revised Consent items: C. Curriculum and E. Personnel.

Curriculum- Revised course titles for the respiratory care courses approved by the Curriculum Committee.

Personnel- Rescinded the request for leave of absence for Heidi Ramirez who passed away on Monday, the addition to approve a faculty retirement, and the correction of positions titles in Student Affairs.

Motioned (DePauw), seconded (Donohue), by vote of 6-0, and by advisory vote of Aye (Gutierrez), the Board moved to approve Consent Items A through E. (Absent: Gonzalez-Castro)

The Board extended their sympathies to the Ramirez family and stated that Heidi will be missed.

Dr. Helm recognized Dr. Carl Christensen for his many years of service to the college and to our community and noted that he authored textbooks that are used in colleges and universities nationally.

A. MINUTES

Adopted minutes of Regular Meeting of April 10, 2012 as submitted.
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. CURRICULUM

Ratified the Curriculum Committee actions for the period of March 29 through May 3, 2012.

D. QUARTERLY FINANCIAL STATUS REPORT

Reviewed and accepted the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended March 31, 2012.

E. PERSONNEL

Approved and/or ratified Personnel Actions. (Appendix C)

ACTION ITEMS

BUDGET REVISIONS

Motioned (Donohue), seconded (DePauw) by vote of 6-0, and by advisory vote of Aye (Gutierrez), the Board moved to approve the budget revisions numbered 9729 to 9779. (Absent: Gonzalez-Castro)

RESOLUTION 12:5

Motioned (DePauw), seconded (Montemayor) by roll-call vote of 6-0, and by advisory vote of Aye (Gutierrez), the Board moved to adopt Resolution 12:5, Declaring May 20-26, 2012 as Classified School Employees Week. (Absent: Gonzalez-Castro)

RESOLUTION 12:6

Motioned (Freeman), seconded (DePauw) by roll-call vote of 6-0, and by advisory vote of Aye (Gutierrez), the Board moved to adopt Resolution 12:6, Approving Conveyance of Real Property to the City of Salinas for the Hartnell College Sidewalk Replacement and Campus Infrastructure Improvement Project. (Absent: Gonzalez-Castro)

BOARD POLICIES 3910 AND 3920

Trustee DePauw motioned and Trustee Donohue seconded to approve the final and second reading of Board Policies 3910, Soliciting, Materials Distribution, and Fundraising on Campus and 3920, Posting of Announcements. The Board discussed at length Policy 3910 and decided to pull the policy for further review. Trustee DePauw rescinded her motion to approve and Trustee Donohue agreed.

Motioned (Montemayor), seconded (Donohue) by vote of 6-0, and by advisory vote of Aye (Gutierrez), the Board moved to table Board Policy 3910, Soliciting, Materials Distribution, and Fundraising on Campus to allow further review. (Absent: Gonzalez-Castro)

Motioned (DePauw), seconded (Donohue) by vote of 6-0, and by advisory vote of Aye (Gutierrez), the Board moved to approve the final and second reading of Board Policy 3920, Postings of Printed or Other Media Material on Campus, formerly BP 3160. (Absent: Gonzalez-Castro) (Appendix D)

Dr. Helm stated that she would work to bring back Policy 3910 in June.
Motioned (DePauw), seconded (Gutierrez) by vote of 5-1 (No: Freeman), and by advisory vote Aye (Gutierrez), the Board moved to approve the second and final reading of Student Affairs Board Policies 5010, 5070, 5110, 5210, 5230, 5400, 5420, 5500, 5505, 5506, 5507, 5550, 5570 and moved to approve to delete Board Policies 3190, 3195, 3200, 3205, 3210, and 3215 (Absent: Gonzalez-Castro)

Motioned (Donohue) seconded (DePauw) by vote of 6-0, and by advisory vote of Aye (Gutierrez), the Board moved to approve the Substantive Change Proposals for submission to the Accrediting Commission for Junior and Community Colleges, seeking approval of distance learning programs, as well as new degrees and certificates.

