HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
October 1, 2013
Alisal Campus / Building C, Room 212
1752 East Alisal Street
Salinas, CA  93905

OPEN SESSION

Meeting called to order at 5:02 p.m. by Trustee DePauw at the Alisal Campus,
Building C, Room 212, 1752 E. Alisal Street, Salinas, CA  93905

PLEDGE OF ALLEGIANCE

Trustee Montemayor led the Pledge of Allegiance.

ROLL CALL

Present at roll call
Candi DePauw, President
Patricia Donohue, Vice President
Elaine Duran (Student Trustee)
Ray Montemayor
Demetrio Pruneda
Dr. Willard Lewallen, Board Secretary/Superintendent/President

Arrived during closed session
Bill Freeman, Elia Gonzalez-Castro, and Erica Padilla-Chavez

PUBLIC COMMENTS PRIOR TO CLOSED SESSION

There were no public comments on closed session agenda items.

MOVE TO CLOSED SESSION

The board, Dr. Lewallen, Superintendent/President, legal counsel, Tom
Manniello, and Alfred Muñoz, Vice President of Administration moved to
closed session at 5:04 p.m. to discuss:

• Conference with Labor Negotiator
  (Government Code Section 54957.6)
  Employee Unit: Hartnell College Faculty Association

• Conference with Labor Negotiator
  (Government Code Section 54957.6)
  Employee Unit: Classified Schools Employee Association

RECONVENE PUBLIC SESSION / REPORT OUT FROM CLOSED SESSION

Trustee DePauw reconvened the public session at 6:03 p.m. There was no
reportable action.

PUBLIC COMMENTS

There were no public comments.

REPORTS FROM ORGANIZATIONS AND LOCATIONS

The board received oral reports from the Associated Students, C.S.E.A., Alisal
Campus, and the King City Education Center.
SUPERINTENDENT/ PRESIDENT'S REPORT

Dr. Lewallen reported that, due to the government shut down, there is no impact to financial aid (PELL grants). Also, at the last performance (last Saturday evening) of Zoot Suit, Luis Valdez, playwright, actor, writer and film director, appeared and met with cast and crew last after the performance. The administration hosted a K16 Bridge meeting on 9/27 to re-launch the program. The event was well attended by superintendents, principals and counselors. The next step is signing memorandums of understanding between the college and the school districts.

PRESENTATIONS

Legislation Update

Esmeralda Montenegro Owen, Director of Communication, provided an update on the current legislation impacting California Community Colleges. The report included an update on SB 440, SB 97, SB106, AB 955, AB13, SB 490, AB 490, and AB 1358.

Summer 2013 STEM Internship Symposium

The board received a video presentation on the Summer 2013 STEM Internship Symposium. The video presentation is available on YouTube: http://www.youtube.com/watch?v=Nn5DJtE0eV1

CONSENT AGENDA

Motioned (Donohue) seconded, and unanimously carried, the board moved to approve Consent Items A through G.

Item H pulled for separate vote (Freeman).

A. MINUTES

The board adopted the minutes of September 3, 2014 (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. AGREEMENT: HCCD AND RABOBANK STADIUM

The board ratified the agreement between Hartnell CCD and Rabobank Stadium for use of the Rabobank Stadium for home football games, effective 2013 through 2022 at a cost of $7,500 per year paid from general funds.

The board asked questions surrounding the number of games played this year; concessions, liability insurance, and security.

D. AGREEMENT: HCCD AND M. J. JOHNSON

The board approved an agreement between the Hartnell CCD and M. J. Johnson. The purpose of the agreement is for a required evaluations of the High School Equivalency Program grant year two (2013-13) and the IDRC Media Grant 2012-13. The total cost to conduct these evaluations is $8,000 paid from grant funds.

E. AGREEMENT: HCCD AND SHATTUCK APPLIED RESEARCH

The board approved an agreement between Hartnell CCD and Shattuck Applied Research and Evaluation for the evaluation of the NSF/ATE grant, year three. The cost to conduct this evaluation is $13,000 paid from grant funds.
F. AGREEMENT: HCCD AND COUNTY OF MONTEREY, SOCIAL SERVICES

The board ratified the agreement between the Hartnell Community College District and Monterey County Department of Social Services for the development and implementation of an independent living program for foster youth transitioning to adulthood. The district is reimbursed $58,978 for administrative tasks, curriculum development, event planning, and daily living skills training for fiscal year 2013-14.

G. STRUCTURE LEASE AGREEMENT – CINGULAR WIRELESS

The board ratified the structure lease agreement with New Cingular Wireless PPC, LLC for the installation of wireless telecommunications equipment. The agreement will generate $776,615.50 over twenty-five years.

H. PERSONNEL ACTIONS

Motioned (Padilla-Chavez) seconded, and by vote of 6-1 No (Freeman), and by advisory vote of Aye (Duran), the board moved to approve Personnel Actions as presented. (Appendix A)

Trustee Freeman stated that he could not support this item for reasons he did not want to discuss.

