HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

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

September 4, 2012

OPEN SESSION

Meeting called to order at 5:00 p.m. by Trustee Padilla-Chavez.

PLEDGE OF ALLEGIANCE

Trustee Donohue led the Pledge of Allegiance.

ROLL CALL

Erica Padilla Chavez, President
Candi DePauw, Vice President
Patricia Donohue
Bill Freeman
Elia Gonzalez-Castro
Ray Montemayor
Demetrio Pruneda
Student Trustee Elaine D. Luchini

Dr. Willard Lewallen, Board Secretary/Superintendent/President

PUBLIC COMMENTS

Dr. Kelly Locke introduced Ken Rand, Faculty and co-founder of the Math Academy. Mr. Rand thanked Trustee Freeman and Dr. Lewallen for their support and presented each of the members with a Math Academy T-shirt.

REPORTS FROM ORGANIZATIONS AND LOCATIONS

Academic Senate: Chris Moss reported on the faculty evaluation process; budget and clerical support for the senate; the college budget, and stated that he hoped the learning skills center was included in this year's budget.

Associated Students - None

Classified Senate - None

HCFA - None

CSEA – Margie Weibusch reported on a reclassification study; that the Executive Board met with Dr. Lewallen and that she hopes regular meetings between the President and classified staff are scheduled.

L-39 - None

Center for Advanced Technology – None

South County/King City Education Center – Paulette Bumbalough, Dean,
reported that south county enrollments increased by 10% compared to fall 2011 – there are over 2,000 enrollments; that the average class size is 34. Also, she announced the 10th Anniversary for the King City Education Center is scheduled September 7, 2012.

Superintendent/President – Dr. Lewallen stated the beginning of fall was difficult for everyone, that the faculty need the tools to help deal with students wanting to add classes, and that there is discussion on reinstituting waitlists. In addition, Dr. Lewallen reported that he attended the Summer Research Symposium and the student oral presentations were impressive. Further, Joseph Reyes will provide a college-wide update on college safety and security efforts in the very near future; and Dr. Lewallen stated that he plans to send a college-wide e-mail addressing the upcoming elections and college restrictions.

OPEN PUBLIC HEARING
ANNUAL BUDGET
Trustee Padilla-Chavez opened the public hearing on the annual budget at 5:20 p.m.

PRESENTATION ON
ANNUAL BUDGET
The board conducted a workshop on the annual budget on Tuesday, August 28th. At that workshop Alfred Muñoz, Vice President, Support Operations, presented the proposed final budget for fiscal year 2012-13 in detail. At this meeting, Mr. Muñoz presented a summary of his presentation from the workshop. (Appendix A)

PUBLIC COMMENTS ON
ANNUAL BUDGET
Tony Anderson, faculty, asked about the Governor's Initiative and construction.

CLOSED PUBLIC
HEARING ON ANNUAL
BUDGET
Trustee Padilla-Chavez closed the public hearing at 5:45 p.m.

PUBLIC COMMENTS –
PROJECT MANAGEMENT
PRESENTATION
Peter Kasavan, President, Kasavan Architects, stated that his firm designed the CAT building at the Alisal Campus. He stated that he was sad and reluctant that his firm had to submit an additional services invoice based upon the performance of the project manager. Mr. Kasavan provided the board with his documents related to the additional billing.

PRESENTATION –
PROJECT MANAGEMENT – FELICE CONSULTING
Jose Nunez, consultant and Vice Chancellor of Facilities at the College of San Mateo, conducted a review of Felice Consulting Services, project management firm for the college this past June. At the conclusion of his review, Mr. Nunez submitted a written report and Mr. Nunez presented his report to the board. (Appendix B)

Throughout the presentation, members of the board asked Mr. Nunez several questions related to his report to which he responded.

CONSENT AGENDA
Motioned (DePauw) seconded (Montemayor) and unanimously carried, the board moved to approve Consent Agenda Items A through E.

Prior to the vote, Trustee Donohue abstained from Consent Items A and B.
A. MINUTES

The board adopted the minutes of August 21, 2012 as submitted.

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. GRANT APPLICATION: NATIONAL SCIENCE FOUNDATION

The board ratified the grant application to the National Science Foundation Scholarship in Science, Technology, Engineering, and Mathematics (STEM), if awarded, accepted the funds, and authorized the administration to enter into agreements to execute the work of the grant application. The grant will provide funding to Hartnell College and CSU Monterey Bay to support scholarships for academically talented students demonstrating financial need. The grant request is for $606,955 over three years beginning January 2013.

D. PROPERLY SURPLUS

The board declared the property as surplus and authorized its disposal by the administration. (Appendix C).