The Substantive Change Proposals reviewed and approved by the Board were:

- Associate Degrees: Alcohol and Drug Abuse Counseling, Construction (Sustainable Construction) Respiratory Care Practitioner, and Spanish.
- Certificates: Construction-Sustainable Construction: Construction Management, Green Building, Sustainable Design; Alcohol and Drug Abuse Counseling.


The Board received and accepted the financial statements for the period ending March 31, 2012.

The Board reviewed and discussed Academic Affairs Board Policies 4225, 4226, 4230, 4231, 4235, 4240, and 4250. Dr. Helm noted that Policy 4225 has a minor revision that will come forward in June.

Trustee Padilla-Chavez stated that the policies are online and that the Board and public may submit any comments to the Office of the President.

There was no Student Senate report.

Eric Price, Classified Senate, thanked the Board for their decision on the new College Superintendent/President and stated that he would need to step down from the Classified Senate due to medical reasons. Dr. Helm asked that Eric work with her and HR to determine the next steps in continuing the work of the Classified Senate because the Classified Senate is important in ensuring that L-39 and confidential employees have a voice in shared governance along with classified employees.

Nancy Schur-Beymer, Academic Senate, reported on board policies and thanked the Board for selecting a new Superintendent/President. Also, she reported that the Senate has new officers for 2012-13: Tony Anderson, Chris Moss, Janet Pessagno, Carol King, and Carol Kimbrough.
PRESIDENT’S REPORT
Dr. Helm’s report included:
1) Congratulating the Board on selecting a new superintendent/president and stated that she will work toward a smooth and effective transition.
2) Foundation Party in the Library – The event was well attended and successful.
3) The Foundation recently launched the Legacy Society. The Society provides the opportunity for individuals to include the College in their in their will.
4) Board calendar – May activities include Graduation, H.E.P. Student Recognition Ceremony, Nursing Pinning Ceremonies, ACE Social Justice Presentations, Miss World Latina 2010, Family Science Day and Spring Concerts.
5) Bond – Dr. Helm announced a meeting is scheduled on Thursday, May 10 at 4:00 p.m. to address the recent “Soapbox” article in the Salinas Californian, regarding the payback period on the Measure H Bonds. Trustee Montemayor stated he believed the article was inappropriate and other trustees agreed.

BOARD REPORTS
Trustee Donohue congratulated Dr. Carl Christensen on his retirement and she thanked him for his service to the college and the community. She stated that she attended many of Dr. Christensen’s concerts and the concerts were delightful and Dr. Christensen will be missed.

Student Trustee Gutierrez stated that he will miss representing the students and he thanked the Board for their support and thanked Lucy Serrano for her assistance. He extended well wishes to Elaine Duran, the new student trustee.

Trustee Pruneda thanked the Board and stated that he felt privileged to attend the Annual Trustee Conference in San Diego. He said he attended many sessions and only missed two. He stated that research indicates that many of our students are under prepared in Math and English and this concerns him. He is pleased to hear about the outreach efforts made to Boronda Meadows students by the nursing students and pleased that students at Sherwood Elementary School participated in the STEM program and wants to see more outreach efforts to elementary students. Trustee Pruneda stated he that learned about a Latino organization that he plans to join. Also, Trustee Pruneda reported that he attended the recent performance by The Western Stage- two of his grandchildren were in the performance. Trustee Pruneda spoke about the Middle Class Scholarship Act that could help cut educational expenses in half and mentioned a bill (currently suspended) that would have supported funding to colleges.

Trustee Freeman reported that the track and field athletes did very well at the Coast Conference – the men came in second and women in third; that he met former astronaut, Jose Hernandez, the first farm worker astronaut in the United States who is now running for Congress in the Modesto area. Mr. Hernandez spoke to students while visiting Salinas. Trustee Freeman thanked Juan Gutierrez, Student Trustee for his service and wished him well. He thanked the nursing students for the presentation this evening and said that the nursing students are a fine example of what our students do each and every day. He thanked the ACE students for attending this evening, and he thanked
Dr. Lofman for his report. He knows that the college will work hard on the self-study. He thanked Mary Dominguez for her report on financial aid and he knows we can help students and said he is sorry to hear about the loss of Heidi Ramirez and would like to see a tree/plaque planted in her honor.

