HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
September 3, 2013
Main Campus / Building B, Room 208
411 Central Avenue
Salinas, CA 93901

OPEN SESSION
Meeting called to order at 5:00 p.m. by Trustee DePauw on the Main Campus, 411 Central Avenue, B-208.

PLEDGE OF ALLEGIANCE
Trustee Montemayor led the Pledge of Allegiance.

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

PUBLIC COMMENTS PRIOR TO CLOSED SESSION
Students urged the board to bring back Everett Rodriguez, former adjunct PE instructor, to teach their defense class this fall.
Wayne Ross, former student, praised the college for supporting him while he underwent open heart surgery and he spoke about students who live at the mission.

MOVE TO CLOSED SESSION
The board, Dr. Lewallen, Superintendent/President, legal counsel, Tom Manniello, and Terri Pyer, Associate Vice President, Human Resources moved to closed session at 5:08 p.m. to discuss:
• Conference with Labor Negotiator
  (Government Code Section 54957.6)
  Employee Unit: Hartnell College Faculty Association
• .Conference with Labor Negotiator
  (Government Code Section 54957.6)
  Employee Unit: Classified Schools Employee Association

RECONVENE PUBLIC SESSION / REPORT OUT FROM CLOSED SESSION
Trustee DePauw reconvened the public session at 5:30 p.m. There was no reportable action.

PUBLIC COMMENTS
There were no public comments during this public comment period.
REPORTS FROM ORGANIZATIONS AND LOCATIONS

The board received oral reports from the Academic Senate, Associated Students, C.S.E.A., Alisal Campus, and King City Education Center.

SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Lewallen read aloud an email he received from President Emeritus, Don Gerth, CSU, Sacramento, regarding the Summer STEM Internship Symposium. Dr. Gerth stated that he and his wife were impressed and he congratulated the college for providing the opportunity for students in conventional freshman and sophomore programs to work in circumstances well beyond conventional instruction.


PRESENTATIONS

Legislation Update

Dr. Lewallen provided an update on current legislation impacting California Community Colleges. The report included AB447, AB806, AB955, AB13, AB41, and AB51.

Improvements to Campus Maps, Building Signage

In an effort to assist students and campus visitors with navigating college campuses, Dr. Lewallen presented the improvements made to campus maps, and to exterior and interior building signage.

PUBLIC HEARING ON ANNUAL BUDGET

Trustee DePauw opened the public hearing on the Annual Budget for fiscal year 2013-14 at 7:05 p.m.

PRESENTATION BUDGET 2013-14

Alfred Muñoz, Vice President of Administrative Services, presented the annual budget for fiscal year 2013-14. Mr. Muñoz’s presentation included a review of the executive summary, an overview of college funds, including a detailed review of general and capital funds. During the presentation, the board asked questions surrounding the CDC budget, health benefits for employees, cafeteria fund, bond fund, property taxes, instructional salaries, scholarships, loans and trust funds.

There were no public comments and Trustee DePauw closed the public hearing on the Annual Budget for fiscal year 2013-14 at 7:38 p.m.

CONSENT AGENDA

Motioned (Padilla-Chavez) seconded, and unanimously carried, the board moved to approve consent items A through D.

A. MINUTES

The board adopted the minutes of July 2, 2013 (Regular Meeting), July 18, 2013(Development), and August 6, 2013 (Regular Meeting).
B. DISBURSEMENTS

The board ratified the disbursements from any or all of the following funds: general; debt service; bookstore; child development; capital outlay projects; scheduled maintenance; property acquisition; bond projects; cafeteria; self-insurance; retirees health benefits; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

C. MOU: HARTNELL CCD AND ROCKEFELLER PHILANTHROPY ADVISORS, INC. – ACE PROGRAM

The board approved to extend the MOU between Hartnell CCD and Rockefeller Philanthropy Advisors, Inc. through 2018 for analysis of data shared between Hartnell College and the Academy for College Excellence, a sponsored project of Rockefeller Philanthropy Advisors, Inc.

D. PERSONNEL ACTIONS

The board approved and ratified personnel actions. (Appendix A)

ACTION ITEMS

ANNUAL BUDGET FOR FISCAL YEAR 2013-14

Motioned (Padilla-Chavez), seconded, by roll call vote of 7-0, and by advisory vote of Aye (Student Trustee), the board moved to adopt the Annual Budget for fiscal year 2013-14.

BUDGET REVISIONS

Motioned (Donohue), seconded, and unanimously carried, the board moved to ratify the budget revisions numbered 10406 to 10432.