E. PERSONNEL ACTIONS

The board approved and/or ratified Personnel Actions. (Appendix D)

ACTION ITEMS

BUDGET REVISIONS

Motioned (Donohue) seconded (Gonzalez-Castro) and unanimously carried, the Board moved to approve the budget revisions numbered 9877 to 9957.

BOARD POLICY 5030, FEES

Motioned (DePauw) seconded (Gonzalez-Castro) and unanimously carried, the Board approved the second and final reading of Board Policy 5030, Fees.

Trustees Freeman and Montemayor asked about families who may need financial assistance. Scholarships are available to families who need financial assistance.

FINAL BUDGET FOR FISCAL YEAR 2012-13

Motioned (Donohue) seconded (Gonzalez-Castro) and by roll call vote of 7-0 and by advisory vote of Aye (Luchini), the Board adopted the final budget for fiscal year 2012-13.

Trustee Freeman said the public needs to go out and vote and Trustee Gonzalez-Castro said the college should be proud of its reserves and she hopes the college can continue the good work. Trustee Padilla-Chavez stated the reduction in FTES will affect the number of students served and she urged everyone to think creatively.

RESOLUTION 12:16

Motioned (Montemayor) seconded (Pruneda) and by roll-call vote of 7-0, and by advisory vote of Aye (Luchini), the board moved to adopt Resolution 12:16, In Support of Proposition 30, School and Local Public Safety Protection Act.
INFORMATION ITEMS

CONSTRUCTION PROJECTS – UPDATE  
The board received an updated, written report on the current construction projects. The report is on Page 117 of the September 4, 2012 Meeting Agenda Packet posted at:


Joseph Reyes reported that on August 23rd the Technical Training Building project went out for a rebid. Bid opening is September 18 and he anticipates a contract approval at the October 4 meeting.

PROGRAM DEGREE UPDATE  
The college received notification that the Chancellor's Office approved the Respiratory Care Practitioner Associate of Science Degree. In addition, the Chancellor’s Office approved revisions to over 70 programs and the Hartnell Board approved 60 courses during academic year 2011-12.

BOARD HEALTH BENEFITS  
On July 3, 2012, the board adopted a resolution that withdrew the governing board from eligibility to participate in health benefits offered by CalPERS. With CalPERS, board members may elect out of receiving benefits. The withdrawal from CalPERS benefits will be effective December 31, 2012. Unless other arrangements are made, all members (excluding student trustee) of the board will be enrolled in and receive health benefits through Monterey County Schools Insurance Group (MCSIG).

The board has three options available regarding health and welfare benefits:
1. Obtain benefits from MCSIG (cannot individually opt out)
2. Obtain benefits from any provider selected by any other class of employees (e.g. a provider selected by management employees); or
3. Obtain individual coverage and be reimbursed.

Eric Price, classified employee and board member of MCSIG, stated that there is discussion among the MCSIG board to allow individual board members to elect out of receiving benefits. Eric will communicate the final decision. Trustee DePauw asked that other plan options be available to the board in the event the MCSIG board decides against allowing individual members to elect out of receiving benefits.

DELIVERY OF EDUCATION SERVICES WITHIN DISTRICT  
Dr. Lewallen stated that he received two requests from neighboring colleges to deliver educational services within the Hartnell district. Monterey Peninsula College (MPC) requested permission to deliver an ESL class in Greenfield and Gavilan College has requested permission to deliver water technology classes in Castroville. Because these arrangements can have the potential to create some unintended consequences for elected officials, he believes it is important that the college have some direction from the board regarding how to respond to these requests.

Dr. Lewallen recently learned that MPC decided not to offer an ESL class in Greenfield this fall. Paulette Bumbalough, Dean, South County Education,
reported that an ESL course is scheduled in Greenfield this coming spring. In addition, Ms. Bumbalough reported that she collaborates with the Monterey County Office of Education Migrant Education Program to meet student needs. The plan is to offer an ESL listening course, first and then move to reading and writing courses.

After some discussion, the board asked that these requests should be decided case-by-case and that an MOU is considered.

**BOARD REPORTS**

Trustee Donohue stated that she deeply regrets that Paulette Bumbalough, Dean of South County Education Program, has decided to retire. In addition, Trustee Donohue talked about her recent trip to Cambridge University stating that it was an exciting opportunity.

Trustee Gonzalez-Castro gave kudos to Al Muñoz on his budget presentation last week— that the presentation was well done; that it is important for the board to be invited to address the public at high-caliber campus events, especially when other elected officials are invited to speak; and she thanked Jose Nunez for his presentation this evening.