Trustee DePauw stated that she does not understand the comments made about Trustee Gonzalez-Castro at the first meeting this evening, but she knows that Trustee Gonzalez-Castro is passionate, dedicated, works hard, and that she cares about being a trustee and cares about the college. Trustee DePauw stated that she truly appreciates all that Trustee Gonzalez-Castro does. She stated that she enjoyed the nursing presentations, recognizing that the nursing students effort promote the college in the best way. She thanked Jackie and her team for the Party in the Library – that it was a fabulous event - $310,000 was raised. Also, she thanked Student Trustee Gutierrez for his work on the Board and she wished him well. She thanked Nancy Schur, Eric Price, and Carl Christensen for all of their work. Also, she extended her sympathies to the Ramirez Family.

Trustee Padilla-Chavez thanked Nancy Schur for all of her work and leadership. She encouraged that the work of the Classified Senate continue so that all voices can be heard through the shared governance process. She stated that the tone of the earlier meeting began rather disrespectful in many ways – that she is sad to see women attacking women. She stated that her door is open to have further discussion with the women who came this evening – that we have a right to our own opinions and thinking, but we do not have the right to shame anyone. Trustee Padilla-Chavez stated that she is in complete support of the decisions made by Trustee Gonzalez-Castro. Trustee Padilla-Chavez thanked Dr. Helm for the work she has been doing on the academic side. She thanked Trustees Pruneda and Gonzalez-Castro for attending the Monterey County School Board Association Annual Dinner where Just Run, an organization that provides students an opportunity to be physically active, was recognized. Trustee Padilla-Chavez congratulated Student Trustee Gutierrez for getting into UC Davis – that it is a fine institution. She reported that during the Board’s break earlier this evening, she called Dr. Lewallen and he stated that he is happy and excited to come to work with our family at the College.

**ANNOUNCEMENTS**

1. **Cancelled** – May 15, 2012 Study Session
2. **Conduct Budget Workshop/Study Session June 4, 2012, 5 p.m.**
3. Regular Meeting, June 5, 2012, 5 p.m. CALL 208
4. **Cancelled** June 19, 2012 Study Session
5. **Rescheduled** July 10 meeting to July 3, 2012, 5 p.m., CALL 208

**ADJOURNMENT**

After a moment of silence in memory of Heidi Ramirez, the Board adjourned the meeting at 8:20 p.m.

Erica Padilla-Chavez  
Board of Trustees President

Phoebe K. Helm  
Board Secretary
APPENDIX A

Progress on the Institutional Self Evaluation

Dr. Brian Lofman
Interim Dean
Social and Behavioral Sciences and Accreditation
May 8, 2012

Purposes of Presentation

1. Review progress to date and discuss how we have organized to accomplish massive “Self Evaluation” project.

2. Delineate the core standards and consider how the institution can close key gaps that currently exist.

3. Brief you on the plan moving forward and areas for your focused attention.

Progress on Institutional Self Evaluation

Highlights of Institutional Progress

2007-10

Note: Self Evaluation covers the entire period since the last Self Study.

- Accrediting Commission (ACCJC) Placed College on Probation/College moved swiftly off Probation
- Surveyed District Needs in Developing Salinas Valley Vision 2020 Project
- Established Educational and Facilities Master Plan
- Streamlined shared governance/Developed Committee Handbook
- Implemented guaranteed schedule

2010-12

- Accreditation Midterm Report in 2010
- Success in grant seeking activities
- Review of academic programs
- Stewardship of financial resources/building reserves
Organization for Self Evaluation

January – July 2011
- Steering Committee and Writing Teams formed
- Steering Committee includes co-chairs of Writing Teams

August 2011 – Present
- Regular Steering Committee meetings
- Planning Team established with regular meetings
- Drafts with Due Dates
  - Draft 1, Versions 1 & 2 (Fall semester)
  - Draft 2, Versions 1 & 2 (Spring semester)

Assignments
- 5 Teams assigned to write to 4 Accreditation Standards, with 2 Teams writing to 2nd Standard
- Each writing team co-chaired by faculty member and administrator; co-chairs serve on Steering Committee focusing on strategic considerations
- 6th Writing Team working on Introduction sections
- Small Planning Team managing the process

Writing to the Standards

I. Institutional Mission and Effectiveness
II. Student Learning Programs and Services
III. Resources
IV. Leadership and Governance

Format of Standards & Sub-sections
I. Roman numeral (4 standards)
   A. Uppercase letter (11)
      1. Number (44)
         a. Lowercase letter (106?)

