OPEN SESSION
Meeting called to order at 5:05 p.m. by Trustee Padilla-Chavez.

PLEDGE OF ALLEGIANCE
Trustee Montemayor led the Pledge of Allegiance.

ROLL CALL
Erica Padilla Chavez, President
Kevin Healy, Vice President
Candi DePauw
Patricia Donohue
Bill Freeman
Elia Gonzalez-Castro
Ray Montemayor
Juan M. Gutierrez, Student Trustee – (advisory vote per Board Policy 1030)

Dr. Phoebe K. Helm, Superintendent/President

OPENED PUBLIC HEARING ON THE ANNUAL BUDGET
As required by Title V, Section 53801 and 58305, Trustee Padilla-Chavez opened the public hearing on the Annual Budget for fiscal year 2011-2012 at 5:10 p.m. Trustee Padilla-Chavez noted that the Board held a workshop on the budget on September 7, 2011. The purpose of that workshop was to allow the board and the public the opportunity to review the budget prior to this evening.

Dr. Helm, President/Superintendent presented the budget planning process and sound budget principles that were used to build the 2011-12 noting that the same principles were used to build last year’s budget and stated that the budget presented tonight is very similar to the tentative budget adopted in May. She pointed out that the budget principles were designed to support fiscal stability and reduce budget swings. To do that, the college must have an adequate reserve. Dr. Helm explained the graph that predicted the college’s finances over the next few years. The projection assumes that revenues will be flat and that certain fixed expenses will increase (staff longevity, health care, utilities, etc). This scenario demonstrates that the reserves will fall below the five percent (5%) required by accreditation before 2015. Dr. Helm stated that while the college’s reserves are extremely healthy at the moment, there is no cushion and neither the State nor the Nation’s economy is expected to turn around before 2015. (Appendix A)

Dr. Helm advised the Board that the college needs to begin to consider shifting some financial responsibilities back to the college. For example,
Salinas Valley Memorial Healthcare System donates about $400,000 per year to support the Nursing Program. These funds help support nursing faculty stipends and long term liabilities such as classified staff, adjunct faculty, and supplies. Should SVMH monies go away, the college needs to prepare to cover these long term liabilities in their unrestricted general fund.

Dr. Helm explained that the 2011-12 budget is conservative and while a mid-year cut is anticipated from the State, the college should not need to make additional adjustments unless the State’s cuts exceed the $520 million initially forecast as a worst case scenario. Dr. Helm further indicated that the Board may want to review the Budget in November or December and give some thought to a one-time 2% increase to employees with recognition of the fact that the financial forecast indicated that we are in no position to provide a change to base salaries.

Dr. Helm proceeded to review pages from the final budget and after her presentation, the Board asked questions related to the special revenue fund for child development and bookstore, and student worker fees.

There was some discussion regarding the Associated Student Fund and how much the college charges the Associated Students for the CAT card. Each student pays a $4 activity fee per semester. Three of those dollars go directly to the Associated Student Fund and $1 goes to the college. In addition, funds from the Associated Students pay 50% of the Student Life Coordinator position and that same fund covers student senate stipends ranging from $1,500 to $1,000 over the academic year (nine months).

Ann Wright, Faculty Association, spoke about nursing salaries paid through Salinas Valley Memorial Healthcare Systems, the 50% law requirement. She stated that Resource Allocation Committee recommended that 21 faculty positions be filled and asked if the current budget supports 21 positions and if there is a line item for technology.

Francisco Estrada, Student Senate, spoke about the student activity fee stating that it is among the lowest student activity fee across the State. Also, he asked about a student transportation fee.

Trustee DePauw asked for further clarification on the 50% law.

At the request of Trustee Padilla-Chavez, Dr. Helm to respond to questions asked by the public related to the annual budget.

Dr. Helm responded starting with the question about a transportation fee. She explained that Hartnell charges a parking fee and that some colleges charge students a “transportation/parking fee”. The student is then issued a bus pass and/or a parking pass. This concept should not be confused with the Student activity fee of $4 which includes the CAT card. She further noted that the Student Association had generously chosen to engage in a pilot project to determine bus usage by students by funding the “free fare zone” this year and pointed out that this was especially helpful for students since fees had jumped from $26 to $36 this fall.
Second she reminded the Faculty Association that the Shared Governance Committee did hear a request for 21 faculty over the next three years and indicated that at the time five were budgeted and she recommended extending that to seven and then in late summer extended that to nine by adding two temporary full time positions. Again, the college agreed to reassess faculty needs as well as other needs of the college and make recommendations in late fall for the coming year. As for technology, Dr. Helm reminded the audiences of the planning processes that happened in 2007-08 and pointed out that we are now in Stage Five of that Transformation Process – which is to redesign the technology infrastructure and delivery. She further reminded them that the lack of an up-to-date and appropriately funded and staffed technology plan was one of the major concerns raised in the last accreditation study. Concerns were raised in the Preliminary Audit Findings this year as well.

Further she explained that the 50% law is legislation that passed in 1959 that requires at least 50% of certain expenditures be spent “inside the classroom”. She stated that the intent of the law is excellent, but that the problem is with what is counted as “inside” the classroom. The only thing that counts is faculty salaries and benefits, as well as certain CSEA staff such as the chemistry and biology technicians. However, counselors, librarians, tutors and computer technologists do not unless they are “in the classroom” with the faculty member.