Trustee Montemayor said that he plans to report on the Sunrise House next month.

Student Trustee Luchini thanked the board for providing her the opportunity to attend the recent student trustee workshop and she is looking forward to the respiratory care program coming to the college.

Trustee Pruneda thanked everyone for attending the meeting tonight. He reported that he attended the Research Symposium - it was a wonderful event well attended and was representative of the student population. Further, the student posters were well done, the dinner was excellent, the speakers were great, and he is pleased to see that the students are really learning a lot at the college. Trustee Pruneda suggested that the organizers consider translating the event because of the many limited English speakers who attended.

Trustee Freeman stated that everyone should support those legislators who support education. He applauded the Salinas Police Department for their swift efforts to resolve a recent activity on campus; that he is happy to hear that a Hall of Fame for athletes will be on campus because he knows many who are worthy and he would like to work with the Foundation on this project. On October 13th, at the football game, in honor of the 60th anniversary, a Rose Bowl celebration is scheduled. Trustee Freeman is pleased that Ken Rand continues his work in the math academy and that Hartnell has the best math instructors in the country. He would like to attend the 2012 ACCT national conference in Boston this year because he has not attended a conference in seven years. In addition, he and Dr. Lewallen attended a town hall meeting hosted by Congressman Sam Farr and he reminded those in attendance of Hartnell students; and that he met gold medalist, Kelly Walsh Jennings, and he held her gold medal.

Trustee DePauw thanked Al Muñoz and this staff for all of their work in preparing the budget. She stated that she wished the college did not have to accept Paulette's retirement and she wished Paulette well.
Trustee Padilla-Chavez asked for an accreditation update at the next meeting. She stated that she appreciates the responsiveness of safety personnel and would like to schedule quarterly meetings with the police department to review surrounding data and to discuss increased patrolling. In addition, she attended a dinner with the SIMA students where she enjoyed looking at pictures from the first Run and Walk event that they organized last spring and that the students are looking forward to this year's event. She apologized for having missed Al's great budget presentation last week, but has been in communication with Al.

Trustee Padilla-Chavez reported that she attended a meeting on deferred action last week hosted by Congressman Sam Farr. She walked away learning the importance of the deferred action process and she asked Congressman Farr to provide a listing of reputable attorneys/agencies to which students can be referred, and she asked that this listing be posted on the college’s website.

CLOSED SESSION

At the request of the affected employee, Trustee Padilla-Chavez announced that the board will consider the following closed session item in the public forum after the board concludes closed session:

Public Employee Discipline/Dismissal/Release/Complaint - Government Code Section 54957 – 1 case: Classified

MOVED TO CLOSED SESSION

The Board, Dr. Willard Lewallen, Superintendent/President, Terri Pyer, Associate Vice President, Human Resources, and legal counsel, Thomas Manniello, Lozano Smith, 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.

• Conference with legal counsel – Anticipated Potential Litigation
  Government Code Section: 54956.9(ba) – 1 case – Celia Barberena

• Conference with legal counsel - Existing Litigation
  Government Code Section: 54956.9
  Arbitration of Hartnell College Faculty Association Grievance – 1 case – Melissa Stave

• Public Employee Discipline/Dismissal/Release/Complaint
  Government Code Section 54957 – 1 case: Classified Employee
  (considered in public session at the request of the affected employee)

RECONVENED PUBLIC SESSION – REPORT OUT FROM CLOSED SESSION

Trustee Padilla-Chavez reconvened the public session at 8:10 p.m. and stated there was no reportable action taken in Closed Session.

CLASSIFIED EMPLOYEE HEARING

In compliance with Government Code Section 54957 and at the request of the employee, the Board conducted a public employee discipline, dismissal, release, complaint hearing per Government Code Section 54957.

At the conclusion of the hearing, the board took the following action:

Motioned (Donohue) seconded (DePauw), and by roll-call vote of 4-3 (No: Montemayor, Freeman, Pruneda), the Board moved to adopted Resolution 12:17, Terminating Employment of Classified Employee.
ANNOUNCEMENTS
Trustee Padilla-Chavez announced the following:
1. Board Study Session, September 18, 2012, 5 p.m.
2. Regular Meeting, October 2, 2012, 5 p.m.
3. Board Study Session, October 16, 2012, 5 p.m.

ADJOURNMENT
The meeting adjourned at 9:45 p.m.