Writing to the Standards

Write-up for each of the standards may include 3 sections:

Descriptive Summary – what the institution does in relation to the standard. What have we been doing?

Self Evaluation – analysis of performance against the standard. To what degree do we meet the standard? How are we doing?

Actionable Improvement Plans – actions or steps to be taken in areas that require change. The Commission expects all institutions to make plans for continuous improvement based on systematic assessment. What will we do to improve?
Standard I

A. Mission
- The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

B. Improving Institutional Effectiveness
- The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

Standard II

A. Instructional Programs
- The institution offers high-quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed.

Standard II (cont’d)

B. Student Support Services
- The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, learning, and success.

Standard II (cont’d)

C. Library and Learning Support Services
- Library and other learning support services for students are sufficient to support the institution’s instructional programs and intellectual, aesthetic, and cultural activities in whatever format and wherever they are offered.
Standard III

A. Human Resources
- The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness.

B. Physical Resources
- Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness.

Standard III (cont’d)

C. Technology Resources
- Technology resources are used to support student learning programs and services and to improve institutional effectiveness.

D. Financial Resources
- Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services.

Standard IV

A. Decision-Making Roles and Processes
- The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

B. Board and Administrative Organization
- In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution.

Closing Gaps in Meeting Standards

Selected Key Gaps
- Review and revise institutional Mission
- Engage in more thoroughly integrated institutional planning, encompassing academic planning, enrollment and financial planning, technology resource planning, facility planning, staffing, etc.
- Move resource requests from review of instructional programs and student services through budget vetting and allocation process
- Commence systematic process of reviewing administrative services/support operations
Closing Gaps in Meeting Standards

- Institute regular cycle of program and service review/Analyze comprehensive data to assess vitality of programs offered by the College
- Bolster infrastructure and build capacity for accessing and reporting data
- Enhance workplace efficiency
- Strengthen shared governance
- Stabilize organizational structure

Progress on Writing & Reflecting

Write-up for each standard includes:
- Description
- Self evaluation
- Improvement plans

Writing has focused mostly on descriptions. Much more work required on evaluating what we’ve done and identifying specific steps toward improvement. We’re behind original time line on writing and assembling supporting evidence

Plan Moving Forward

Summer 2012
Steering Committee continues meeting over the summer/continuity with same membership
Intensive period of data collecting, evidence gathering, and writing
Draft 3, Versions 1 & 2
One Voice Edit

Plan Moving Forward

Fall 2012
Academic Senate, then Board of Trustees reviews document
Institution continues taking steps to meet accreditation standards
College prepares for site visit
Self Evaluation document provided to Accrediting Commission
Plan Moving Forward

Spring 2013
College continues preparing for site visit
Site visit scheduled for March 18-21

Specific Issues for Board's Attention in Moving Forward

Appreciate Applicable Accreditation Standards

Know Sanctions Imposed by the Accrediting Commission

Be Aware of Key Deficiencies Leading to Sanctions

Applicable Standards
IVB. Board and Administrative Organization

Examples

IV.B.1.a – The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure.

Applicable Standards

IV.B.1.e – The governing board acts in a manner consistent with its policies and by laws. The board regularly evaluates its policies and practices and revises them as necessary.

IV. B.1.i – The governing board is informed about and involved in the accreditation process.
Commission Actions & Sanctions Following Comprehensive Evaluation

Actions That Can Be Taken
- Reaffirm Accreditation
- Reaffirm Accreditation with Follow-Up Report
- Reaffirm Accreditation with Follow-Up Report and Visit
- Defer Decision to Reaffirm Accreditation (Sanctions for Failing to Meet Standards)

Sanctions:
- Accredited Status Continues, Reaffirmation Delayed
- Issue Warning
- Impose Probation
- Order Show Cause

Actions Against Institutions Completing Comprehensive Evaluation

Q: What percentage of institutions recently completing their comprehensive self evaluation have been placed on sanction?