Neither do supplies or equipment count. The smart classroom of today is hardly the classroom of 1959 in terms of equipment. Hartnell did not hold Summer School in 2010. This recommendation was made to the Board through the shared governance process. It was made after the State failed to fund Hartnell for almost 900 FTES in 2009-10 and in the face of additional revenue reductions in 2010-11.

This decision saved Hartnell $1 million in faculty salary and benefits in the Summer of 2010. Thus, as a result, Hartnell may fall below the 50% law. She indicated that she would continue working with the business office, the auditors and the heads of the faculty and senate and would report back to the Board as they finalized the numbers. A request for an exception would be filed with the Chancellors Office on or before September 15, 2011 and they would have the opportunity between now and December 1, 2011 to withdraw the request if it turns out not to be needed.

Trustee Padilla Chavez closed the public hearing at 6:15 p.m.

Trustee Freeman stated that the potential 2% employee bonus does not cover what staff gave up a couple of years ago. In addition, he stated that he could not support this budget because there is no one in charge of the college finances because both the Chief Business Officer (CBO) and Controller recently left the college and requested an independent audit of the budget. Trustee Padilla-Chavez asked if that was a motion and Mr. Freeman responded, “yes”. She asked for a second and Trustee Montemayor seconded
the motion. Discussion followed in which Mr. Montemayor stated he has concerns over the two resignations and believes an independent audit would be transparent and would protect the integrity of the college.

Trustee Donohue asked if Trustees Freeman and Montemayor were suggesting the Controller and CBO were less than honest in preparing the budget. Trustee Freeman stated that he does not believe so, but that he believes the budget is the most single important function the Board oversees and he cannot move forward until an independent audit is conducted because our community deserves better.

Trustee DePauw stated that if Trustee Freeman believed the integrity of the two individuals is not in question, she would like to know what he thinks happened since this past Friday, September 9, when the Controller officially resigned.

Trustee Padilla-Chavez clarified that she asked at the Budget Workshop if there was anything in this budget the Board needed to be concerned about and the response she received from a very capable team, was no.

Trustee Healy called for the question and the Board voted on a motion made by Trustee Freeman, seconded by Trustee Montemayor, to not approve the recommended budget and conduct an independent audit.

The motion failed by vote of 5-2 and 1 advisory vote of Aye (Student Trustee Gutierrez)
Nay:  Donohue, Gonzalez-Castro, DePauw, Healy, Padilla-Chavez
Aye:  Freeman, Montemayor

ADOPTION OF ANNUAL BUDGET 2011-2012

On a motion by Trustee Healy, seconded by Trustee DePauw, the Board moved to adopt the budget for fiscal year 2011-12 by vote of 5-1-1.
Aye:  DePauw, Donohue, Gonzalez-Castro, Healy, Padilla-Chavez
Nay:  Freeman
Trustee Montemayor and Student Trustee Gutierrez abstained from voting.

Trustee DePauw pointed out that the college does have someone in charge of finances and that individual is present this evening.

Trustee Gonzalez-Castro stated that she is confident about the budget, believes the budget to be accurate, and she is pleased to support the budget – that moving forward keeps the college’s important work flowing.

Dr. Helm clarified that, by State law, the district is required to have an independent auditor. This auditor is hired annually by the Board and meets with the Board’s Ad hoc Audit Committee several times a year. In addition, the auditor meets with the Committee without staff present to ask if there are any issues in the budget the Board needs to know or worry about.

The Board thanked Dr. Helm for her presentation.
Francisco Estrada, Student Senate, reported on Student Senate business under public comments because he had to leave the meeting early to attend class. Francisco reported that the MST Free Zone project is receiving great advertisement through the plasma screens placed around the college; that students who get their CAT card receive discount cards for local businesses due to the hard work of the Vice President of the Student Senate, that the Senate approved funding the Student Life Coordinator (50%) over the next two academic years, that the Senate is planning a training on Roberts Rules of Order; that the Senate plans to look into the availability of daily parking permits at the Alisal Campus; that there will be a community forum on pesticides; and that the Senate endorsed Prop 1841, potential funding from oil extractions.

On a motion by Trustee Healy, seconded by Trustee Montemayor, by vote of 7-0, and by advisory vote of Aye (Gutierrez), the Board moved to approve Consent Items B, D, E, F, G, H, and J.

Pulled for separate vote were Consent Items A (DePauw), C (Healy) and I (Freeman)

On a motion on by Trustee DePauw, seconded by Trustee Healy by vote of 7-0 and by advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt the minutes of the Regular Meeting of August 23, 2011, as revised by Trustee DePauw and subject to verification of the audio in relation to Student Trustee Gutierrez request.

Trustee DePauw asked that the minutes be revised to include her question regarding the architect for the CAB Building. On Page 4, paragraph 5, a statement will be added to include Trustee DePauw question regarding the architect who designed the CAB building and staff response that the Architect was Jerome Kasavan.

In addition, Student Trustee Gutierrez stated that he recalled Trustee Padilla Chavez stated that he is not a member of the Governing Board because his vote is advisory. Trustee Padilla-Chavez stated that she does not recall having said this and the audio will be checked for verification and the minutes revised as appropriate.

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

On a motion by Trustee Healy, seconded by Trustee DePauw, vote by of 7-0 and by advisory vote of Aye (Student Trustee Gutierrez), the Board moved to declare the property as surplus and authorized its disposal by the Administration. (Appendix B)

Trustee Healy stated the list included many computers and asked if the computers had potential value in other areas of the college. The college
received one-time funding to replace computers and those that were not cascaded down to other areas of the college are those that have been identified as surplus. They have all been stripped and are ready to be disposed of as a gift to similar tax supported body or sold.