RESOLUTION 13:11

Motioned (Montemayor) seconded, by roll-call vote of 7-0, and by advisory vote of Aye (Student Trustee), the board moved to adopt Resolution 13:11, Designating Authorized Agents to Sign School Orders.

CONTRACT FOR WORKGROUP PRINTING

Motioned (Padilla-Chavez), seconded, and unanimously carried, the board moved to approve a contract with Dataflow Business Systems, an office equipment provider, for the purpose of leasing, installing, and maintaining multi-function devices. The term of the lease is for five years, $120,000 per year ($600,000 total) paid from the Capital Outlay fund.

CHECKPOINT SECURITY APPLIANCE

Motioned (Donohue), seconded, and unanimously carried, the board moved to approve a contract with KIS, single bidder, for the purpose of upgrading and configuring the Checkpoint Security Appliance for firewall security. The cost, $132,549, paid from Capital Outlay funds, includes a five-year hardware warranty.

REPLACEMENT OF COMPUTERS

Motioned (Gonzalez-Castro), seconded, and unanimously carried, the board moved to approve the purchase of computers from KIS/Dell Wyse to replace aging computers in computer labs and in faculty and staff offices. The cost is $105,000 paid from Capital Outlay funds.

INFORMATION ITEMS

CONSTRUCTION PROJECTS – UPDATE

BUDGET UPDATE
The board received an oral update on the budget as of June 30, 2013 that focused on the Redevelopment Agency shortfall. The presentation is available on Page 168 of the September 3, 2013 meeting packet posted at: http://www.hartnell.edu/board/packets/090313.pdf

FINANCIAL STATEMENTS
The board received the financial statements ending June 30, 2013.

CHILD DEVELOPMENT CENTER
The board received an update on the child development center, Alisal Campus. The board will consider approval of a Memorandum of Understanding at their October 2013 meeting.

COUNTY TREASURER’S REPORT OF INVESTMENTS
The board received the Monterey County Treasurer’s Report of Investments for the quarter ending June 30, 2013.

REPORTS FROM THE BOARD
Trustee Padilla-Chavez reported that she’s excited to see the Rabobank Stadium and is pleased that our construction students worked on the project. She thanked Renata for her thorough report earlier. She read aloud a thank you note that she received from the Chamber of Commerce related to the use of the Alisal Campus facilities. The note extended thanks to Dawn Henry for her kind and excellence assistance. In closing, she thanked James Stephens, Associated Students for his wonderful report this evening.

Trustee Gonzalez-Castro thanked James for his report, also. She learned a lot of information and appreciated his thoroughness. She thanked Al Muñoz for his budget report; that she is pleased to learn the college is in good shape. Also, she thanked the Alisal staff for the use of the facilities – that folks are impressed with the professionalism. In closing, she welcomed Esmeralda Montenegro Owen, the newly hired director of communications.

Trustee Montemayor thanked everyone for their presentations this evening.

Trustee Donohue gave kudos to those who presented this evening. She reported on the back stage TWS event that she attended. Also, she encouraged all to attend the performance, Zoot Suit. In closing, she welcomed all new employees.

Trustee Duran reported that her semester is going well. She reported that students are adjusting well to the new building signage and that she worked in the Associated Student’s welcome tent during the first week of the semester. She recommended that the administration provide instructions on how to use the blue emergency boxes. Also, she reported that she attended the recent Region 4 meeting where she received updates on the Assembly and Senate bills and reported that the statewide student senate opposes AB955. Also, she was invited to speak at a WELI event on Thursday at 5 p.m., McShane’s Nursery.

Trustee Pruneda thanked everyone who presented this evening –the reports are informative. He encouraged everyone to attend TWS performance, Zoot Suit – that he hopes every performance is a sell-out. Also, he spoke about and encouraged all to see the production, Valley of the Heart, Luis Valdez, Teatro Campesino. Also, he reported that he met with and received a football
schedule from Dan Teresa, Athletic Director – he has plans to attend the games this season. In closing, he shared that on September 14th there will be Bracero Celebration, 10 a.m., Steinbeck Center and encouraged all to attend.

Trustee Freeman wants to know many students received their financial aid checks before classes started, how any classes were added for Math, Science, and English. Also, he learned that some students had difficulty with the new add codes. Also, he wants to know how many high school students got into English 253, 101, and 1A and elementary algebra. Trustee Freeman addressed the inability for some students to buy books or even go to the library and believes the college should help those students. He would like to see if there is way to open additional self-defense classes for Larry Mankins and Everett Rodriguez – the community needs the classes. Trustee Freeman is proud of the soccer team and he attended the Salinas Valley Hall of Fame- it was a great for him to see folks from Hartnell College be inducted. Also, he announced the college will have their first Hall of Fame event in November.