ACTION ITEMS

BUDGET REVISIONS

Motioned (Padilla-Chavez) seconded, and unanimously carried, the board moved to ratify the budget revisions numbered 10435 to 10444.

STRATEGIC PLAN

Motioned (Gonzalez-Castro) seconded, and unanimously carried, the board moved to adopt the Strategic Plan, 2013-2018.

RECLASSIFICATION / REALLOCATION OF CSEA POSITIONS

Motioned (Montemayor) seconded, and unanimously carried, the board moved to approve the tentative agreements between HCCD and CSEA in relation to the cyclical classification review, including job descriptions for Administrative Assistant I, II, and III. (Appendix B)

MOU: HCCD AND EARLY DEVELOPMENT SERVICES, INC.

Motioned (Padilla-Chavez) seconded, and unanimously carried, the board moved to approve the MOU between HCCD and Early Development Services, Inc. to provide state-funded childcare services at the Hartnell College Alisal Campus.

RESOLUTION: 13:12

Motioned (Donohue) seconded, by roll call vote of 7-0, and by advisory vote of Aye (Student) the board adopted Resolution 13:12, Approving Assignment of Delinquent Tax Receivables to the Monterey County Educational Delinquent Tax Finance Authority for fiscal years ending June 30, 2013, June 30, 2014, and June 30, 2015 and Authorizing Execution and Delivery of Related Documents and Actions.

After the publication of the agenda, a typographical error was noted and the board received a revised resolution at the meeting. The revision identified the Superintendent/President as the Authorized Officer on page 2 of that document.

BOARD TRAVEL

Motioned (Gonzalez-Castro) seconded, and unanimously carried, the board approved the travel for Erica Padilla-Chavez to present a workshop at the Association for Community College Trustees (ACCT) Leadership Congress, October 4, 2013, Seattle, Washington.
Trustee Pruneda asked how this travel related to the board’s work. Trustee Padilla-Chavez explained a proposal was submitted to ACCT last fall, when she was board president. When she learned the proposal was accepted, she asked Trustee DePauw, as board president, if she wanted to attend to present; however, Trustee DePauw declined. The presentation will focus on the local healthcare workforce and wellness education; a partnership between the college and the California Endowment, Building Healthy Communities.

Trustee DePauw distributed professional development opportunities and available funds for board development.

BOARD APPOINTMENTS TO STRATEGIC PLANNING COUNCIL

Through a nomination process, Trustee DePauw nominated Trustees Donohue and Pruneda to the Strategic Planning Council. Motioned (Padilla-Chavez), seconded and unanimously carried, the board moved to appoint two members to the Strategic Planning Council. Trustee Pruneda will serve a two-year term and Trustee Donohue will serve a one-year term.

INFORMATION ITEMS

CONSTRUCTION PROJECTS – UPDATE

The board received an updated, written report on the current construction projects. The report is on Page 113 of the October 1, 2013 meeting packet posted at: http://www.hartnell.edu/board/packets/100113.pdf

Joseph Reyes, Director of Facilities reported that the renovation in Building D and PE Field House are now complete and hopes to go out to bid for the new Science building mid-October.

BUDGET UPDATE

The board received an oral update on the budget as of June 30, 2013 that focused on the Redevelopment Agency shortfall. The presentation is available on Page 116 of the October 1, 2013 meeting packet posted at: http://www.hartnell.edu/board/packets/100113.pdf.

REPORTS FROM THE BOARD

Trustee Pruneda spoke about Obama’s proposal to cut back social security. He encouraged the board to become familiar with the proposal and to call Sacramento to oppose 866-448-3414. In addition, he congratulated all who were involved in the production, Zoot Suit – it was an amazing performance and the actors were excellent. Also, he stated that he would like to speak about Everett Rodriguez, grand master, because of a letter he received regarding the matter. He received compliments about how well Dr. Lewallen presented at the full time and part time faculty orientations and he thanked Dr. Lewallen for his work. He addressed the Alisal Campus stating that better lighting to cross the streets and finding the college is needed and he asked if the entrance sign to the Alisal is illuminated. Also, he asked that meeting videos remain available for more than 30 days. In addition, he is against fracking because of the affects it has on the community.

Trustee Duran spoke about her experience going through the WELI Program to about 150 women at McShane’s Nursery. Also, she attended Zoot Suit and it
was a great performance. She continues to meet with Dr. Lewallen and that she attended two city council meetings that she found interesting.

Trustee Freeman thanked Carla Johnson, HEP Director, for her work in supporting students and said she will be missed; that he is proud of the STEM students – it reminds him of his brother who works for NASA. Also, he is disappointed to learn that military personnel is not getting paid and believes it is a tragedy what Congress is doing to country. Also, he spoke the possibility of having armed officers on all three campus – he sees it as a preventive measure; he attended the recent Bacero Celebration. In closing, due to the growing graduates, he’d like to see commencement held at another location.