D. HEP GRANT
Ratified the grant application for the High School Equivalency Program grant for $2.3 million over five years, accepted the funds, and authorized the administration to enter into agreements to execute the work per the grant application. The term of this grant is five years, July 1, 2011 through June 30, 2016.

E. EDD/WIA GRANT – YOUTH CAREER TECHNICAL ED
Ratified the grant application for the Employment Development Department Workforce Investment Act Youth Career Technical Education Program, accepted the funds, and authorized the administration to enter into agreements to execute the work per the grant application. The grant award is $499,950 effective October 2011 through March 2013. The funds will support comprehensive training for entry-level jobs in agricultural, industrial and green construction technologies for 16-24 year-old youth.

F. SUB RECIPIENT OF FUNDS – RANCHO CIELO
Approved to accept funds from Rancho Cielo as a sub recipient of the U.S. Department of Labor YouthBuild Grant and authorized the administration to enter into agreements to execute the work per the grant application. The college will receive $153,156 to support courses in sustainable construction for students enrolled in the Academy for College Excellence program effective September 14, 2011 through June 30, 2013.

G. EXTENDED CAMPUS AGREEMENT – SAN GERARDO
Authorized the administration to enter into an extended campus agreement with the San Gerardo Cooperative for the use of the Gerardo Community Hall, effective September 14, 2011 through November 2, 2011. There is no cost for use of this facility.

H. EXTENDED CAMPUS AGREEMENT – OB/GYN ASSOCIATES
Authorized the administration to enter into an extended campus agreement with OB/GYN Associates Central Coast for clinical experience for the Nursing Program effective September 19, 2011 with a six month written notice termination clause by either party. There is no cost for use of this facility.

I. GG CONSULTING
On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, by vote of 6-1(Nay: Freeman) and by advisory vote of Aye (Student Trustee Gutierrez), the moved to ratify the agreement between Hartnell Community College District and G. G. Financial Services for the services of Gracie Gast as Interim Vice President, Support Operations.

Trustee Freeman said he could not support this item because he believes the Superintendent should not be permitted to hire her colleagues.

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

ACTION ITEMS
BUDGET REVISIONS
On a motion by Trustee Donohue, seconded by Trustee Gonzalez-Castro
by vote of 7-0 the Board moved to approve the budget revisions numbered
9396 to 9418.
Student Trustee Gutierrez abstained from voting.

REDISTRICTING ADVISORY COMMITTEE

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Healy, by vote of 7-0, and by advisory vote of Aye (Student Trustee Gutierrez), the Board moved to ratify the appointment of Jennifer B. Skidgel-Clarke the Redistricting Advisory Committee to represent Area and the withdrawal of Manuel Osorio in Trustee Area 1.

Trustee Healy thanked Mr. Osorio for withdrawing from the Redistricting Advisory Committee and he thanked Ms. Skidgel-Clarke for her willingness to represent Area 1 and thanked Mr. James Nakashima, another volunteer for his interest in the college.

POLICY ON HEALTH BENEFITS FOR BOARD

On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, by vote of 6-0-1 and by advisory vote of Nay (Student Trustee Gutierrez), the Board moved to approve the second and final reading of revised policy, Health Benefits for Members of the Governing Board. Trustee Montemayor abstained from voting.

Trustee Freeman stated that benefits should be equal – that if one trustees gets benefits all should get benefits, even the student trustee.

Trustee Donohue stated that the Board should consider giving up all benefits because most trustees already have insurance, that it is costly to the district, that it’s an unnecessary expense and that those dollars could be used in other ways for the college.

RESOLUTION 11:9, CHANGE THIRD PARTY PLAN ADMINISTRATOR

On a motion by Trustee Donohue, seconded by Trustee Healy, by roll call vote of 7-0 and by advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt Resolution 11:9, Change Third Party Plan Administrator.

Trustee Donohue asked why this administrator is being changed and Dr. Helm responded that changing the administrators provided a lower cost for the participant. There is no fiscal impact to the District; it is a service provide to employees.

INFORMATION ITEMS

CONSTRUCTION PROJECTS – UPDATE

The Board received an updated, written report on the current construction projects. The report is on Page 141 of the September 13, 2011 Meeting Agenda Packet housed at:

The Board complimented the new entrance sign at the Alisal. Joseph reported that the college is going out to bid for a bus turn-around at the Alisal. Trustee Padilla-Chavez commended all those involved in making this project happen – that it’s good news for our students.
COUNTY OF MONTEREY
TREASURER’S
INVESTMENT REPORT

The Board received the Monterey County Treasurer’s Investment Report for quarter ending June 30, 2011.

FIRST READING OF BOARD POLICIES – ACADEMIC

The Board received the first reading of revised policies for Standards of Scholarship, Academic Freedom, Pre and Co-requisites, and deletion of the Food and Wine policy which is no longer applicable.

Trustee Padilla-Chavez asked legal counsel if the first reading needed to be an action item. Counsel Dowell responded that it is typical the first reading is placed under information. Dr. Helm clarified that the current board policy on revising policies states that the revision must come before the Board two times and that the Board may provide input at this meeting and between and including the next meeting (October). In addition, Dr. Helm stated that these particular items have been vetted through the Academic Senate.