<10%  25%  >50%

Actions Against Institutions Completing Comprehensive Evaluation

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19 of 34 (over 50%) colleges sanctioned following comprehensive evaluation

Top Deficiencies Leading to Sanction

Q: Which two of the following represent the most common deficiencies leading to recent sanctions?

- Ensuring widespread participation in the Self Evaluation
- Not using assessment results in integrated planning
- Sending the Self Evaluation document two months in advance of the site visit
- Housing the site visit team in a discount motel
- Problematic issues concerning governing board roles and responsibilities
Key Deficiencies Leading to Sanction

28 colleges on Sanction as of January 2012; of these:
20 colleges did not meet requirements regarding use of assessment results in integrated planning
20 colleges were deficient in governing board roles and responsibilities (growing Commission concern)
14 colleges lacked appropriate and sustainable financial management (growing issue for colleges)

Questions
Assessment Visit from the Department of Education
Small/Under-Resourced Schools Division – Hispanic Serving Institution
April 16 – 19, 2012
Mr. Raul Galvan was on campus

- The purpose of the visit is to review our processes and to assist us in any way. They are not a part of the Audit division, but they are here to be a resource to us.

- 86% of our students receive some sort of Federal Title IV financial aid.

- We need to work on getting our Consumer Information Up-to-date on our website. Such items to be included:
  - Equity in Athletics
  - Student Right to Know
  - Cleary Act
  - Fire Safety
  - Safeguarding Customer Information
  - Drug Abuse

- We have identified all of the key stakeholders in the consumer Information area, and will schedule a meeting to ensure that we are in compliance. We will also put this committee on an annual review basis to ensure we stay up-to-date year-to-year.

- Our Loan Default Rate is very high at which he recommended that we stop issuing student loans as of the summer session as we may be putting our entire Title IV financial aid may be in jeopardy.
  - Our current school’s default rate is 28.9%. If your default rate is at 30% for 2 consecutive years you are risk of losing all Title IV aid. If you go to 40%, you are automatically disqualified.
  - Our loan portfolio is small. We only have 38 students who have taken out loans, but 11 of them have defaulted. If between now and September if one or two more students default then we will easily go over the 30%.
  - We have moved from issuing loans, to a default management program. In fact, we have already sent two staff members to Default Management Training and recommended by Mr. Galvan. We will be contacting all 38 students to see if we can help them file for a forbearance or how they can obtain a deferment.

- One of the benefits of being a Hispanic Serving Institution is that we receive training services for free.
PERSONNEL ITEMS BOARD OF TRUSTEES APPROVED/RATIFIED AT REGULAR MEETING OF MAY 8, 2012

I. Request to hire short-term employee
   A. Approve short-term staffing request:
      1. Clerical Assistant, $13.59/hr, Academic Affairs, to assist in the organization of accreditation documents, records, and meetings. The appointment will not exceed 75% of the school year. CSEA was consulted on this request and concurs.

II. Retirements, Resignations, Releases and Leave Requests
   A. Ratify release of regular grant-funded personnel due to layoff:
      The GEAR Up Program is in year 5 of a 5-year grant, due to expire on July 20, 2012. We are in the process of applying for an extension of the grant, but have not yet heard whether that request will succeed. In anticipation of the potential expiration of grant funds, we must issue layoff notices to the three employees serving under this grant, with at least a 45-day notice. If the grant extension request is successful, these layoff notices will be rescinded. If the extension request fails, the District will negotiate with the CSEA, the impacts of the layoff notices to the two CSEA members, including bumping rights. These layoff notices are a precautionary measure to give ample notice to employees who may be impacted by a potential loss of grant funds.
      1. Augustine Nevarez, Grant Project Manager, (#A-36), effective July 20, 2012.
      3. Delia Edeza, Secretary, (#CC-35), effective July 20, 2012.

   B. Ratify retirement of regular personnel:
      1. Carl Christensen, Music Instructor – Fine Arts (#F-17), effective June 1st, 2012.

