HARTNELL COMMUNITY COLLEGE DISTRICT

M I N U T E S

Annual Organizational and Regular Meeting of the Board of Trustees
December 11, 2012
CALL 208, 411 Central Avenue
Salinas, California

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

PLEDGE OF ALLEGIANCE
Trustee Pruneda led the Pledge of Allegiance.

ROLL CALL
Erica Padilla-Chavez, President
Candi DePauw, Vice President
Patricia Donohue
Bill Freeman
Elia Gonzalez-Castro (left at 6 p.m. due to work commitment)
Ray Montemayor
Demetrio Pruneda
Student Trustee Elaine D. Luchini

Dr. Willard Lewallen, Board Secretary/Superintendent/President

ANNUAL ORGANIZATIONAL MEETING
Facilitated by Dr. Lewallen, the board conducted their election of board officers and representatives for calendar year 2013.

Election of Board Officers and Representatives
It is noted that the Student Trustee Duran-Luchini abstained from voting during the election of board officers and representatives.

Board President
Trustee Freeman nominated Trustee Pruneda.
Trustee Donohue nominated Trustee DePauw.
Trustee Gonzalez-Castro nominated Trustee Donohue; however, Trustee Donohue declined the nomination.

Motioned (Padilla-Chavez), seconded (DePauw), and by unanimous vote, the board moved to close the nominations for board president.

By vote of 4 ayes and 3 nays, Trustee DePauw was elected as board president for calendar year 2013. (Aye: DePauw, Donohue, Gonzalez-Castro, Padilla-Chavez); (Nay: Freeman, Montemayor, Pruneda)

Trustee Pruneda received 3 ayes and 4 nays. (Aye: Freeman, Montemayor, Pruneda); (Nay: DePauw, Donohue, Gonzalez-Castro, Padilla-Chavez)

Adopted
Vice President
Trustee DePauw nominated Trustee Donohue.
Trustee Montemayor nominated Trustee Freeman.
Trustee Gonzalez-Castro nominated Trustee Padilla-Chavez; however, Trustee Padilla-Chavez declined the nomination.

Motioned (Padilla-Chavez), seconded (DePauw), and by unanimous vote, the board moved to close the nominations for vice president.

By vote of 4 ayes, 2 nays, and 1 abstention, Trustee Donohue was elected as vice president for calendar year 2013. (Aye: DePauw, Donohue, Gonzalez-Castro, Padilla-Chavez); (Nay: Freeman, Pruneda); (Abstained: Montemayor).

Trustee Freeman received 3 ayes, and 4 nays. (Aye: Freeman, Montemayor, Pruneda); (Nay: DePauw, Donohue, Gonzalez-Castro, Padilla-Chavez)

Representative
Sunrise House
Trustee Freeman nominated Trustee Montemayor.

Motioned (Padilla-Chavez), seconded (DePauw), and by unanimous vote, the board moved to close the nominations for board representative to the Sunrise House Board of Directors for calendar year 2013.

By vote of 7 ayes, Trustee Montemayor was elected to the Board of Directors for the Sunrise House.

Representative
MCSBA Executive Council
Trustee Montemayor nominated Trustee Pruneda.
Trustee Padilla-Chavez nominated Trustee Gonzalez-Castro.
Trustee Gonzalez-Castro nominated Trustee Padilla-Chavez; however, Trustee Padilla-Chavez declined the nomination.

Motioned (DePauw), seconded (Padilla-Chavez), and by unanimous vote, the board moved to close the nominations for board representative to MCSBA Executive Council.

By vote of 4 ayes, 2 nays, and 1 abstention, Trustee Gonzalez-Castro was elected to the MCSBA Executive Council for calendar year 2013. (Aye: DePauw, Donohue, Gonzalez-Castro, Padilla-Chavez); (Nay: Freeman, Pruneda); (Abstained: Montemayor).

Trustee Pruneda received 3 ayes, and 4 nays. (Aye: Freeman, Montemayor, Pruneda); (Nay: DePauw, Donohue, Gonzalez-Castro, Padilla-Chavez)

Board Meeting Dates 2013
Motioned (Donohue), seconded (Gonzalez-Castro) and by vote of 5 ayes, 1 nay, and 1 abstention, the board moved to adopt board meeting dates for calendar year 2013 as submitted. (Appendix A)
(Nay: Montemayor; Abstained: Pruneda)
Trustee Freeman suggested the board consider an earlier meeting time to encourage more public participation; however, some members felt a later start time would better accommodate the public. A brief discussion ensued, but no action was taken and the start time will remain at 5:00 p.m.

