The Regular Meeting of the Board of Trustees of Hartnell Community College District was called to order in the Board Room at 5:03 p.m., by Board President, Kari Lee Valdés.

Board of Trustees:  
Kari Lee Valdés, President  
Patricia Donohue, Vice-President  
Bill Freeman, Trustee  
Kevin Healy, Trustee  
Elia Gonzalez-Castro, Trustee  
John Martinez, Trustee  
Brad Rice, Trustee

Phoebe Helm, Interim Superintendent/President – Board Secretary
Lorena Moreno, Student Trustee

Upon motion by Kevin Healy, seconded by Patricia Donohue, and unanimously carried, the Board moved to adopt the agenda as amended. Consent Action Item IV. K, Approve the Educational Affiliation Agreement between Hartnell College and Catholic Healthcare West was added to the agenda.

Board President Valdés reminded the Board and the public that in accordance with its policies, Board Members will not respond to public comments. However, they would listen and then take into consideration such public comments once they were in closed session.

Jason Smith, Track and Field Coach at Palma and Notre Dame spoke in support of Jerry Noble, Hartnell College Faculty member.

The Board Members, Dr. Phoebe Helm, and David Melisso, legal counsel, adjourned to Closed Session at 5:09 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.

Board President, Kari Lee Valdés reconvened the regular meeting at 7:06 p.m.

In addition to those present, were representatives of the College:

Management Staff:  Tamberly Petrovich, Director, Human Resources/EEO

Academic Senate:  Jennifer Lagier Fellguth, President

Hartnell College Faculty Association:  Melissa Stave, Vice President

Classified Senate and C. S E A.:  Margie Wiebusch, Member and President

Student Senate:  Lorena Moreno, President
The Pledge of Allegiance was recited.

REPORT OUT FROM CLOSED SESSION

Board President Valdés reported out the following two items from closed session:

1. Upon motion by Brad Rice, seconded by Kevin Healy, and on a roll-call vote of (6-1), the Board moved to approve the settlement agreement with Jerry Noble.
   AYES: 6
   NAYS: 1 (Freeman)
   ABSENT: 0

2. Upon motion by Kevin Healy, seconded by Patricia Donohue, and carried, the Board moved to authorized William E. Brown, as defense counsel to represent all defendants collectively and individually named in Claim M88730, Gail Lawrence and Sharon Culver vs. Hartnell Community College District.

PUBLIC COMMENTS

Board President Valdés, once again, reminded the Board and the public that in accordance with its policies, Board Members will not respond to public comments.

The following individuals spoke in support of Jerry Noble. In addition, a petition in support of Mr. Noble was presented to the Board:

Christopher Zepeda, Hartnell College Track and Field Coach
Joe Mangan, Coach, College of San Mateo and Executive Committee member of Northern CA Track Association
Sheri Hauswirth, Community Member
Ellie Love, Hartnell College Faculty
Oliver Shabram, Student Athlete
Jonathan Nguyen, Student Athlete
Larry Mankins, Hartnell College Faculty
Gary Shaw, Retired Hartnell College Faculty
Taide Marquez, Student Athlete
Jonathan Matsumura, Track and Field Volunteer
Kenny Guereque, Student Athlete
Brenda Powers, Hartnell College student spoke in support of continuing the Medical Laboratory Technician Program.

PRESENTATIONS

Bond Oversight Committee Update

Damon Felice, Townsend Management, Inc. provided an update on the College’s construction projects. Current projects include the CALL building, PA/ADA Upgrade Project, Northeast Landscaping Project, Student Center Renovation/Remodel Project, PE Renovation Project, Alisal Campus Center for Applied Technology, Alisal Master Plan and the Main Campus IPP. Further, he happily reported that the Marquee Sign/Campus Map and Directory Signs have been installed.

The complete report can be found at:
http://www.hartnell.edu/board/packets/February_packet.pdfs
Dr. Helm provided the following report on the Board’s Goals:

**Accreditation:** Dr. Helm reported that the letter that placed the college on probation in July 2007 stipulated two reports – one October 15 and the other March 15. Accreditation Commission meets twice a year – January and June – to consider and then issue a decision based on the reports, the visits, and the team’s findings and recommendations. She happily reported that the Commission faxed us a letter informing us that our status has moved up from “probation” to “warning”! However, while the college is moving in the right direction, the next report is due March 15 and the report must provide evidence that all concerns and recommendations have been remediated. Further, the letter quotes federal regulations as requiring that any college that fails to remove all deficiencies within two years must have their accreditation terminated by the Commission. Therefore, Hartnell must achieve an unqualified accreditation before June 2009 or lose it. She thanked the Board for their leadership, their support, and for their time. In addition, she thanked the faculty and staff for all of their hard work.