III. Appointments
   A. Ratify appointments of classified employees:
      1. Leda Polio, 40 hours per week, 12 months per year, Program Assistant I - (#CC-185), Title V – Academic Affairs, Range 26, Step B, effective April 16, 2012. This action represents a promotion from the Administrative Assistant position (#CC-125). This is a one-year, grant funded position, renewable if grant funds are continued.

      2. Brenda Thrasher, 40 hours per week, 12 months per year, Program Assistant I - (#CC-184), Title V-Stem – Academic Affairs, Range 26, Step A, effective April 23, 2012. This action represents a promotion from the part-time Accounting Assistant position (#CC-12). This is a one-year, grant funded position, renewable if grant funds are continued.

      3. Monica Navarro, 20 hours per week, 12 months per year, Admissions & Records Technician - International Students - (#CC-68) – Student Affairs, Range 18, Step A, effective April 23, 2012.
B. Ratify appointments of part-time instructors for spring semester 2012:
   1. Justin Hansen, Physical Education
   2. John Perez, Mathematics
   3. Jose Oviedo, Mathematics. Appointment based on equivalency as follows:
      Master’s and bachelor’s degrees in electrical engineering from UCSC. Master’s in
      related discipline and the equivalent of 15 units of graduate work in math.
   4. Lawrence Raneses, Mathematics. Appointment based on equivalency as follows:
      Master’s degree in Education and bachelor’s degree in math. Has 33.5 upper
      division math coursework.
   5. Alexandre Stoykov, Computer Science
   6. Neil Withers, Mathematics. Appointment based on equivalency as follows:
      Master’s degree in quantitative methods, considered related to mathematics.
      Bachelor’s degree in mathematics. 15 units upper division, including 12 graduate
      level units in math.
   7. Levy Zamora, Speech

C. Ratify appointments of part-time instructors for summer session 2012:
   1. Lorenzo Aragon, Theater Arts
   2. Donald Dally, Theater Arts
   3. Mark Englehorn, Theater Arts
   4. Wanda Guibert, English
   5. Suzanne Mann, Theater Arts
   6. Maria Marquez, Spanish
   7. Robin McKee-Williams, Theater Arts
   8. Glenda Mora, English
   9. Pamela Murakami, Art
  10. Martin Need, English
  11. Jaeduck Park, English as a Second Language
  12. Janine Tabor, English as a Second Language
  13. Daphne Young, English

D. Ratify appointments of Professional Experts:
   Hartnell’s theater arts program/The Western Stage (TWS) provides students the
   opportunity to learn their craft within a professional context.
   2. Leslie Lancaster, $12,700 total, property coordination, April 1 – December 21, 2012.

The Title V grant under the U.S. Department of Education Hispanic-Serving Institutions
Science, Technology, Engineering and Mathematics (STEM) Articulation Program was
awarded to Hartnell and the STEM Regional Community College-to-University Success
Program (CUSP) has been created. The main focus of this program is to increase the
number of Hispanic and low income students attaining STEM degrees, and increase
Appendix C

PERSONNEL ITEMS BOARD OF TRUSTEES APPROVED/RATIFIED AT REGULAR MEETING OF MAY 8, 2012

transfer rates through articulation agreements between Hartnell College, California State University Monterey Bay and the University of California Santa Cruz. In order to fulfill the goals set forth in the grant an established position is needed to perform a variety of specialized duties related to the operating functions of the grant. This is a specially funded program with unique aspects that require the incumbent to possess administrative and specialized technical skills as well as knowledge of multi-year discretionary grants.


Supplemental Instruction (SI) is a peer-led academic support program that helps students enrolled in certain historically challenging courses. SI leaders in the Tutorial Center facilitate student learning through out-of-class discussion and study skills support.

5. Samantha Villafuerte, $11.92/hr (11 hrs/week), tutor, March 26 – May 31, 2012.

The mobile tablet lab will enable middle school students attending area schools that are limited in their access to the Internet to engage in and complete Kinder career exploration activities. Thirty-five teachers, serving over 3000 middle school students, are currently trained and active in the program: approximately half of these are impacted school settings.


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.