Dr. Lewallen pointed out that two of the meetings are scheduled off campus. One is scheduled at King City Education Center and the other at the Alisal Campus.

**RESOLUTION 12:22 – BOARD SECRETARY**

**Authorizing Signature of Board Secretary**

Motioned (DePauw), seconded (Donohue) and by roll call vote 7-0, the board moved to adopt Resolution 12:22, Authorizing Signature of Board Secretary.

In accordance with Board Policy 2210, Officers, Dr. Willard Lewallen, Superintendent/President, serves as the Board Secretary.

At the conclusion of the elections, the board applauded Trustee Padilla-Chavez for her service as board president for calendar years 2011 and 2012 and presented her with a gavel and flowers.

Trustee DePauw commended Trustee Padilla-Chavez for her excellent work, dedication, professionalism, and courage. Trustee Padilla-Chavez stated that she had fun and that it was enjoyable. Further, she stated that she learned how to be patient and thankful and is looking forward to working with the board in a different capacity.

The board then moved to the regular business of the board.

**PUBLIC COMMENTS**

There were no public comments.

**AUDIT REPORTS FOR FISCAL YEAR 2011-12**

Gema Ptasinski, of Vicenti, Lloyd, and Stulzman LLP, presented the Independent Accountants' Audit Report for Hartnell College, including the Foundation, for the year ending June 30, 2012. In addition, she presented both the Performance Audit and the Financial Audit Reports for the Measure H General Obligation Bond for 2011-12. Ms Ptasinski reviewed the major points of the audit and stated that the college received an Unqualified Opinion for each audit, which is the highest opinion any organization can achieve.

The board asked questions related to the 50% rule, audit findings and deadlines to resolve, and the payout schedule for Series D (Bond). Trustee Freeman asked if there is anything the board should be reviewing to which Ms. Ptasinski recommended the findings.

She then commended Hartnell staff and members of the audit committee for their cooperation and support and announced that her firm made a donation, on behalf of the college, to a non-profit organization to provide education to children in a third world country.

The board and Dr. Lewallen thanked Ms. Ptasinski for her presentation and for the donation.
REPORTS FROM ORGANIZATIONS AND LOCATIONS

Academic Senate
Tony Anderson reported that the Senate continues to review the accreditation report and he read aloud a resolution the Senate recently adopted related to management evaluations.

Associated Students of Hartnell College (ASHC)
Wayne Ross stated he looks forward to working with the board and stated that he could not attend last month’s meeting due to preparing for a mid-term, but plans to attend all future meetings.

He reported that:
- He met with Governor Brown during his visit to the college.
- The annual Spooktacular event was successful as was the first ever Veterans’ luncheon– he thanked Belen Gonzales for all of her work in organizing the luncheon.
- A Victory Mission Outreach event that held on December 1st. Food and clothes were provided to those in need and he thanked the sponsors and volunteers who helped support the event.
- Upcoming events are planned for Black History Month and Women’s History Month, in addition to a Polynesian cultural event, as well as visiting homes for senior citizens.

Center for Advanced Technology
Dr. Zahi Atallah reported:
- He has completed all non-tenured evaluations.
- He attended a meeting in San Francisco (PG& E headquarters) with Mike Thomas and John Anderson, including other colleges to discuss strategies to develop the next workforce for energy efficiencies. As more develops, he will inform the board.
- Last week the Ag Department hosted the CA Agricultural Teacher Association Mid-Winter Conference, held in Monterey and the Center for Advanced Technology, Alisal Campus – our Ag students served as tour guides and he received many compliments on our students – that the students were cordial and knowledgeable.
- He is working on a transfer model curriculum for Ag. More work is needed in this area to ensure the best possible experience for our students. More to follow as it develops.
- He was invited to meet with the County Ag Commissioner and CEO of Growers Shippers to discuss the possibility of developing Ag executive courses to be offered at the Alisal. More to follow as it develops.
- After several weeks of hard work, he was able to identify three individuals who are able to help execute the work of the USDA grant (curriculum development).

Superintendent/President
Dr. Lewallen passed around the plaque and resolutions received from the Monterey County Business Council (Public/Private Partnership) for the
Agricultural Business Technology Institute. In addition, Dr. Lewallen passed around a news article on the 10th Anniversary of the King City Education Center, which is to be displayed on the main campus and the King City Education Center.

There were no reports from the Classified Senate, Faculty Association, CSEA, L-39 or South County / King City Education Center.