**Finances:** Dr. Helm reported that the college achieved a 23% growth (1700 more students than we had one year ago) in enrollment and a 14% growth in units over last spring. She thanked the students, faculty, and staff for their involvement in the Registration Rally held at the Main Campus and the King City Education Center. She believes that the rally, offices staying opened until seven every evening, and the guaranteed scheduled have made a difference. She further reported that credit should be given to the new or renewed energy and spirit of cooperation on campus – faculty added students to their classes all last week – people are happy – we are becoming a better college!

**Communication:** Dr. Helm reported that the Board has revised its shared governance policy with regard to the faculty senate and tonight will consider for first reading the revision of the shared governance policy as it impacts the classified union. Additionally, a college-wide leadership group is completing its shared governance processes and procedures. These efforts have improved communication internally. Meanwhile, the Board has engaged in numerous workshops and Board members continue to improve communication amongst themselves and with the community.

**Search for Supt./Pres:** Dr. Helm reported that the search committee has been identified and the brochure has been developed. And, as requested in December, she has agreed to be a candidate – to give the college and the Board an “insurance plan” because Title V regulations indicate that, if the search should fail, the Board would not be able to extend her interim role beyond twelve (12) months, nor would they be able to appoint her to the position unless she were a candidate. So, she indicated that her “hat is in the ring”.

**CONSENT ACTION**

Trustee Martinez asked that Consent Action Item IV.A, Minutes be pulled for discussion.

Trustee Martinez asked that the minutes be revised to show that Trustee Freeman was in attendance at the January 8, 2008 meeting.

Upon motion by Brad Rice, and seconded by Kevin Healy, and unanimously carried, the Board moved to approve Consent Actions Items IV. A through IV. K.
A. Approved the minutes of the regular meeting of January 8, 2008 as amended. The minutes were revised to reflect the attendance of Trustee Freeman who was present.

B. Ratified disbursements from College accounts: General Cafeteria, Child Development, Capital Outlay Restricted, Property Acquisition Restricted and Deferred Maintenance, Revolving, Bookstore, Scholarship & Loan, Athletic, Associated Student Body.

C. Appointed Trustee Healy as representative to Sunrise House Joint Powers Agency Board for 2008. The 2008 membership fee in the JPA is $1,750.

D. Approved renewal agreement between the County of Monterey, Sheriff’s Department and Hartnell College for a voluntary fitness incentive program for County employees effective July 1, 2007 through June 30, 2008. Revenues generated from FTES is approximately $4,500. (one FTE)

E. Approved the January 25, 2008 Curriculum Committee actions.

F. Approved music performance licensing agreement between Broadcast Music, Incorporated (BMI) and Hartnell College effective July 1, 2007 through June 30, 2010. Cost is based on yearly report of the Fall FTES at $0.31 per FTES. Cost coverage for 2007-08 is $917.75.

G. Approved renewal agreement between Bay Property Management and Hartnell College for rental properties effective February 5, 2008 through February 4, 2009. Cost of services provided equal 10% of total rent collected each month.

H. Approved agreement between Watsonville/Aptos Adult Education and Hartnell College for High School Equivalency Program (HEP) for 2007-08. Expenses incurred by Hartnell College are supported by the HEP grant in the amount of approximately $325 per student served.

I. Adopted Non-Resident and Foreign Student Tuition and Fees in the amount of $181 per unit for the 2008-09 academic year.

J. Ratified and/or approved current personnel actions. (Appendix A).

K. Approved educational affiliation agreement with Catholic Healthcare West and Hartnell Community College District for Medical Laboratory Technician clinical experience effective January 21, 2008 to January 22, 2009.
ACTION ITEMS

RESOLUTION 8:01 TRANS
A. Upon motion by Brad Rice, seconded by Patricia Donohue, and on a roll-call vote of 7-0, the Board moved to adopt Resolution 8:01, Tax and Revenue Anticipation Notes (TRANs) funds for 2008-09.
AYES: 7
NAYS: 0
ABSENT: 0

RESOLUTION 8:02 ALISAL CAMPUS
B. Upon motion by Kevin Healy seconded by Student Trustee Moreno and on a roll-call vote of 5-2, the Board moved to adopt Resolution 8:02, To Name East Campus, Alisal, and to direct the Superintendent/President to seek center status with the Chancellors Office. – (Appendix B)
AYES: 5
NAYS: 2 (Martinez and Freeman)
ABSENT: 0

Trustee Martinez expressed his concern regarding this item. He strongly opposed moving forward until the Board had an opportunity to speak with those who live within the area and that the community is aware that the Board intends to take this action. He wants to be sure that the community knows. Both Trustee Gonzalez-Castro and Board President Valdés stated that the request has come from the community and it was this reason that the item came forward. Dr. Helm stated that the naming of the facility is in honor of the history of the community. In addition, seeking center status with the Chancellors Office will possibly allow the college to qualify for additional funding due the development, growth, and types of programs offered at the site.