__________________________________________________________________________

Erica Padilla-Chavez Willard Clark Lewallen
Board of Trustees President Board Secretary
Hartnell Community College District

2012-13 Proposed Budget
September 4, 2012

Presented by Alfred Muñoz, CBO

<table>
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<tr>
<th>Deficit Budget</th>
<th>Tentative</th>
<th>Proposed</th>
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<tr>
<td>Apportionment</td>
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<td>Total Revenue</td>
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<td>Total Expenditures</td>
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<td>Reserve Balance</td>
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Change in FTES

Tentative Budget

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<th>Estimated Budget</th>
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<td>FTES</td>
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<th>Funds</th>
<th>Estimated Fund Balance</th>
<th>Budgets 2012-2013</th>
<th>Ending Fund Balance</th>
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<td>July 1, 2012</td>
<td>Revenue</td>
<td>Expense</td>
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<td>General</td>
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<td>$59,921,502</td>
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2011-12 Through 2015-16 Budget Outlook Revenue, Expense, and Fund Balance

Graph Data Assumption

No change in staffing level 2012-13 through 2015-16
No mid-year trigger

Revenue
- 2012-13 Based on State approved budget
- No state funding for growth in 2013-14
- Growth funding 2.2% for 2014-15 through 2015-16
  (based on legislative analyst office)

Expenses
Continued step increase in wages
Continued increase in cost of health benefits
Inflationary cost of supplies, materials, and services
Program/Construction Management Review

José D. Nuñez
Vice Chancellor Facilities Planning, Maintenance & Operations

San Mateo County Community College District

- Three Campuses (1.4M GSF / 346 Acres)
  - Cañada College – Redwood City - 1968
  - Skyline College – San Bruno - 1969
  - College of San Mateo – San Mateo – 1963
  - District Office – San Mateo - 1978
- 25,000 Students / 1,000 Staff / Adjuncts
- Capital Improvement Program $900M
  - Two Capital Bonds / State Capital Outlay
- Parcel Tax
- State / Regional Committees
  - ACBO - CBO/Facilities TF
  - CCCO/IOU Partnership
  - BAFS - Chair
- Affiliations
  - APPA / DBIA / CCFC / SCUP / VFW / AUSA
Process

- File Review with Felice Consulting
  - Budget
  - Schedule
  - Scope (not reviewed)
  - Document Administration
- Site Visit
  - Athletic Fields
  - Parking Structure
  - Learning Resource Center
  - Hartnell College Center (HCC)
  - Theater
  - Visual Arts Facility (VAF)
  - Center for Assessment and Lifelong Learning (CALL)
  - Classroom Administration Building (CAB)
- Field Interviews
  - Felice Consulting
  - Selected Administrators
  - Selected Staff
  - Selected End Users
- SMCCCD Program Overview
  - District Project Filing
  - IMPACT
  - BANNER Interface

Observations

- Competitive Fee Schedule
- Extended Service (Not in Contract)
  - CCCO Interface
  - FUSION
  - 5YCP (IPPs/FPPs)
- Budget Management
  - Extremely Diligent
  - Excellent Grasp of Budget
  - Cash Flow Projections, Bond Series Distribution
- Bond Oversight (not in contract)
  - Prepares agendas, reports, minutes, webpage, etc.
  - Annual Budget & Performance Audits
PM/CM Services – Overall Excellent

- Master Schedule – Excellent
  - Several Projects Ahead of Schedule
  - Great Construction/Academic Coordination
- Master Budget – Good
  - Well Maintained – Minor Deficiencies
- Project Procurement – Good
  - Close coordination with District
  - Prequalification of A&E’s
- Project Administration – Good
  - Effective Lynch Pin
  - Accounting - Excellent
  - Seamless Collaboration
  - Transition from paper to digital - Weak
  - Filing & File Back Up – Weak
  - Construction Administration – Great
    - RFIs
    - Submittals
    - Change Orders
  - Procurement – Good
    - Bidding

"Facilities Excellence"

Hartnell Campus Site Visit

- Clear Understanding of Master Plan
- Great Attention to Detail
- Great Synchronization of New and Old Architecture
- ADA Path of Travel (Challenge)
- Visual Arts Building Inefficient
  - Space Utilization
  - ADA Ramp
- Theater Lobby

"Facilities Excellence"
Missed Opportunities

- Infrastructure Master Planning
  - Storm Water
  - Electrical
  - Sanitary
  - HHW/CW
  - Low Voltage
- Building Management System (BMS)
- Parking Structure Not Finished
- Quad Area Landscape
- CAB Building needs full analysis
- Former Technology Building Area

SMCCCD Site Visit

- Staff Orientation (July 17)
  - Damon Felice
  - Joseph Reyes
- IMPACT PM/CM Software Overview
  - Project Filing/Numbering
  - BANNER Interface
  - College of San Mateo Campus Walk
DisCIP2

"Facilities Excellence"