SENATE REPORTS

Academic Senate: Nancy Schur confirmed that the instructional policies before the Board this evening were vetted through the Senate. She reported the Senate met today and faculty is currently being appointed as peer evaluators to non-tenured faculty.

Classified Senate: None were present.

Student Senate: Francisco Estrada reported on Senate business earlier in the meeting (See Page 3, Public Comments)

PRESIDENT’S REPORT

Dr. Helm’s report included:

Parking at the Alisal: The college is working on a solution to resolve this issue and is looking into the possibility of using online technology.

Auto Collision Program: Dr. Flannigan is expected to return from her holiday next week and the Board would be updated more fully in the near future.

Enrollment: Dr. Helm asked Mary Dominguez, Dean of Student Affairs, to give a report. She reported that summer enrollment were healthy. Summer FTES were 727.8. Of these, 504 were used as back fill for 2011-12. At fall Census Day the FTES for Fall was close to 9,000 and the unduplicated headcount was 8,782. The college is well on its way to meeting the annual FTE Goal of 6,900. Trustee Padilla-Chavez asked for an enrollment report by location. Dr. Helm requested that this request be expanded to include enrollments by day, evening and weekend as well as online courses. Annual comparisons of these data help the college analyze its service as well as district needs.

Reduction in Energy Consumption and Cost Savings: The California Community Colleges Chancellors Office, in partnership with PG& E, has been working with college districts to reduce energy consumption and recover the costs of those investments in less than two years. The EPACT legislation enacted by Congress in 2006 provides for rebate incentives. Government Code 4217.12 requires that the Boards of participating districts
post a notice, hold a hearing on and review a resolution to adopt findings with regard to those savings. Joseph Reyes has worked with representatives of CCCCO and Green Tech Energy Services to conduct the study. Their study estimates the cost to be $476,287 with an immediate rebate of $247,263 with a full recovery of the balance in less than two years. After investment costs are recovered, the college anticipates an annual reduction of energy costs approximately $121,920. PG&E will verify and/or refine the findings of Green Tech Energy Services before the Board meeting in October. The hearing on the resolution to adopt the findings will be in the October 4, 2011 agenda. The Resolution will include the awarding of the contract in compliance with Government Code cited above. The work is estimated to take eight weeks and must be completed, inspected, and certified prior to December 31, 2011 to qualify for the rebates mentioned earlier.

Dr. Helm recalled that Hartnell was commended at the Trustees conference in Monterey in May for having installed a more efficient heater for the swimming pool and a pool cover. These two changes are predicted to save approximately $35,000 annually in energy costs.

Recently, plug load adaptors were installed in offices throughout the college by technology staff, Paul Chin and Steve Otero. These adaptors reduce energy consumed by computers when not in use. And, even more recently, Eric Price has qualified the college for reduced telephone costs through the California/Teleconec Fund (CTF). It is a fund that results from a tax the state imposes on utility users. The fund was originally set-up for K-12 schools, but in 2009 was extended to public libraries and colleges. It is expected that the approximately $10,000 monthly bill the college now pays will be reduced by half. Dr. Helm commended and congratulated Joseph, Paul, Steve and Eric for their hard work and dedication and stated that we anticipate even more savings in the area of virtualization, software, licenses and other technologies in the future. These investments are critical now because the payoff in savings will kick in and really help us slow down that annual increase in fixed expenses as noted in the budget presentation earlier tonight.

### BOARD REPORTS

Student Trustee Gutierrez honored student, Anna Flores-Martinez, by reading aloud her poem, *Slumber Deep Poverty*. (Appendix D) Ms. Flores-Martinez recently lost her battle with cancer August 23rd. Two of her poems were published in the *Homestead Review*. Also, Student Trustee Gutierrez said he is pleased to hear that the college will be addressing the transportation and the parking situation at the Alisal. Student Trustee Gutierrez stated he believed his due process is being violated and he began to address an issue pertaining to him as a student and Trustee Padilla-Chavez reminded him that his issue needed to remain separate from his role as Student Trustee.

Trustee Padilla-Chavez acknowledge Ms. Flores-Martinez daughter, Jessica who was in the audience. Trustee Padilla-Chavez said that Ms. Flores-Martinez was a great example for those who want to pursue their education. Dr. Helm asked that the poem be made part of the minutes.
Trustee Healy congratulated Coach Collins on the football team’s recent victory; that he is happy the Board passed a budget with such a strong reserve – that it provides options at a time when many do not have any. He cautioned the student senate sponsoring the upcoming community forum on pesticides and asked that the experts in the Agriculture community be made aware of this matter. And, he stated he plans to submit a future agenda item on board benefits.

Trustee DePauw thanked the Student Trustee for honoring and reading the poem written by Ms. Flores-Martinez.

Trustee Freeman reported that he participated in a 9/11 community event with city police and firemen—he read some of the names of the victims; that he attended the first soccer game; he announced the next football game is scheduled Saturday night against Modesto. And, he stated that he believes it’s wrong to go after the Student Trustee because Student Trustee Gutierrez won two elections and he asked the Board close in memory of Anna Flores-Martinez.

Trustee Gonzalez-Castro reminded everybody that September is Latino Month and the community is celebrating – that El Grito was well attended – that the new Mexican Consul was in attendance. She was able to meet him and he is friendly and approachable and she hopes someday he can come to Hartnell. Bi-national Health week is in October and events to celebrate are underway. She congratulated the football team – she attended the first out of town game. She is pleased the Board adopted the budget and she thanked Dr. Helm for her presentation and for bringing a financial director as interim to the college. She is confident that those who left were competent and left the college with an accurate budget.