BOARD POLICY 2010, CLASSIFIED EMPLOYEES – SHARED GOVERNANCE
C. Upon motion by Elia Gonzalez-Castro, seconded by Kevin Healy, and unanimously carried, the Board approved the first reading of Board Policy 2010, Classified Employees – Shared Governance to be compliant with Senate Bill 235.

BUDGET REVISIONS
D. Upon motion by Kevin Healy, seconded by Patricia Donohue and on a roll-call vote of 7-0, the Board moved to approve budget revisions numbered 7315 to 7352.
AYES: 7
NAYS: 0
ABSENT: 0

DISTRICT AUDIT
E. Upon motion by Patricia Donohue, seconded by Elia Gonzalez-Castro, and unanimously carried, the Board moved to accept the Independent Accountants’ Audit Report for the year ending June 30, 2007.

QUARTERLY FINANCIAL STATUS REPORT – DEC 2007
F. Upon motion by Kevin Healy, seconded by Patricia Donohue, and unanimously carried, the Board moved to accept the required State Report: Quarterly Financial Status Report (CCFS311Q) for the quarter ending December 31, 2007.

AWARD AUDITING FIRM FOR 2008-2010
G. Upon motion by Patricia Donohue, seconded by Brad Rice, and unanimously carried, the Board moved to award a contract to Vicenti, Lloyd & Stutzman for financial auditing services for 2008-2010. Cost for these services (including the foundation) will be $101,700 for 2008; $105,200 for 2009; and $109,500 for 2010.
H. Upon motion by Kevin Healy, seconded by Patricia Donohue, and unanimously carried, the Board moved to accept Measure H General Obligations Bond, Series A Independent Accountants’ Report (Performance Audit) for 2006-07.

I. Upon motion by Brad Rice, seconded by Lorena Moreno, and on a roll-call vote, the Board moved to declare repairs to the King City Education Center resulting from a vehicle accident as an “Emergency” and approved obtaining a general contractor to perform the repairs because repairs will exceed $14,999. Estimated costs of repairs are in the neighborhood of $30,000. The college’s deductible is $10,000.

AYES: 7
NAYS: 0
ABSENT: 0

J. Upon motion by Patricia Donohue, seconded by Kevin Healy, and unanimously carried, the Board moved to approve the personal service agreement for FUSION training between Facilities Planning and Consulting Services and Hartnell College effective February 5, 2008 through February 4, 2009. The cost of the agreement will not exceed $10,000 and will be paid from Measure H bond funds.

K. Upon motion by Juan Martinez, seconded by Brad Rice, and unanimously carried, the Board moved to approve a new classified management classification of Facilities Planning Manager, (Appendix C), Range VIII, Management Salary Schedule.

L. Upon motion by John Martinez, seconded by Bill Freeman, and unanimously carried, the Board moved to approve the new allocation of Facilities Planning Manager and approved the interim appointment of Augustine Nevarez to that position which will be charged to Measure H bond funds.

M & N. Two public hearings were held for the purposes of collective bargaining.

There were no public statements made at either of the hearings:

- International Union of Operating Engineers Stationary Local No. 39 (L-39) Initial Collective Bargaining Proposal to Hartnell College District

O. Upon motion by Patricia Donohue, seconded by Kevin Healy, and unanimously carried, the Board moved to adopt the initial collective bargaining proposal from Hartnell Community College District to International Union of Operating Engineers Stationary Local No. 39 (L-39).

P. Upon motion by Brad Rice, seconded by Patricia Donohue, and unanimously carried, the Board moved to authorize reimbursement of necessary and documented expenses associated with invited Superintendent/President candidate’s travel to the District of up to $1,500 per visit.
INFORMATION ITEMS

FINANCIAL STATEMENTS

The Board received and accepted the financial statements for period ending December 31, 2007.

STUDENT SENATE REPORT

Lorena Moreno, Student Senate President reported that the Senate had a successful WOW Week; that they conducted a student survey on the registration rally and on going green. Their goal was to have collected responses from 10% of the student population – they received 2/3 of the 10%. She also reported that they are planning celebrations for both Black History month and Women’s History month; and that the Senate is excited and wants to help with student retention.

ACADEMIC SENATE REPORT

Jennifer Lagier Fellguth, Academic Senate President reported that they continue to work with unions, Classified and Student Senates on the new shared governance structure; that shared governance employee trainings will be held; that the faculty is participating and developing recommendations on the college reorganization; that this past flex day, the faculty worked on Student Learning Outcomes; that they continue to work on revising their courses and degrees; and that they are working with Dr. Rose on the March 15 Accreditation Report.