CONSENT AGENDA

Motioned (DePauw) seconded (Luchini-Duran), by vote of 6-0, and by advisory vote of Aye (Luchini-Duran), the board moved to approve Consent Agenda Items A through H. (Absent: Gonzalez-Castro)

A. MINUTES

The board adopted the minutes of November 6, 2012 Regular Meeting 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. CURRICULUM

The board ratified the Curriculum Committee actions from the October 18, November 1, and November 15, 2012 meetings.

D. PROPERTY SURPLUS

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

E. AMENDED AGREEMENT COUNTY OF MTRY FOSTER KINSHIP

The board approved an amendment to the agreement between Hartnell College and Monterey County Department of Social Employment Services for foster care training. The terms of the amendment are to increase the amount paid to the college by $100,000 for fiscal year 2012-13. The funds will be used to subcontract with Seneca Family of Agencies to provide trainings to Monterey County caregivers and staff.

F. MOU / SUHSD GEAR UP

The board approved the Memorandum of Understanding between Hartnell College and Salinas Union High School District to provide GEAR UP activities and services to approximately 450 high school students at Alisal High School. The services and activities will assist high school seniors transition to colleges and universities, including Hartnell College. The cost to provide these services is $65,494 paid through the one-time, No Cost Extension GEAR UP grant.

G. ACCT BOARD GRANT

The board ratified the 2013 Association for Community College Trustees (ACCT) Trust Fund Board Grant application. If awarded the term is for one year and could be up to $10,000 to fund a project that focuses on governance issues/strategies of national interest to ACCT member boards and individual trustees.

H. PERSONNEL ACTIONS

The board approved and/or ratified personnel actions. (Appendix C)
**PUBLIC HEARINGS**

MOU BETWEEN HCCD AND CSEA

ENERGY SAVINGS CONTRACT FOR SOLAR PROJECT

The board conducted two public hearings to receive comments 1) Memorandum of Understanding between California Schools Employees Association (CSEA) and the district regarding Article 24 to the collective bargaining agreement between the parties; and 2) per Government Code § 4217.12 in anticipation of entering into an energy service contract for an energy cost savings, solar project at the Alisal Campus.

There were no public comments received at either hearing.

**ACTION ITEMS**

**BUDGET REVISIONS**

Motioned (Donohue) seconded (DePauw) and unanimously carried by those present, the board moved to approve the budget revisions numbered 10024 to 10058. (Absent: Gonzalez-Castro)

**INDEPENDENT AUDITOR’S REPORTS FOR YEAR ENDING JUNE 30, 2012**

Motioned (Donohue) seconded (Donohue), and unanimously carried by those present, the board moved to accept the Independent Auditor’s reports for year ending June 30, 2012. The reports for 2011-2012 include all funds: 1) General (restricted and unrestricted), 2) Hartnell College Foundation, 3) Measure H Capital Bond Funds, and (4) Performance Audits. (Absent: Gonzalez-Castro)

**CATASTROPHIC LEAVE – BOARD POLICY 7345**

Motioned (Montemayor) seconded (DePauw), and unanimously carried by those present, the board moved to approve the second and final reading of Board Policy 7345, Catastrophic Leave. (Absent: Gonzalez-Castro)

There was some discussion related to the process and it was noted that the procedure implementing this policy was an information item for this meeting. The process is voluntary and will be administered by Human Resources.

**BOARD TRAVEL**

Motioned (DePauw) seconded (Donohue), and unanimously carried by those present, the board moved to send two trustees to the Association for Community College National Legislative Summit, February 11-14, 2013, Washington, D.C. at an estimated cost of $6,000. Trustee Gonzalez-Castro plans to attend and Trustee Padilla-Chavez withdrew her request due to work commitments, but encouraged another member to attend. (Absent: Gonzalez-Castro)

**NAMING OF THE LEARNING WING AT THE ALISAL**

This item was pulled from the agenda and thus, no action was taken.

**NEW MARKETS TAX CREDIT PROGRAM**

Motioned (Montemayor) seconded (Duran-Luchini), and unanimously carried by those present, the board moved to authorize the district to participate in the New Markets Tax Credit Program. (Absent: Gonzalez-Castro)

Participation in this program could result in a 23% expenditure reimbursement for particular facilities projects, including the proposed solar project at the Alisal.
RESOLUTION 12:23
Motioned (Donohue) seconded (Pruneda), and by roll-call vote of 6-0, the board moved to adopt Resolution 12:23, Designating Authorized Agents to Sign School Orders pursuant to provisions of Education Code 85232. (Absent: Gonzalez-Castro)

Due to a typographical error, it was noted that Resolution 12:23 was mistakenly numbered and adopted as 12:22 and the board took action to correct that error. Motioned (Donohue), seconded (DePauw), and unanimously carried by those present, the board authorized the correction and authorized the administration to renumber the resolution to 12:23. (Absent: Gonzalez-Castro)

RESOLUTION 12:24
Motioned (Donohue) seconded (Freeman) and by roll-call vote of 6-0, the board moved to adopt Resolution 12:24, Approving an Energy Service Contract and Determining Other Matters in Connection with an Energy Conversation Project with the stipulation that the annual savings resulting from this project go directly to student success. (Absent: Gonzalez-Castro)

Trustee Montemayor asked about the use of local union subcontractors for this project and Joseph Reyes clarified that prevailing wage is noted in the proposed contract with PG&E.