Dr. Helm pointed out the Board’s calendar and reminded the Board that tomorrow night is the Board’s Retreat, facilitated by Dr. Pam Fisher and she announced that the Gallery is currently showing, Festival Masks of Mexico: From the Hartnell College Collection and that Sunset and Margaritas would be showing for three weeks at The Western Stage.

Trustee Erica Padilla-Chavez took the opportunity to thank all of the faculty and staff for all of their work and shared that she was walking the campus with her son and he said that the campus is beautiful and that she immediately thought of everyone at the college. Further she said, at the end of the day our anchor is our mission - to create opportunities for our community so that we can move ahead – it’s what community colleges are all about. She asked for a moment of silence in memory of Anna Flores-Martinez and in memory to those who lost their lives on 9/11.
CLOSED SESSION

The Board of Trustees and Dr. Phoebe K. Helm, Superintendent/ President, Terri Pyer, Associate Vice President, Human Resources, and Mary Dowell, Legal Counsel, Liebert, Cassidy, Whitmore, moved to Closed Session at 7:20 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.

1. Conference with Legal Counsel - Anticipated Litigation. Initiation of litigation pursuant to Section 54956.9(c): One potential case.
2. Management Personnel – two positions

RECONVENE PUBLIC SESSION AND REPORT OUT FROM CLOSED SESSION

Trustee Padilla-Chavez reconvened the public session at 8:20 p.m. and reported that no action was taken in Closed Session.

ANNOUNCEMENTS

1. Board Retreat – September 14, 5-9 p.m., Distance Learning Room
2. Board Workshop – School/College Partnership, Hartnell College/Salinas Union High School District, September 20, 2011, 5 p.m., Steinbeck Hall
3. Regular Meeting – October 4, 5 p.m., CALL, Room 208

ADJOURNMENT

On a motion by Trustee Healy, seconded by Trustee Montemayor, and unanimously carried, the Board moved to adjourn the meeting at 8:21 p.m. in memory of Anna Flores-Martinez.

Erica Padilla-Chavez  Phoebe K. Helm
Board of Trustees President  Board Secretary
How to Gain Fiscal Stability and Reduce Budget Swings
Using Sound Budgeting Practices

- Maximize Revenue
- Control Expenses
- Balance Revenue and Expenses
- Establish Clear Budget Controls
- Maintain Adequate Reserves

Maximize Revenue

General Fund (11) revenue is primarily generated by Full-time Equivalent Students (FTES) through the State Apportionment.

State Apportionment is funded by:
- Local Property Taxes
- Student Fees
- State General Fund

Budget for FTES growth only after it is realized.
Maximize classroom space utilization, increase class size
- State assumes average class size of 35
Control Expenses

- Control inflationary growth of expenditures
- Accurately forecast long-term obligations
- Don’t budget anticipated savings until realized
- Tie compensation adjustments to state apportionment revenue (income)

Balance Revenue and Expenses

- Use on-going revenue for on-going expenses
- Use one-time revenue for one-time investments

Establish Clear Budget Controls

- Provide timely, accurate information for budget monitoring
- Make mid-year adjustments when necessary
- Adopt sound cash management policies (borrowing is costly)
Maintain Adequate Reserves

- Cash Flow – During July-November expenses exceed revenue
- Available for unforeseen obligations
- Acts as “shock absorber” during times of funding uncertainty
- Demonstrates sound fiscal management (favorable in bond ratings)
- Used to smooth budgets for variable spending patterns
- Required by state (3%), accreditation (5%) (2 weeks of expenditures), and suggested by business professionals (7-10%)

2011-12 Budget Outlook

Revenue, Expense, and Fund Balance, 2011-12 through 2015-16

2011-12 Budget Outlook

Fund Balance and 5% Requirement, 2011-12 through 2015-16
## 2011-12 Budget Outlook

**UNRESTRICTED GENERAL FUND BALANCE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FUND BALANCE 6/30/2011 (Unaudited)</td>
<td>$ 7,920,058</td>
</tr>
<tr>
<td>Assigned:</td>
<td></td>
</tr>
<tr>
<td>Balance 2011-12 Budget</td>
<td>$374,241</td>
</tr>
<tr>
<td>Meet the 5% Reserve as required by accreditation</td>
<td>$1,769,075</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$2,143,316</td>
</tr>
<tr>
<td>Economic uncertainty (2 weeks)</td>
<td>$1,415,260</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$3,558,576</td>
</tr>
<tr>
<td>Nursing – possible future loss of grant</td>
<td>$490,000</td>
</tr>
<tr>
<td>Staffing shift from Restricted to Unrestricted</td>
<td>$280,000</td>
</tr>
<tr>
<td>Possible one-time compensation</td>
<td>$490,000</td>
</tr>
<tr>
<td>TOTAL ASSIGNED:</td>
<td>$4,558,576</td>
</tr>
<tr>
<td>TOTAL UNASSIGNED:</td>
<td>$3,361,482</td>
</tr>
</tbody>
</table>

## 2011-12 Budget – State Outlook

**Budget Supports Mid-Year Cuts**

**ASSUMPTION**

- **TENTATIVE:** $900 million cut to California Community Colleges
- **FINAL:** $520 million cut (state $400 million)

(State now suggesting cuts higher than $400 million)
2011-12 Budget Outlook

Revenue, Expense, and Fund Balance, 2011-12 through 2015-16

2011-12 Budget Outlook

Fund Balance and 5% Requirement, 2011-12 through 2015-16
Executive Summary
2011-12 Final Budget

Introduction
The Board of Trustees is required to hold a public hearing prior to September 16th to adopt a final budget for the fiscal year. The public hearing and budget adoption is scheduled for September 13, 2011.