CLASSIFIED SENATE REPORT

Margie Wiebusch, CSEA President reported that Tammy Sharp de Avalos has resigned as Classified Senate President – Lourdes Sanchez has replaced her. On behalf of the classified employees, Margie reported that they are excited to have worked on the first reading of revised Board Policy 2010, Classified Employees – Shared Governance; that they are working with unions and senates on the new shared governance structure; that on February 21 there will be a leadership training held in the distance ed room that will be teleconferenced so that the King City staff can participate; and that they continue to work on the school supply backpack project for next school year.

PRESIDENT’S REPORT

Dr. Helm extended her appreciation to those Board members who attended the 2008 Effective Trusteeship workshop in Sacramento and she thanked Elia and Juan for attending the Legislative sessions that followed; that the notebooks the Board received this evening includes a complete set of Board Policies and Board Development Plan. At the suggestion of Trustee Healy, a portion of each Board meeting will be used to review a portion of board policies. This is an opportunity for not only our Board to familiarize themselves with policies, but will help educate the community.

BOARD COMMUNICATION

Trustee Freeman reported that he was proud of the students and athletes that showed up this evening, and that he would like to move Board communications to the front of the agenda.

Trustee Healy expressed his appreciation for the opportunity to attend the 2008 Effective Trusteeship workshop and that he is excited and believes the college is going in the right direction.

Trustee Gonzalez-Castro also expressed her appreciation for having attended the Trusteeship workshop; that she attended a local board of trustee’s workshop sponsored by the Monterey County Office of Education (Hartnell will be included in future workshops); that the Bookstore, while doing a good job, needs more
cashiers, especially during the first couple weeks of classes; that she would like a student survey conducted to determine how well the first week of school went; that she was pleased to have a staff member approach and help her and another student find a classroom; and that she is pleased with our accreditation status.

Trustee Donohue stated that she, too, was pleased to have attended the Trusteeship workshop and that she was pleased with the accreditation letter.

Trustee Valdés reported she was pleased with the latest accreditation news and she asked if the Books of Love project was still on-going. Margie responded, yes; however, she was working primarily on the school supply backpack project.

FUTURE AGENDA ITEMS
Trustee Gonzalez-Castro – Salinas Valley 2020 Study quarterly presentations on how Hartnell is responding to the findings in that study.

NEXT MEETING
The next Board of Trustees Meeting is scheduled for March 4, 2008, 5:00 p.m. in the Hartnell College Board Room, 411 Central Avenue, Salinas, CA.

ADJOURNMENT
Upon motion by Brad Rice, seconded by Kevin Healy, and unanimously carried, the Board moved to adjourn the meeting at 8:46 p.m.

Kari Lee Valdés
Board of Trustees President

Phoebe K. Helm
Board Secretary
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

Approval of:
1 request for Short-Term employment (presented for approval in compliance with Education Code §88003.)

Ratification of:
1 interim assignment of CSEA employee to supervisory position
3 resignations of regular employees
1 hire of CSEA employee
1 Part-Time Faculty hire for Fall Semester 2007
89 Part-Time Faculty hires for Spring Semester 2008
2 Student Worker hires for Fall Semester 2007
1 Volunteer
63 payments to Faculty for Special Projects which have been completed or are being paid on a monthly timesheet basis

Detail:

I. Request to hire Short-Term employees
   1. Approve Short-term Staffing Request:
      a. Secretary, $14.28/hr, Workforce and Community Development, provide secretarial services for Medical Coding Grant; assist with tracking, data collection, and 1) input all into Online Data Collect System (DCS); monitor and communicate with students, and 2) gather and enter initial data for Astra room scheduling software implementation, February 6 – August 31, 2008. This or similar services will not be extended or needed on a continuing basis.

II. Retirements, Resignations, Releases and Leave Requests
   1. Ratify resignations of regular personnel:
      b. Dr. Lisa Miller, Director, Campus Learning Resource Center and Distance/On-Line Education (#A-15), effective January 18, 2008.

III. Request for new position/change to existing position:
   1. Approve request to allocate new position:
      a. Programmer Analyst (40 hours/week, 12 months/year) (#CC-159), Educational Technology & Library Services. Funding for this position is provided by Title V funds through September 2012.
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

IV. Appointments

1. Ratify interim assignment of CSEA personnel to Supervisor position:

2. Ratify appointment of regular CSEA classified personnel:
   b. Kathie Cameron, part-time, 30 hours per week, 12 months per year, Administrative Assistant (Title V) (#CC-125), Educational Technology & Library, Step A, effective January 7, 2008. This action fills an existing vacant position.