In addition, at the request of Trustee DePauw, Dr. Lewallen reviewed the funding source for this project, in particular the property acquisition fund. In addition, Trustee Padilla-Chavez about the annual maintenance cost of this project to which Al Muñoz responded that the cost for annual maintenance is included in the proposed total cost. The cost of this project will be solely funded by the district.

INFORMATION ITEMS

CONSTRUCTION PROJECTS – UPDATE

FINANCIAL STATEMENTS
The board received the financial statements ending October 31, 2012.

COUNTY TREASURER’S QUARTERLY REPORT OF INVESTMENTS
The board received the County Treasurer's Report of Investments for the Quarter Ending September 30, 2012.

BUDGET UPDATE

CHILD DEVELOPMENT CENTER
The board received an update for the child development center.
The board received the final draft of the Self-Evaluation of Educational Quality and Institutional Effectiveness. The board received a revised section for Standard III. D., Financial Resources. The revision is a result of additional standards that the college needed to address. The board plans to consider adoption at a special meeting of December 18, 2012.

The board received a copy of Administrative Procedure 7345, Catastrophic Leave. The board adopted the policy earlier in the meeting and this procedure implements that policy.

The board received the CCFS 320 Recalculation Report. As a result of the district audit, adjustments were necessary for attendance accounting purposes and these adjustments affected the overall FTES as reflected in the CCFS 320 Report. The adjustments were necessary to correct census date errors and calculations for contact hours for a few class sections. Actions have been taken to correct these issues for future terms. Accordingly, the district submitted a recalculation of the apportionment attendance report.

On August 6, 2012, Standard and Poor's Rating Service issued an "AA" credit rating for the Hartnell Community College District and the board received a copy of that rating report.

Trustee Pruneda reported that the more he learns about the college, the more appreciates the administration, staff, and faculty. He continues to hear good things about the college.

Trustee Freeman thanked Dr. Lewallen for all of his great work and appreciated how he handled the media in relation to the bond; that he was upset that a board member asked a faculty member about their citizenship at recent meeting; that he attended the opening of the college’s Veterans Center – it was a great event; that he attended the memorial at Battan Memorial Park and that there are only two local survivors left, one of which he met; that he attended the soccer, football, and basketball games; that he played Santa Clause at A.B. Ingham School last Friday an event his sister has organized for many years.

Trustee Donohue thanked all those who attended the recent Western Stage Gala on December 1. The event was larger than ever before and was a huge success. All funds raised support the theatre arts program at the college.

Trustee DePauw thanked the board for her election as board president and she looks forward to doing her best and working with Dr. Lewallen and she thanked Trustee Freeman for always attending the athletic events.

Trustee Padilla-Chavez thanked Danny Teresa for coordinating the use of the college mascot, Oscar, at the recent Soledad Holiday Parade. She thanked the Foundation for the President’s Task Force for their fine work and she congratulated Trustees DePauw and Donohue on their election as board officers.
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 7:09 p.m. to consider:

1. Conference with Legal Counsel – Pending Litigation
   Government Code § 54956.9
   1 case: Eric Moberg vs. Hartnell Community College District (PERB Unfair Practice Charge # SF-CE-2984-E)
2. Conference with Labor Negotiators
   Agency designated representative: Terri Pyer
   Employee Organization: CSEA

RECONVENED PUBLIC SESSION – REPORT OUT FROM CLOSED SESSION

Trustee Padilla-Chavez reconvened the public session at 7:26 p.m. and reported there was no action taken in Closed Session.

MOU / HCCD AND CSEA

Motioned (Montemayor) seconded (Freeman) and unanimously carried by those present, the board moved to approve the memorandum of understanding between the California Schools Employees Association and the District regarding Article 24 to the collective bargaining agreement between the parties. (Absent: Gonzalez-Castro)

ANNOUNCEMENTS

Trustee Padilla-Chavez announced the following meetings:
1. Board Development/Special Meeting – December 18, 2012, 5 p.m.
2. Regular Meeting – January 15, 2013, 5 p.m.