Below is a summary of all District funds. It includes unaudited beginning fund balances, as of July 1, 2011, revenues and expenditures, and estimated ending fund balances for each separate fund.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenue</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>$7,920,058</td>
<td>$35,006,957</td>
<td>$35,381,198</td>
</tr>
<tr>
<td>Restricted</td>
<td>$883,900</td>
<td>$21,036,329</td>
<td>$21,036,329</td>
</tr>
<tr>
<td>Total</td>
<td>$8,803,958</td>
<td>$56,043,286</td>
<td>$56,417,527</td>
</tr>
<tr>
<td>Special Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,190,361</td>
<td>$175,000</td>
<td>$115,000</td>
</tr>
<tr>
<td>Child Development</td>
<td>$262,162</td>
<td>$656,321</td>
<td>$656,321</td>
</tr>
<tr>
<td>Total</td>
<td>$1,452,523</td>
<td>$831,321</td>
<td>$771,321</td>
</tr>
<tr>
<td>Capital Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$4,262,695</td>
<td>$29,000</td>
<td>$462,000</td>
</tr>
<tr>
<td>State Capital Match</td>
<td>$24,741</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Acquisition</td>
<td>$3,254,691</td>
<td>$300,000</td>
<td>$60,000</td>
</tr>
<tr>
<td>Bond Projects</td>
<td>$42,516,269</td>
<td>$220,000</td>
<td>$8,026,200</td>
</tr>
<tr>
<td>Total</td>
<td>$50,058,396</td>
<td>$549,000</td>
<td>$8,548,200</td>
</tr>
<tr>
<td>Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$298,761</td>
<td>$322,600</td>
<td>$319,400</td>
</tr>
<tr>
<td>Total</td>
<td>$298,761</td>
<td>$322,600</td>
<td>$319,400</td>
</tr>
<tr>
<td>Internal Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self Insured</td>
<td>$1,018,039</td>
<td>$8,200</td>
<td>$140,000</td>
</tr>
<tr>
<td>Retiree Health Benefits</td>
<td>$3,764,186</td>
<td>$465,300</td>
<td>$375,000</td>
</tr>
<tr>
<td>Total</td>
<td>$4,782,225</td>
<td>$473,500</td>
<td>$515,000</td>
</tr>
<tr>
<td>Trust and Agency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated Students</td>
<td>$580,507</td>
<td>$90,000</td>
<td>$120,050</td>
</tr>
<tr>
<td>Scholarships, Loan &amp; Trust</td>
<td>$106,598</td>
<td>$800</td>
<td>$5,000</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>$122,606</td>
<td>$35,000</td>
<td>$42,000</td>
</tr>
<tr>
<td>Total</td>
<td>$809,711</td>
<td>$125,800</td>
<td>$167,050</td>
</tr>
<tr>
<td>All Funds Total</td>
<td>$66,205,574</td>
<td>$58,345,507</td>
<td>$66,738,498</td>
</tr>
</tbody>
</table>
## ALISAL CAMPUS SURPLUS

<table>
<thead>
<tr>
<th>COMPUTERS</th>
<th>MONITORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>16610042</td>
<td>238020300385</td>
</tr>
<tr>
<td>16010041</td>
<td>D152704298</td>
</tr>
<tr>
<td>17051942</td>
<td>GRFAL01761264</td>
</tr>
<tr>
<td>16097512</td>
<td>GFFAL91250299</td>
</tr>
<tr>
<td>16093871</td>
<td>GMF282629875</td>
</tr>
<tr>
<td>16010031</td>
<td>CNFL71113944</td>
</tr>
<tr>
<td>14112592</td>
<td>GMFL82933387</td>
</tr>
<tr>
<td>16010035</td>
<td>GMFL82630023</td>
</tr>
<tr>
<td>16017653</td>
<td>GFFAL91567812</td>
</tr>
<tr>
<td>16082102</td>
<td>GFFAL91567875</td>
</tr>
<tr>
<td>16010032</td>
<td>120102100093</td>
</tr>
<tr>
<td>16010027</td>
<td>SS5A50AX0B300421</td>
</tr>
<tr>
<td>16010046</td>
<td>GMFL131611565</td>
</tr>
<tr>
<td>16015343</td>
<td>GRFAL94344952</td>
</tr>
<tr>
<td>16610040</td>
<td>GRFAL01761273</td>
</tr>
<tr>
<td>16114709</td>
<td>GFFL83313952</td>
</tr>
<tr>
<td>16104490</td>
<td>GMFL82426986</td>
</tr>
<tr>
<td>16052111</td>
<td>GMFL82933405</td>
</tr>
<tr>
<td>16010044</td>
<td>GMFL82830009</td>
</tr>
<tr>
<td>16010037</td>
<td></td>
</tr>
<tr>
<td>16010029</td>
<td></td>
</tr>
<tr>
<td>16010043</td>
<td></td>
</tr>
<tr>
<td>16062261</td>
<td></td>
</tr>
<tr>
<td>10682703</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C