3. Ratify appointment of part-time instructors for Fall Semester 2007:
   a. Karen Lindsey, Nursing; Nursing and Health Education

4. Ratify appointment of part-time instructors for Spring semester 2008:
   a. Patrizia Ahlers, Psychology; Fine Arts/Language Arts/Social Sciences
   b. Tom Alejo, Auto Collision; Occupational Education
   c. Wendy Angel, Art; Fine Arts/Language Arts/Social Sciences
   d. Talal Alsaleem, Psychology; Fine Arts/Language Arts/Social Sciences
   e. Nelson Bonner, Computer Lab; Academic Learning Center
   f. Olga Blomgren, Ethnic Studies and English; Fine Arts/Language Arts/Social Sciences
   g. Brian Brady, ESL; Fine Arts/Language Arts/Social Sciences
   h. Juan Campos, Computer Lab; Academic Learning Center
   i. Carlos Chavez, Counseling, High School Equivalency Program
   j. Stephen Crowell, Philosophy; Fine Arts/Language Arts/Social Sciences
   k. Paul Doughty, ESL; Fine Arts/Language Arts/Social Sciences
   l. Javier Dorantes-Rivera, Welding and Automotive Technology; Occupational Education
   m. Guido De La Vega Montalvo, Spanish; Fine Arts/Language Arts/Social Sciences
   n. Joseph De Ruosi, English; Fine Arts/Language Arts/Social Sciences
   o. William Faulkner, Music; Fine Arts/Language Arts/Social Sciences
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

p. Kathryn Franzell, English; Academic Learning Center

q. Charles Frederick, Anthropology; Fine Arts/Language Arts/Social Sciences

r. James Frye, ESL; Fine Arts/Language Arts/Social Sciences

s. Renee Gaskill, English; Academic Learning Center

t. Wayne Gibson, Real Estate; Occupational Education

u. Richard Givens, Physical Education

v. Angela Gleason, Art; Fine Arts/Language Arts/Social Sciences

w. Jose Gonzalez, English; Academic Learning Center

x. John Goodrich, Dance; Fine Arts/Language Arts/Social Sciences

y. Richard Gray, Administrative of Justice; Occupational Education

z. Richard Green, Photography; Fine Arts/Language Arts/Social Sciences

aa. Marv Grim, Physical Education

bb. Andrew Gruttadauro, Economics; Fine Arts/Language Arts/Social Sciences

c. Wanda Guibert, English; Academic Learning Center

dd. Anthony Gutierrez, Administration of Justice; Occupational Education

ee. Paula Haro, Dance; Fine Arts/Language Arts/Social Sciences

ff. Deborah Harris, English; Fine Arts/Language Arts/Social Sciences

gg. Katherine Harris, Biology; Math and Science

hh. John Himelright, Philosophy; Fine Arts/Language Arts/Social Sciences

ii. Sera Hirasuna, English; Fine Arts/Language Arts/Social Sciences

jj. Christopher Houston, English; Academic Learning Center and Fine Arts/Language Arts/Social Sciences

kk. Carolyn Jensen, Mathematics; Academic Learning Center

ll. Robin Jensen Pearce, History; Fine Arts/Language Arts/Social Sciences

mm. Ruben Jimenez, Spanish; Fine Arts/Language Arts/Social Sciences

nn. Anthony Johnson, Business; Occupational Education
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

oo. Calvin Kanow, Art; Fine Arts/Language Arts/Social Sciences
pp. Jeffrey Kessler, Psychology; Fine Arts/Language Arts/Social Sciences
qq. John Koza, Music; Fine Arts/Language Arts/Social Sciences
rr. Sylvia Langland, Family and Consumer Studies; Occupational Education
ss. Christopher Lavorato, Administration of Justice; Occupational Education
tt. William Laughton, Administration of Justice; Occupational Education
uu. Vince Lewis, Counseling; Disabled Student Programs & Services
vv. Orin Marvel, Mathematics; Math and Science
ww. John McCormick, Administration of Justice; Occupational Education
xx. Ann Merville, Anthropology; Fine Arts/Language Arts/Social Sciences
yy. Salvador Munoz, Construction Technology; Occupational Education
zz. Pamela Murakami, Art; Fine Arts/Language Arts/Social Sciences
aaa. Martin Need, English; Academic Learning Center and Fine Arts/Language Arts/Social Sciences
bbb. Juan Oliverez, Ethnic Studies; Fine Arts/Language Arts/Social Sciences
ccc. Daniel Ortega, Physical Education
ddd. Samuel Pacheco, Ethnic Studies; Fine Arts/Language Arts/Social Sciences
eee. Alberto Paredes, Automotive Technology; Occupational Education
fff. Abby Pfeiffer, English; Academic Learning Center
ggg. Ayaz Pirani, English; Fine Arts/Language Arts/Social Sciences
hhh. Victor Pongo, Agriculture Technology; Occupational Education
iii. Eduardo Ramos, Art; Fine Arts/Language Arts/Social Sciences
jjj. Lawrence Raneses, Mathematics; Academic Learning Center
kkk. Sylvia Rios, Art; Fine Arts/Language Arts/Social Sciences
lll. Vicki Robison, History; Fine Arts/Language Arts/Social Sciences
mmm. Jose V. Rodriguez, Auto Diesel and Mechanical Technology; Occupational Education
nnn. Wendy Roscher, English; Fine Arts/Language Arts/Social Sciences
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