ADJOURNMENT

The meeting adjourned at 7:27 p.m.

______________________________
Erica Padilla-Chavez  Willard Clark Lewallen
Board President  Board Secretary
### 2013 Meeting Dates/Time/Location

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* Adjusted – not on first Tuesday

Hartnell College - Main Campus, CALL-208  
411 Central Avenue  
Salinas, CA 93901  

Hartnell College - Alisal Campus  
1752 E. Alisal Street  
Salinas, CA 93905  

Hartnell College - King City Education Center  
117 North Second Street  
King City, CA. 93930  

ADOPTED 12/11/12
## Surplus Listing - IT Department

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December 2012
PERSONNEL ACTION – APPROVED/RATIFY AT REGULAR MEETING OF
HARTNELL COLLEGE BOARD OF TRUSTEES – DECEMBER 11, 2012:

Detail

I. Retirements, resignations, releases, and leave requests

A. Ratify retirement of regular personnel:


II. Appointments

A. Ratify appointments of classified employees:

1. Imelda Suarez, 30 hours per week, 12 months per year, Enrollment Services Specialist – Student Affairs, (#CC-188), Step A, Range 26, effective November 5, 2012.

2. Ariana Rodriguez, 20 hours per week, 12 months per year, Counseling Data Technician – Student Affairs, (#CC-189), Step E, Range 15, effective December 3, 2012.

B. Ratify appointment of substitute:

1. Colin Auxier, $25.03/hr (40 hrs/week), Information Technology Specialist, November 5 – 30, 2012.

C. Ratify appointments of part-time instructors for fall semester 2012:

1. Kimie Garcia, Foundations of Success
2. Prince Williams, Physical Education
3. William Yanowsky, Physical Education

D. Ratify appointments of Professional Experts:

The development of the new Respiratory Care Program required expert work preparing documents and materials for a self-study and site visit by CoARC, before the hiring of new full-time Director:

1. Tanya Ho, $770.52 total, Respiratory Care Practitioner, October 1 – 15, 2012.

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


One project of the Collaborative Title V grant is to develop a “Student Access and Success Research Center” that will help the District make data-driven decisions about curriculum, course sequencing and other instructional matters that affect student success. Data tools development is necessary to continue this development. Current project is to complete work on “Tool 4,” which looks at incoming high schools cohort and their class-taking pattern:

6. Seetha Chiti, $3,000 total, programmer, April 11 – August 30, 2012.

The categorically funded program, Disabled Students Programs and Services (DSP&S), offers supportive services and instruction for students with disabilities:


Hartnell’s theater arts program/The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context. The Young Company (YC) exposes young people to theater arts:

10. Alma McCormick, $1,000 total, costume cutting, October 19 – November 2, 2012.

E. Ratify appointment of volunteers:


F. Ratify appointments of student workers for fall 2012:

1. Rozhelle Buhay, Tutorial Center, Student Worker II
2. Amy Lamonska, Physical Education, Student Worker III
3. Mayra Martinez, Tutorial Center, Student Worker III
4. Lorena Mendoza, ACE Program, Student Worker III
5. Joseph Pacheco, Tutorial Center, Student Worker II
6. Rohit Patel, Early Childhood Education, Student Worker I
7. Rolando Perez, Biology, Student Worker IV
8. Daniel Pesqueda, MESA, Student Worker IV
9. John Pineda, ACE Program, Student Worker III
10. Alicia Rivera, Computer Lab, Student Worker II
11. Andrea Ruiz, Tutorial Center, Student Worker II
12. Mary Rubio, Computer Lab, Student Worker II
13. Angela Sanchez, Chemistry, Student Worker I
14. James Stephens, Tutorial Center, Student Worker II
15. Ariel Torres, Maintenance Department, Student Worker I
16. Asucena Yzquierdo, Advancement, Student Worker IV
17. Leonel Zagal, MESA, Student Worker IV
## BUDGET UPDATE AS OF 10/31/2012

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BUDGET UPDATE 10/31/2012

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CASH FLOW

Projected Cash Balance 12/10/12  ($750,000)

Unanticipated Receipts in Nov.
- Property Taxes  $719,525
- Student Receipts  $415,880
- Foundation Reimbursements  $275,675

Vendor Disbursements Reduction  $150,258
Revised 12/10/12 Projection  $811,338

No cash transfer to general fund required
BUDGET UPDATE 10/31/2012

Funds Available to Cover GF Cash Flow Requirements Through December if Needed

Property Acquisition $3.7 million