PERSONNEL ITEMS APPROVED AND/OR RATIFIED BY THE BOARD OF TRUSTEES
AT THEIR REGULAR MEETING OF SEPTEMBER 13, 2011

I. Resignations
   A. Ratify resignation of classified personnel:
      1. Fanny Salgado, Admissions and Records Technician (#CC71), effective August 29, 2011. This resignation is so that the employee may transfer to a different position.
   B. Ratify resignation of management personnel:

II. Appointments, reclassifications
   A. Ratify classified full-time transfer:
      1. Fanny Salgado, EOPS/Care Technician (#CC87), effective August 30, 2011. This action represents a voluntary transfer.
   B. Ratify reclassification and promotion of confidential position to supervisory position:
   C. Ratify appointment of substitute position:
      1. Robin Hayes, $16.94/hr (15 hrs/week), Science Lab Technician, August 8 – September 30, 2011.
      2. Daniel Kaplan, $16.94/hr (15 hrs/week), Science Lab Technician, August 8 – September 30, 2011.
   D. Ratify appointment of part time instructors for fall semester 2011:
      1. Gerardo Aleu, Mathematics
      2. Lorenzo Aragon, Theatre Arts
      3. Laura Berger, Library
      4. Daniel Beavers, Mathematics
      5. Lovevasia Bey, Nursing
      6. Gabriel Bravo, Counseling
      7. Angelo Bummer, English
      8. Susan Cable, Theatre Arts
      9. Juan Jose Campos, Business
     10. Lucas Cantin, Chemistry
     11. Liz Cecchi-Ewing, Library
     12. Carlos Chavez, Counseling
     13. Dolores Christensen, Counseling
     14. Allison Clark, Psychology & Team Self-Management
15. Gloria Curtis, Library
16. Catherine Dacosta, Mathematics
17. Don Dally, Theatre Arts
18. Mary Ann DelVeccio, English
19. Philip Deutschle, Astronomy
20. Cindy Dinh, Speech
21. Thu Duong, Library
22. Warren Edmonds, Business
23. Sewan Fan, Physics
24. Dominique Fontana, French
25. Lisa Fuentes Intveld, Agricultural Business and Technology
26. Susan Fujimoto, English as a Second Language
27. Kimie Garcia, Foundations of Success. Appointment based on equivalency as follows: MFA Dance, BS Recreation, kinesiology and nutrition background. Teacher training in yoga and body work movements.
28. Nellis Gilchrist, Alcohol & Other Drugs
29. Rich Givens, Counseling
30. Crystal Gonzales, Chemistry
31. James Goodwin, Chemistry
32. Elvia Guzman, Counseling
33. Paula Haro, Foundations of Success - ACE
34. Robin Hayes, Biology
35. Sera Hirasuna, English
36. Dina Hooks, American Sign Language
37. Jonathan Hubbard, Biology
38. Carolyn Jensen, Mathematics
39. Hortencia Jimenez, Foundation for Success
40. Daniel Kaplan, Biology
41. Jennifer Keller, Speech. Appointment based on equivalency as follows: BA in Communications and MA in Public Relations from Regis University; has sufficient coursework and work experience compared to an MA in Speech from Johns Hopkins University.
42. Taesung Kim, Mathematics
43. Katherine Koch, Nursing
44. Kara Kuvakas, Geography. Appointment based on equivalency as follows: Masters in Environmental Sciences and Management, BS in Earth Science. A combination of sufficient undergraduate and graduate coursework in environmental sciences.
45. Larry Lachman, Alcohol & Other Drugs
46. Harvey Landa, Theatre Arts
47. William Laughton, Administration of Justice
48. Jeffrey Lewis, Administration of Justice
49. Vince Lewis, Counseling
50. Alejandra McCabe, Community Survey Results
51. John McCormick, Administration of Justice
52. Nicholas McDaniel, Psychology
53. Patty McEfee, Office Technologies
54. Jeff McGrath, Theatre Arts
55. Robin McKee-Williams, Theatre Arts
56. Rosalinda McNamara, Library
57. Byron Merrit, Health Education
58. Ann Merville, Anthropology
59. Teresa Moreno, Community Survey Results. Appointment based on equivalency as follows: More than 30 units in History, including more than 12 graduate and upper division units; BA in History.
60. Juan Oliverez, History
61. Loretta Olito-Thompson, Business
62. John Owens, Construction. Appointment based on equivalency as follows: meets core competencies’ as equivalence to AA degree and general education requirements.
63. Samuel Pacheco, History
64. Martha Pantoja, Counseling
65. Nicholas Pasculli, Agriculture Business Technology
66. Gerardo Perez, Business
67. John Perez, Mathematics
68. Meagan Plumb, English
69. Linda Plummer, Library
70. Raylene Potter, Mathematics
71. Gilles Prado, Computer Information Systems
72. Maria de la Luz Pritt, Nursing
73. Lawrence Raneses, Mathematics
74. Vicki Robison, History
75. Jorge Rodriguez, Business
76. Wendy Roscher, English
77. Laura Saldana, Spanish
78. Phyllis Sanchez, Psychology
79. Keith Sashegyi, Mathematics
80. Alicia Streinhardt, Biology
81. Afshin Tiraie, Mathematics
82. Gemma Uribe, Counseling
83. Rene Van Lingen, Mathematics
84. Noshir Wadia, Mathematics
85. Robert Ward, Drafting
86. Simon Ward, Mathematics
87. Andrew Washburn, Mathematics
88. Nancy Wheat, Biology
89. Dana Weston, Psychology
90. Neil Withers, Mathematics. Appointment based on equivalency as follows: undergraduate degree in mathematics and 30+ graduate level units in discipline.
91. Daphne Young, English
92. Patrick Yuh, Biology
E. Ratify appointment of Professional Experts:
A U.S. Department of Education grant has been awarded to Hartnell College to support the college success of parents of children who are enrolled in Hartnell's two child development centers. The $125,000, four-year Child Care Access Means Parents in School (CCAMPIS) program will support the success of parents, as college students, and their children through resources provided by Hartnell and its community partners:
1. Jorge Manuel Mata Vargas, $30.50/hr (not to exceed $2,000) mental health, April 15 – June 30, 2012.