DisCIP2-Projects

"Facilities Excellence"
DisCIP2-Projects-358 CAN 13 Modernization

IMPACT

Facilities Excellence
Campus Map

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Recommendations

- Provide FC digital storage space either on a District server or in the “Cloud”
- Backup project files weekly on District servers
- Share and protect electronic files
- Procure program & construction management software
- Establish a project numbering and filing system
  - Accessed by all FC staff
  - Authorized Hartnell College staff.
- Delegate more tasks and responsibility among subordinate staff
- Work with selected FC members on:
  - Customer service
  - Interpersonal communications with owners
- Best Practice - Establish a Prequalification System (DIR)
  - Contractors / Major Subs
  - A&Es
  - Tailored for College specific needs.
- Best practice - Establish a Measure H Program and Construction Web Site
- Establish College relationship with CCCO vs. FC
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Question & Answer

www.smccd.edu/facilities

José D. Nuñez, LEED AP
Vice Chancellor
Facilities Planning, Maintenance & Operations
(650) 574-6512
nunezj@smccd.edu
Serial numbers for the MIG Welders for Surplus

LK 380220 N
LK 380218 N
LK 150192 N
LK 380222 N
L J 260418 B
MA 020599 N
LK 380219 N
LK 380210 N
LK 380216 N
L J 260419 B
LK 380224 N
Appendix D

The following personnel matters were approved and/or ratified at the Regular Meeting of September 4, 2012:

I. Retirements, resignations, releases, and leave requests

A. Ratify retirement of management personnel:
   1. Paulette U. Bumbalough, Dean of Education Services South County (#A-52), King City, effective January 15, 2013.

II. Appointments:

A. Ratify appointments of classified employees:
   2. Heidi L. Gentry, 40 hours per week, 12 months per year, DSP&S Lead Specialist, (#CC-183), DSP&S, Range 34, Step A, effective September 4, 2012.
   3. Denyss Estrada, 40 hours per week, 12 months per year, Administrative Assistant – Classified, (#CC-125), Title V – Academic Affairs, Range 18, Step E, effective September 14, 2012. This action reflects a voluntary return from part-time, 25 hours per week, 10 months per year, Program Assistant – Classified, (#CC-179), ACE Program – Student Affairs.
   4. Olga Galvan, 40 hours per week, 12 months per year, Enrollment Services Specialist – King City, (#CC-58), Range 26, Step C, effective September 4, 2012. This action reflects a promotion from full-time, 40 hours per week, Admissions & Records Technician, (#CC-67), Student Affairs.

B. Ratify appointment of substitute:

C. Ratify appointments of part-time instructors for fall semester 2012:
   1. Gabriel Bravo, Counseling
   2. Kimie Garcia, Foundations of Success
   3. Teresa Moreno, Foundations of Success
   4. Jamie Pedroza, Physical Education
   5. Christopher Zepeda, Physical Education

D. Ratify appointments of Professional Experts:
The athletic program, including summer sports camps, provides competitive opportunities for area students. Professional experts assist coaches in fulfilling the program’s mission:

In support of Carrier Technical Education grant activities within advanced technology, expertise is required for grant-funded projects in the diesel/auto programs, and the coordination of all outreach to middle and high school students.


The Central California New Media Center grant established a regional center at Hartnell to be a leader in digital media for colleges, universities, high schools, and businesses that creates, designs, and implements workforce training programs in new media (grant funded):


E. Ratify appointments of playground assistants:
1. Karla Coronado, $14/hr (35 hrs/week), assistant, August 1, 2012 – June 30, 2013.

F. Ratify appointment of Student Workers for summer 2012:
1. Luis Cruz-Marín, Financial Aid, Student Worker III
2. Brian Lewis, Math Academy, Student Worker I
3. Rexavalmar Niduaza, Math Academy, Student Worker III
4. George Omictin, Chemistry Academy, Student Worker III
5. Nancy Serrato, Student Affairs, Student Worker III
6. Kristina Webster, Student Affairs, Student Worker III
7. Mary Rosefel Yasay, Student Affairs, Student Worker III

G. Ratify appointment of Student Workers for fall 2012:
1. Sandra Castillo, Financial Aid, Student Worker I
2. Michelle Clark, Library, Student Worker I
3. Luis Cruz-Marín, Financial Aid, Student Worker III
4. Jessica Jimenez, Chemistry Academy, Student Worker III
5. Mayra Martinez, Library, Student Worker I
6. Nancy Serrato, Student Affairs, Student Worker III
7. Kristina Webster, Student Affairs, Student Worker III
8. Mary Rosefel Yasay, Student Affairs, Student Worker III