7. Ashley McDermott, $30/hr (as needed), CPR assistant, January 23 - May 31, 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.


E. Ratify appointment of Student Workers for spring semester 2012:

1. Eduardo Margarito, Library, Student Worker I
2. Alicia Martinez, ACE, Student Worker II
3. Hannah Morrison, Chemistry, Student Worker I
### CHAPTER 3000, GENERAL INSTITUTION

**NEW POLICY**

3920, Postings of Printed or Other Media Material on Campus

### CHAPTER 5000 – STUDENT AFFAIRS

<table>
<thead>
<tr>
<th>OLD</th>
<th>NEW</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Concurrent Enrollment 3035</td>
<td>5010</td>
<td>This policy updates our more limited 3035 policy on special admissions in order to feature legally mandated language now required regarding admissions and concurrent enrollment.</td>
</tr>
<tr>
<td>Attendance 3040</td>
<td>5070</td>
<td>This represents primarily a change in the current policy’s number to adopt the systemwide numbering system.</td>
</tr>
<tr>
<td>Counseling 3170</td>
<td>5110</td>
<td>This policy revises the language of the current policy to maintain compliance with Education Code Section 72620.</td>
</tr>
<tr>
<td>Communicable Disease 3225</td>
<td>5210</td>
<td>This policy replaces BP 3225 with new, broader language to maintain compliance with Education Code Section 76403.</td>
</tr>
<tr>
<td>Drug Free Campus – Students 3230</td>
<td>5230</td>
<td>This represents primarily a change in the current policy’s number to adopt the systemwide numbering system.</td>
</tr>
<tr>
<td>Associated Students Organization 3135</td>
<td>5400</td>
<td>This policy revises the language of the current policy 3135 (Associated Students of Hartnell College) to make it consistent with statewide policy language and Education Code Section 76060.</td>
</tr>
<tr>
<td>Associated Students Finance 3140</td>
<td>5420</td>
<td>This policy revises the language of the current policy 3140 (Funds of the Associated Students of Hartnell College) to make it consistent with statewide policy language and to maintain compliance with Education Code Sections 76063-65.</td>
</tr>
<tr>
<td>Standards of Conduct 3100</td>
<td>5500</td>
<td>This policy revises the language of the current policy 3100 (Rules Governing Student Behavior) to make it consistent with legally advised statewide policy language and to maintain compliance with Education Code Sections 66300 and 66301 and Accreditation Standard II.A.7.b.</td>
</tr>
<tr>
<td>Student Complaints and Grievances 3105</td>
<td>5505</td>
<td>This represents primarily a change in the current policy’s number to adopt the systemwide numbering system and makes minor grammatical edits.</td>
</tr>
<tr>
<td>Advisors and Sponsors for Student Clubs/Organizations</td>
<td>3145</td>
<td>5506</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Off-Campus Student Organizations</td>
<td>New</td>
<td>5507</td>
</tr>
<tr>
<td>Speech: Time, Place, and Manner</td>
<td>3110 3150</td>
<td>5550</td>
</tr>
<tr>
<td>Student Credit Card Solicitations</td>
<td>New</td>
<td>5570</td>
</tr>
</tbody>
</table>

In addition, the following current student policies are recommended for deletion. The current systemwide mandated “matriculation” policy (adopted by the Board) provide access to services to all students. Therefore, the past practices (of more than one decade ago) of repeating policies for specific services for specific student groups is no longer required or advised.

<table>
<thead>
<tr>
<th>Veterans’ Services</th>
<th>3190</th>
<th>This policy was last revised in 1998. The District, and all districts, is already mandated to provide Veterans and other students with access and services. The new policy on matriculation passed by the Board further mandates the provision of and access to services for Veterans and all students. 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Center</td>
<td>3195</td>
<td>The new policy on matriculation passed by the Board further mandates the provision of and access to student success services all students. 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>
</tr>
<tr>
<td>Re-Entry</td>
<td>3200</td>
<td>This policy was last revised in 1998. The District, and all districts, are already mandated to provide Re-Entry and other students with access and services. The new policy on matriculation passed by the Board further mandates the provision of and access to services for all students. 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>
</tr>
</tbody>
</table>