NASA-Science Engineering Mathematics and Aerospace Academy will provide supplemental instruction in science, engineering and math to K-12 students in after-school, Saturday, and Summer Camp sessions. The program will employ community teachers to deliver instruction in curriculum provided by NASA.
2. Kyle Yamasaki, $33.33/hr (24 hrs/week), Aerospace Education Laboratory Coordinator, July 18 – December 9, 2011.

Hartnell’s theatre arts program - The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context. Assignment is for 2011 subscription season, which runs January 24 – December 17, 2011:
3. Lisa-Marie Baratta, $1100 flat rate, musician, July 20 – August 14, 2011.
5. Nancy Fowler, $1050 flat rate, musician, July 20 – August 14, 2011.
8. William Lemley, $975 flat rate, musician, July 20 – August 14, 2011.
9. Robert McNamara, $1050 flat rate, musician, July 20 – August 14, 2011.
10. Rebecca Nelson, $1300 flat rate, musician, July 20 – August 14, 2011.
11. Ruben Pulido, $975 flat rate, musician, July 20 – August 14, 2011.
12. Ian Shields $1125 flat rate, musician, July 20 – August 14, 2011.

The Foster Kinship Care Education Program (FKCE) provides advanced training for current and prospective foster, relative, and non-related extended family member caregivers, adoptive parents, and local agency employees; and support for foster home recruitment activities. This grant-funded program is a joint effort of the California Community College Chancellor’s Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination, and run through June 10, 2013:
15. Grecia Cordova, $16/hr (as needed), childcare lead, July 1, 2011 – June 10, 2013.
17. Sol Gonzalez, $16/hr (as needed), childcare lead, July 1, 2011 – June 10, 2013.
18. Esther Guzman, $22/hr (as needed), PEER Recruiter, July 1, 2011 – June 10, 2013.
20. L’Shanna Klein, $50/hr (as needed), FKCE trainer, July 1, 2011 – June 10, 2013.
22. Morgan Lucier, $45/hr (as needed), TEAM trainer, July 1, 2011 – June 10, 2013.
26. Alice White, $45/hr (as needed), TEAM trainer, July 1, 2011 – June 10, 2013.
27. Nicole Woodrow, $13/hr (as needed), childcare, July 1, 2011 – June 10, 2013.

In support of CTE grant activities within Advanced Technologies, the Success and Outreach Project calls for the promotions of Hartnell CTE programs, the tracking and support of enrolled Advanced Technologies students to successfully complete certificates and degrees, and the development of both a post-program tracking and an internal program evaluation system for the Center of Sustainable Constructions and Design, the program calls for the coordinator of in-house and off-campus outreach efforts.


F. Ratify appointment of playground assistants:

G. Ratify appointment of Student Workers for fall semester 2011:
1. Colin Auxier, Information Systems, Student Worker III
2. Irma Barajas, Child Development Center, Student Worker III
3. Stephanie Blancas, Student Affairs, Student Worker III
4. Matthew Castillo, Advancement and Development, Student Worker II
5. Maria Rosario Chua, Tutorial Center, Student Worker III
6. Karina Coronel, Financial Aid, Student Worker II
7. Carlo Figueroa, Tutorial Center, Student Worker III
8. Zachary Johnson, Information Systems, Student Worker III
9. Kasey Lingbeck, Advanced Technology, Students Worker II
10. Salvadora Lopez, Child Development Center, Student Worker III
11. Manuel Malagon Villagomez, Information Systems, Student Worker III
12. Mayra Martinez, Library, Student Worker I
13. Rosaura Martinez, Child Development Center, Student Worker III
14. Gladys Medrano Zavala, Child Development Center, Student Worker I
15. Maricela Mendoza, Tutorial Center, Student Worker I
16. Cathleen Miché, Business Office, Student Worker III
17. Rolando Perez, Tutorial Center, Student Worker III
18. Gregorio Rocha-Tabera, Child Development Center, Student Worker I
19. Matthew Snead, Library, Student Worker I
20. Jessica Vera, King City Education Center, Student Worker III
21. Sarah Weaghington, Information Systems, Student Worker III
Slumber Deep Poverty
Slumber deep o demon
of the night, poverty.
For no one can believe in
your plight.
Oh slumber deep!
Do not awake your inner self.
For fear is only what you implore.
Slumber deep, for poverty has no
friend.
Oh slumber deep, poverty!
Awake defender of the night.
Warrior of great men.
Awake compassion and wisdom
in our plight.
Draw your sword of justice,
against the wickedness and snares
of poverty.
Oh slumber deep, demon poverty!
By the power of the sword of justice!

-Librada Anna Flores-Martinez