ooo. Sandy Rudo, Music; Fine Arts/Language Arts/Social Sciences

ppp. Toshio Sakai, Japanese; Fine Arts/Language Arts/Social Sciences

qqq. Simon Salinas, Ethnic Studies; Fine Arts/Language Arts/Social Sciences

rrr. Phyllis Sanchez, Psychology; Fine Arts/Language Arts/Social Sciences

sss. Kimie Sasaki, Dance; Fine Arts/Language Arts/Social Sciences

ttt. Keith Sashegyi, Mathematics; Academic Learning Center

uuu. Sue Sedrak, Mathematics; Academic Learning Center

vvv. Criselia Serrano, Spanish; Fine Arts/Language Arts/Social Sciences

www. Mark Shilstone, Speech; Fine Arts/Language Arts/Social Sciences

xxx. Eric Strayer, Sociology; Fine Arts/Language Arts/Social Sciences

yyy. Afshin Tiraie, Mathematics; Academic Learning Center

zzz. Mary Ann Toney, Physical Education

aaaa. Daniel Torres, Business; Occupational Education

bbbb. Jose Trujillo, Business and Administration of Justice; Occupational Education

cccc. Benjamin Turner, Construction Technology; Occupational Education

dddd. Cheryl Victorino, ESL; Fine Arts/Language Arts/Social Sciences

eeee. Jesus Villicana Ochoa, ESL; Academic Learning Center and Fine Arts/Language Arts/Social Sciences

ffff. Young Wade, ESL; Fine Arts/Language Arts/Social Sciences

gggg. Robin Williams, Music; Fine Arts/Language Arts/Social Sciences

hhhh. Karen Wisdom, English; Fine Arts/Language Arts/Social Sciences

iiii. Kathy Yamamoto, Real Estate; Occupational Education

jjjj. Moses Yao, History; Fine Arts/Language Arts/Social Sciences

kkkk. Marilyn Zanetti-Chavez, Counseling; Trio/Student Support Services

llll. Chris Zepeda, Physical Education
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

5. Ratify appointment of student workers for Fall Semester 2007:
   a. Josefina Alegria-Coronel, Occupational Education, Student Worker I
   b. Elizabeth Butler, Admissions & Records, Student Worker I

6. Ratify volunteers:
   a. Michael Ward, Physical Education

V. Special Projects and Stipends

1. Ratify Special Project Agreement Payments:
   a. David Beymer, $150, for revising the HED 6 course outline
   b. David Beymer, $150, for revising the HED 55 course outline
   c. David Beymer, $50, for revising the PE 224 course outline
   d. David Beymer, $150, for revising the PE 116 course outline
   e. David Beymer, $150, for revising the PE 117 course outline
   f. David Beymer, $150, for revising the PE 118 course outline
   g. Maria Castillo, $200, for attending the Curriculum Committee Extra Meeting on November 22, 2007
   h. Carl Christensen, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
   i. Carl Christensen, $100, for revising the MUS 17D course outline
   j. Carl Christensen, $100, for revising the MUS 17C course outline
   k. Carl Christensen, $100, for revising the MUS 17B course outline
   l. Carl Christensen, $100, for revising the MUS 17A course outline
   m. LaVerne Cook, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
   n. LaVerne Cook, $150, for revising the COU 26 course outline
   o. Dawn Flood, $200, for revising THA 100A course outline
   p. Dawn Flood, $200, for revising THA 110B course outline
   q. Dawn Flood, $200, for revising THA 110C course outline
   r. Angela Gleason, $150, for revising the ART 41A course outline
   s. Angela Gleason, $150, for revising the ART 41B course outline
   t. Wanda Guibert, $2000, for reading STAAR* essays for English Assessment from 8/20-12/21/07
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