Trustee DePauw thanked everyone for their reports this evening. Also, she welcomed all new employees and she extended her thanks to college staff that helped with the selection process. She thanked everyone for attending tonight’s meeting.

ANNOUNCEMENTS

Trustee DePauw announced the board will host a reception for all new employees on 9/17, 4:30 p.m. The board will conduct a development session that same evening starting at 5:30 p.m. Both events will be held in Building C, Room 124 (Steinbeck Hall).

ADJOURNMENT

The meeting adjourned at 7:55 p.m.

_________________________  ___________________________
Candi DePauw                        Willard Lewallen, Ph. D.
Board President                      Board Secretary
PERSONNEL ACTIONS ITEMS APPROVED/RATIFIED AT THE HCCD BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 3, 2013

I. Appointments:

A. Ratify appointments of faculty personnel:


3. Laura Fatuzzo, full-time, tenure-track Physics Instructor (#F-102), Academic Affairs, Step 6, Column B, effective August 16, 2013.

B. Ratify appointments to management positions:

1. Augustine Nevarez, Director of Student Affairs (Student Life), (#A-69), Student Affairs, Range IX, Step C, effective August 12, 2013.


4. Olivia Davalos, Deputy Sector Navigator (#A-72), Academic Affairs, Range IX, Step B, effective July 8, 2013. This is a grant-funded position.


C. Ratify appointments of short-term hourly employees:

1. Colleen Green, $27.60/hr (40 hrs/week), CDC teacher, August 12 – December 24, 2013. (Approval of short-term hourly position was granted on July 2, 2013).


D. Ratify appointments of part-time instructors for summer session 2013:

1. Jennifer Pagliaro, Interdisciplinary Studies
2. Lee Ritscher, English
3. Pamela Shen, English

E. Ratify appointments of part-time instructors for fall semester 2013:

1. Guy Agrati, Nursing
2. Tammie Attaway, Counseling
3. Amy Barrett-Burnett, Counseling
4. Gabriel Bravo, Counseling
5. Connie Brick, Nursing
6. Laura Cannon, English
7. Fernando Carrillo, Automotive Technology
8. Jordan Daniels, Construction
9. Sergio Diaz, Counseling
10. Maria Dolores Christensen, Counseling
11. Jovita Dominguez, Nursing
12. Jennifer Fellguth, Library
13. Isabel Ferraris, Biology. Appointed based on equivalency as follows: 57.5 combined graduate & upper division coursework in biological sciences. Has completed the degree evaluation process, which conferred equivalency to a DDS degree.
14. Thomas Forgette, Welding
15. Lisa Fuentes, Agriculture Business Technology
16. Richard Givens, Counseling
17. Wanda Guibert, English
18. Elvia Guzman, Counseling
19. Paula Haro, Team Self-Management – ACE
20. Nathaniel Harkleroad, Agriculture Business Technology
21. Judy Huddleston, English
22. Kara Kuvakas, Geology. Appointed based on equivalency as follows: Master's in environmental science which is related to geography, plus 15 units in field discipline. Equivalency met by a combination of undergraduate and graduate coursework in environmental sciences.
23. Matthew Love, Chemistry
24. Joseph Martinez, Counseling
25. Alvaro Mercado, Spanish
26. Byron Merville, Health Services
27. Linda Minor, Nursing
28. Teresa Moreno, History. Appointed based on equivalency as follows: Education includes Bachelor's in history and 44 units graduate level in history and graduate level research writing coursework.
29. William Musselman, Automotive Technology
30. Raylene Potter, Mathematics
31. Larry Robison, Automotive Technology
32. Candice Stafford, Agriculture Business Technology
33. Laura Saldaña, Counseling
34. Nancy Saldaña, Counseling
35. Nancy Sevier, Photography and Art
36. Alexandre Stoykov, Computer Science & Information Systems
37. Jonathan Teraji, Automotive Technology. Appointed based on equivalency as follows: Has adequate coursework for an AA degree, 46 units including 18 breadth-required courses. Current valid certificates to work in California in discipline: Bureau of Automotive Repair Smog Check License; ASE certification, plus Toyota master.
38. Tracy Villanueva, Health Services
39. Jesus Villicana Ochoa, English as a Second Language
40. Robert Ward, Drafting
41. George Whaley, Automotive Technology
42. Maximino Zabala, Nursing