u. Jeanne Hori-Garcia, $200, for revising the ECE 20 course outline
v. Jeanne Hori-Garcia, $200, for revising the ECE 26 course outline
w. Jeanne Hori-Garcia, $100, for revising the ECE 21 course outline
x. Jeanne Hori-Garcia, $100, for revising the ECE 22 course outline
y. Jeanne Hori-Garcia, $150, for revising the ECE 23 course outline
z. Jeanne Hori-Garcia, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
aa. Ellie Love, $100, for revising the PE 1.221 course outline
bb. Bob Maffei, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
cc. Yoshiko Matsushita-Arao, $150, for revising the PSY 1A course outline
dd. Daniel Ortega, $150, for revising the PE 3.514 course outline
ee. Daniel Ortega, $150, for revising the PE 1.183 course outline
ff. Greg Perkins, $200, for revising the Math 3C course outline
gg. Daniel Petersen, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
hh. Daniel Petersen, $200, for attending the Curriculum Committee Extra Meeting on October 11, 2007
ii. Daniel Petersen, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
jj. Greg Perkins, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
kk. Janet Pessagno, $1500, for reading STAAR* essays for English Assessment from 10/15-12/15/07
ll. Yvonne Reid, $100, for revising the PE 1.147 course outline
mm. Yvonne Reid, $150, for revising the HED 60 course outline
nn. Ann Riley, $150, for revising the HIS 47 course outline
oo. Ann Riley, $150, for revising the HIS 48 course outline
pp. Ann Riley, $150, for revising the HIS 40 course outline
qq. Ann Riley, $150, for revising the ETH 1 course outline
rr. Ann Riley, $150, for revising the ETH 2 course outline
ss. Ann Riley, $150, for revising the ETH 3 course outline
tt. Ann Riley, $150, for revising the ETH 4 course outline
THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE FEBRUARY 5, 2008 REGULAR MEETING OF THE GOVERNING BOARD:

uu. Jose Valentin Rodriguez, $200, for revising the AUT 73 course outline
vv. Jose Valentin Rodriguez, $200, for revising the AUT 81 course outline
ww. Jose Valentin Rodriguez, $200, for revising the AUT 82 course outline
xx. Jose Valentin Rodriguez, $200, for revising the AUT 83 course outline
yy. Jose Valentin Rodriguez, $200, for revising the AUT 103 course outline
zz. Jose Valentin Rodriguez, $200, for revising the AUT 110 course outline
aaa. Gary Smith, $150, for revising the ART 10 course outline
bbb. Robert Spier, $150, for revising the COU 27 course outline
ccc. Melissa Stave, $200, for attending the Curriculum Committee Extra Meeting on December 13, 2007
ddd. Melissa Stave, $100, for revising the PE 1.211 course outline
eee. Melissa Stave, $100, for revising the PE 1.2132 course outline
fff. Aron Szamos, $150, for revising COU 23 course outline
ggg. Ron Waddy, $150, for revising ENG 51 course outline
hhh. Lawrence Yee, $200, for revising CHM 1A course outline
iii. Lawrence Yee, $200, for revising CHM 60 course outline
jjj. Lawrence Yee, $200, for revising CHM 1B course outline
kkk. Chris Zepeda, $95.72, for attending the mandatory COA inservice training for the 2007-2008 athletic varsity season on August 15, 2007.
HARTNELL COMMUNITY COLLEGE DISTRICT
Resolution 08:2

Resolution to Name East Campus, Alisal, and to Seek Center Status with Chancellors Office

Whereas, East Campus represents a vital component of Hartnell College’s diversity of educational programs and services to the residents, families, businesses, and employers of our Service Area, and;

Whereas, the East Campus is being transformed into a Hartnell College educational delivery site that will provide primary and essential focus on the new technologies that are driving and will drive the economy of California and our region, including green construction techniques, sustainable building design, agriculture diversification featuring viticulture and ag/eco-tourism, as examples.

Therefore, be it resolved that the Board of Trustees of the Hartnell Community College District hereby names the East Campus, Alisal and directs the Superintendent/President to investigate with the Chancellors Office of the California Community Colleges the feasibility and opportunity to have the Alisal Campus officially designated as a Center.

PASSED AND ADOPTED ON THIS 5th day of February 2008, upon motion of Kevin Healy, seconded by Lorena Moreno (Student Trustee), and on a vote of not less than two-third of the membership of the Board of Trustees of the Hartnell Community College District.

APPROVED: February 5, 2008
AYES: Donohue, Gonzalez-Castro, Healy, Rice, Valdés
NOES: Freeman, Martinez
ABSENT: None
ATTEST: ____________________________________________  ____________________________________________
        Board President                     Secretary of the Board
HARTNELL COMMUNITY COLLEGE DISTRICT

APPENDIX C

FACILITIES PLANNING MANAGER

DEFINITION
Under the general direction of the Superintendent/President, the Facilities Planning Manager is responsible for the management and interdisciplinary integration of facilities planning, design development and construction activities for the District; working in partnership with other planning, design and construction staff, plays the primary role in ensuring that the District plans, designs, and builds capital projects that are functional, well designed, sustainable, and cost effective.

SIGNIFICANT RESPONSIBILITIES
Serve as District liaison between District and Chancellor’s Office on facilities issues and capital projects.

Serve as a District liaison to local, State and Federal facility planning agencies, architects, engineers, technical and financial consultants, legal counsel, inspectors and contractor representatives related to facilities planning, approvals, funding, construction and maintenance.

Review activities related to site selection and development, building plans and design, additions and alterations to existing facilities, and improvements to grounds related to Construction Bond and other specially funded projects.

Submit five year Construction Plan to Chancellor’s Office.

Act as the liaison between District faculty and staff design committees and administrative committees, and design professionals and engineers; coordinate the activities of these consultants in the preparation of project design including schematics, preliminary, and working drawings.

Interact and communicate all segments the College (Instructional, Student, and Administrative Services) to gain understanding of space needs and requirements.

Identify opportunities and develop plans for new capital construction projects through the planning process; assist in the development of funding for such projects (i.e., through the State process, bond measure, and/or private sources).

Facilitate the process of maintaining and revising the District’s Facilities Master Plan within the governance process to ensure that District facilities are fully able to support the Educational Master Plan.

Coordinate the development of Initial Project Proposals and/or Final Project Proposals as determined by the District and as required by Chancellor's Office.

Communicate the Construction Plan to District administration.

Review plans and designs developed by outside architects, contractors, and consultants to assure compliance with statutory and technical needs, conformance with the service needs of the college, economy of maintenance, and future growth possibilities.

Evaluate District Scheduled Maintenance needs and prepare and oversee the District’s required Scheduled Maintenance Program from submittal through the Board of Trustees to the California Community Colleges Chancellor’s Office through project execution.

Conduct facility utilization reviews and measurements; perform research and analysis in the development of facilities planning data, maintain a record of space inventory and usage, prepare space inventory reports and submit annually to the Chancellor’s Office.

Monitor construction projects to ensure they are on time and funded.
DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION - Continued

Monitor and manage construction project budgets; research budget allocations; prepare budget reports; manage budget planning and monitoring; assure that all construction contract stipulations are met and that final building specifications are acceptable to the District.

Act as a liaison between college facilities maintenance staff and design professionals during the design development of projects to ensure appropriate input into design decisions that will impact facilities maintenance operations.

Participate in various District and community committees as required.

Establish and maintain effective and positive relationships with faculty and staff.

Work collaboratively with Hartnell College departments.

Operate a computer, assigned software and other office equipment.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Institutional planning, design, and construction methodologies.
Principles of architectural design, contracting, construction, and project management.
Construction and maintenance methods and practices.
Computer-based technology for management of facilities use planning programs and functions.
Community College or public sector capital outlay programs.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Proper English usage, spelling, punctuation and grammar.

ABILITY TO:

Apply principles of design and space planning.

Manage capital budgeting process and coordinate project cost estimation.

Organize, direct and successfully implement, planning, design, and construction of capital projects in a higher education setting.

Gain thorough knowledge of State of California Community College Space Inventory Program.

Gain some knowledge of the Uniform Building Code, California Architectural Barriers Laws (CALABL) and Occupational Safety and Health Act (CALOSHA), Americans with Disabilities Act (ADA), California Public Contracts and Education Code and other related statutes.

Make appropriate judgments and decisions weighing the relative costs and benefits of potential actions.

Work effectively with managers, faculty and staff in a participatory and collaborative environment to accomplish the goals and objectives of facilities, planning and construction projects and programs;

Compile and interpret statistical and visual analyses; prepare reports and presentation materials, conduct presentation and communicate technical concepts and analyses to a variety of audiences.

Organize and prioritize workload to effectively meet scheduled deadlines.

Understand and interpret rules, regulations and laws related to assigned areas.

Prepare and maintain records and reports related to assigned activities.

Develop and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Use a variety of software on a personal computer.
Work independently with little direction.
Perform other duties as assigned.

MINIMUM QUALIFICATIONS
A bachelors’ degree in architecture, facilities planning, engineering, construction management or a related field or equivalent experience in construction planning, estimating, coordination, inspection and management.
Three years of progressively responsible experience in program and budget management.

DESIRED QUALIFICATIONS
Facilities and/or construction planning experience in a public setting.
Familiarity with the California Community College and Department of State Architect processes.

LICENSES AND OTHER REQUIREMENTS:
Valid Class C California driver license and use of a personal vehicle.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor and outdoor environment
Driving a vehicle to conduct work and travel from site to site.
May include working in construction areas subject to uneven and unpaved surfaces and extremes of temperature, moisture, dust and noise.
Exposure to hazards of construction sites.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or reaching to retrieve and file records.
May occasionally require some physical exertion requiring stamina and flexibility. Requires high motor coordination,

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