F. Ratify appointments of Professional Experts:

The Hartnell College Math Academy was 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. There were two separate Math Academy sessions, running concurrently for two weeks, five days per week and six hours per day:

1. Juan Castro, $11.65/hr (25 hrs/week), lifeline tutoring, July 30 – December 19, 2013

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


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. It also provides support for foster home recruitment activities. This grant-funded program is a joint effort of the California Community College Chancellor’s Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination:
10. Jason Hall, $40/hr (as needed), wraparound instructor, July 1, 2013 – June 10, 2015.
17. Alejandra Moreno, $13/hr (as needed), childcare, July 1, 2013 – June 10, 2015.
18. Alejandra Moreno, $16/hr (as needed), training supervisor, July 1, 2013 – June 10, 2015.
19. Patricia Ramirez, $22/hr (as needed), FKCE relative liaison, July 1, 2013 – June 10, 2015.
23. Norma Smith, $45/hr (as needed), FKCE instructor, July 1, 2013 – June 10, 2015.

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

29. Frankie Martinez, $150 total, summer camp coach, July 29 – August 2, 2013.
33. Julian Nagata, $150 total, summer camp coach, July 29 – August 2, 2013.
34. Monica Nicholson, $150 total, assistant track coach - summer camp, July 29 – August 2, 2013.
35. Leticia Jazmin Suarez, $150 total, summer camp counselor, July 29 – August 2, 2013.
36. Maria Carolina Suarez, $150 total, summer camp counselor, July 29 – August 2, 2013.
37. Sabrina Nicole Washington, $150 total, summer camp coach, July 29 – August 2, 2013.

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


Administration of Justice 102 PC 832 Arrest and Firearms is designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training (POST) as required by Penal Code 832, for the semesters:


G. Ratify appointments of substitutes:

H. Ratify appointment of playground assistant:

I. Ratify appointments of volunteers:
1. Emily Kathryn Drop, Western Stage, July 31 – August 2, 2013.
J. Ratify appointment of Student Worker for summer session 2013:

1. Angel Brooks, DSPS, Student Worker II
2. Daniel Cruz, Tutorial/Title V STP/Science Academy, Student Worker III
3. Matthew DeLeon, Tutorial/Title V/Math Academy, Student Worker III
4. Yeraldiny Jose, High School Equivalency Program, Student Worker I
5. Mayra Martinez, Tutorial/Math & Science Academy, Student Worker III
6. Rexavalmar Niduaza, Tutorial/Title V STP/Science Academy, Student Worker III
7. Brenda Santana, Tutorial/Title V/ Math Academy, Student Worker III
8. Ariel Torres, Counseling, Student Worker II
9. David Zendejas, Tutorial/Title V STP/ Science Academy, Student Worker III

K. Ratify appointment of Student Worker for fall semester 2013:

1. Jessica Alcantar, Cafeteria, Student Worker I
2. Sonia Avila, Cafeteria, Student Worker I
3. Anita Casarez, Admission & Records, Student Worker II
4. Yanira Cortez, Cafeteria, Student Worker I
5. Ekaterine Franco, Title V/Library Circulation, Student Worker I
6. Verenis Gasca, King City Education Center, Student Worker III
7. Yeraldiny Jose, High School Equivalency Program, Student Worker I
8. Caitlin McGowan, Counseling, Student Worker I
9. Maricela Mendoza, Languages, Fine Arts & Student Support, Student Worker I
10. Truc Nguyen, Cafeteria, Student Worker I
11. Andres Ortiz, ASHC, Student Worker III
12. Luis Perez Silva, Student Support Tutorial, Student Worker III
13. Eduardo Puentes, Cafeteria, Student Worker I
14. Rex Ramos, Student Services, Student Worker III
15. Melissa Razo, CDC-Alisal, Student Worker I
16. Crystal Roque-Jimenez, Child Development Center, Student Worker II
17. Stefannie Sanchez-Flores, Financial Aid, Student Worker III
18. Patricia Valentin, Cafeteria, Student Worker I
19. Nicolasa, Villalobos, Cafeteria, Student Worker I
20. Kristina Webster, DSPS, Student Worker III

II. Special Projects or Stipends:

A. Ratify special project agreement payments:


B. Ratify payments for faculty for participating in hiring committees ($300 for committees that met completely during the summer: $150 for committees that did only some of their work in the summer):

2. Ali Amercupan, $150
3. Tony Anderson, $750
4. Lindsey Bertomen, $300
5. Theresa Carbajal, $150
6. LaVerne Cook, $300
7. Alexander Edens, $300
8. Elizabeth Estrella, $450
9. Albert Graham, $150
10. Tarek Hussain, $150
11. Carol Kimbrough, $150
12. Stelvio Locci, $150
13. Kelly Locke, $300
14. Robert Maffei, $450
15. Yoshiko Matsushita-Arao, $300
16. Margaret Mayfield, $300
17. Daniel Perez, $300
18. Nancy Schur-Beymer, $300
19. Mark Weber, $150
20. Pam Wiese, $300
21. Lawrence Yee, $300

C. Ratify $75 payments for part-time faculty for attending the fall semester adjunct orientation:

22. Guy Agrati
23. Elizabeth Andrade
24. Alejandro Arce
25. Tammie Attaway
26. Amanda Ayres
27. Amy Barrett-Burnett
28. Eric Becerra
29. Emilia Benavente
30. Isaac Benton
31. Gabriel Bravo
32. Elsa Brisson
33. Zoe Buck
34. Murat Bulut
35. Susanne Burns
36. Richard Burton
37. Fernando Cabrera
38. Juan Jose Campos
39. Alejandra Campos
40. Bobby Carrillo
41. Fernando Carrillo
42. Denise Castro
43. Marisela Cerda
44. Luis Chacon
45. Maria Christensen
46. Ying Chu
47. Mark Cisneros
48. Ronald Clark
49. Jenny Cogswell
50. Philip Collins
51. Philip Deutschle
52. David Doglietto
53. Jovita Dominguez
54. Paul Doughty
55. Jeffrey Eaton
56. Denyss Estrada
57. Sewan Fan
58. William Faulkner
59. Jennifer Fellguth
60. Isabel Ferraris
61. Marilu Flores
62. Thomas Forgette
63. Alicia Fregoso
64. James Frye
65. Susan Fujimoto
66. Nellis Gilchrist
67. Richard Givens
68. Crystal Gonzalez
69. Albar Guerrero
70. Michele Guido
71. Elvia Guzman-Garnica
72. Robin Hayes
73. Frank Henderson
74. Jeffrey Heyer
75. Lynn Hilden
76. John Himelright
77. Sera Hirasuna
78. Kristy Holland
79. Chris Houston
80. Judy Huddleston
81. Carolyn Jensen
82. Ben Jimenez
83. Hortencia Jimenez
84. Calvin Kanow
85. Jeffrey Kessler
86. John Koza
87. Sylvia Langland
88. Evelyn Lanka
89. William Laughton
90. Sam Lavorato
91. Jose Lopez
92. Matthew Love
93. Barbara Lutz
94. Paul MacDonald
95. Suzanne Mann
96. Suzzane Mansager
97. Maria Marquez
98. Julie Martin
99. Joseph Martinez
100. Rosalinda McNamara
101. Jose Mendez
102. Alvaro Mercado
103. Ernest Mercuri
104. Byron Merritt
105. Jose Moncada
106. Mariam Mooney
107. Glenda Mora
108. Peggy Munoz-Meador
109. Pamela Murakami
110. William Musselman
111. Sandra Nee
112. Norma Nichols
113. Brian Palmer
114. Jaeduck Park
115. David Parker
116. Michael Parker
117. Mary Paulson
118. Gerardo Perez
119. Marie Perucca-Ramirez
120. Linda Plummer
121. Raylene Potter
122. Elizabeth Ratay
123. Humberto Rico
124. Sylvia Rios
125. Lee Ritscher
126. Larry Robison
127. Vicky Robison
128. Sandra Rudo
129. Laura Saldana
130. Nancy Saldana-Pimentel
131. Bridget Samano
132. Charmayne Scott
133. Nancy Sevier
134. Steven Seymour
135. Barry Sheppy
136. Steven Shore
137. Patricia Sosa
138. Lesley Stamplenn
139. Jana Stiebel
140. Alexandre Stoykov
141. Eric Strayer
142. Deborah Sturt
143. Janine Tabor
144. Jonathan Teraji
145. James Thompson
146. Afshin Tiraie
147. Mary Toney
148. Daniel Torres
149. Mary Touton
150. Diana Upton
151. Gemma Uribe-Cruz
152. Jesus Villicana
153. Nancy Villicana
154. Galina Vinokurov
155. Robert Ward
156. Carrie Washburn
157. Sabine Wecker
158. Dana Weston
159. Marisol White
160. Neil Withers
161. Henry Wong
162. Rhiannon Woo
163. Daphne Young
164. Paul Yun
165. Maximiliano Zabala
166. Laurel Zdeblick
167. Emilia Zuniga