Padilla-Chavez commended the SIMA Club for their work on the upcoming Cicilia event this Sunday starting on Alisal Street – Ana Ibarra, former Hartnell College, has been instrumental in organizing the project. She is impressed and pleased to see our students investing in community projects. She thanked Trustee DePauw and Dr. Lewallen for attending the Welcome Back event in Soledad. She encouraged Trustee Duran to continue to attend community events – it is important. And, in closing she stated that the STEM video is amazing and believes the college needs to set the bar so that students can surpass.

Trustee Gonzalez-Castro thanked Dr. Lewallen for the parliamentary workshop the board recently received.

Trustee Montemayor thanked everyone for their presentations this evening and thanked the staff for all of their work.

Trustee Donohue stated that she loved Zoot Suit and commended Jon Selover, Artistic Director, for the great performance. Also, she announced TWS Gala is November 23, 2013.

Trustee DePauw stated that Carla will be missed, but wished her well. Also, she continues to be impressed with student accomplishments and with the amount of work that is done at the college – Hartnell is truly a great place.

**ANNOUNCEMENTS**

Trustee DePauw announced upcoming regular meetings/development sessions dates:

- October 15, 2013, 5 p.m. Development Session, Main Campus
- November 12, 2013, 5 p.m. Regular Meeting, Main Campus
- November 19, 2013, 5 p.m., Development Session, Main Campus

**ADJOURNMENT**

The meeting adjourned at 8:01 p.m.
The following personnel actions were approved or ratified at the October 1, 2013 Regular Meeting of the Hartnell Community College District Board of Trustees:

I. Retirements, resignations, releases, and leave requests:
   A. Ratify resignation of management personnel:

   B. Ratify retirement of regular personnel:

II. Appointments:
   A. Ratify appointment to management position:

   B. Ratify appointment of short-term hourly employee:

   C. Ratify appointments of Professional Experts:

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


      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:

      8. Klein L’Shanna, $100/hr (as needed), DSES Trainer, August 1, 2013 – June 10, 2015.
     11. Rosemarie Oliva, $100/hr (as needed), DSES Trainer, August 1, 2013 – June 10, 2015.

   The Athletics program provides competitive opportunities for Hartnell students, and professional experts assist coaches in fulfilling the program’s mission:
18. Phil Garcia, $75/game (as needed), football game day equipment manager, August 19, 2013 - November 10, 2014.

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

21. Steven Tosh, $2,500 total, (as needed), rehearsal accompaniment and pit musician, August 20 – September 28, 2013.

In support of the USDA-NIFA grant, support movement of newly designed courses through college approval process; promote new program options to current and incoming students; work with advisory committee and other industry reps to secure internship and work experiences for enrolled students; assure compliance with all other grant objectives during the funding period:


Tutorial development, training and provision of DLA access to instructors and students. Training of faculty in Etudes setup and use of DLA’s for student access. Completion of 35 DLA’s from paper to electronic format:


The Hartnell College Math Academy was a two-week, not-for-credit, non-graded program designed for incoming freshmen whose placement scores on the Accuplacer diagnostic test do not qualify them for pre-algebra or for elementary algebra. The Academy has been expanded to include students up through first semester calculus:


Science Academy is a one week workshop developed to prepare students to succeed in chemistry and science courses. Chemistry 22 was identified as a gateway course and emphasis will be placed on skills that will prepare students for success in this course:


Instructional aide for EMT and CPR courses:


Grant funded program that provides supplemental NASA related science instruction to area K-12 students. The program also provides support for parents and families to increase student success:


D. Ratify appointments of substitutes:

1. Ariana Hernandez, $18.22/hr (40 hrs/week), Program Assistant, August 20 – October 1, 2013.

E. Ratify appointment of playground assistant:

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

1. Vincent Aguilar, MESA, Student Worker IV
2. Edy Antonio, Admission & Records, Student Worker III
3. Marivic Ayaa, Tutorial SI Leader, Student Worker IV
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8. Angel Brooks, DSPS, Student Worker II
9. Rozhelle Buhay, Tutorial/SI, Student Worker III
10. Rozhelle Buhay, MESA, Student Worker IV
11. Ty Cabanilla, MESA, Student Worker IV
12. Mercedes Capillo, Chemistry, Student Worker IV
13. Barbara Carballo, Math & Science, Student Worker IV
14. Robert Chavez, MESA, Student Worker IV
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88. Juan Serrano, MESA, Student Worker IV
89. Juan Serrano, CSIT-IN-3, Student Worker IV
90. Luis Silva, Tutorial/Title V, Student Worker III
91. Keandra Simms, Athletic, Student Worker III
92. James Stephens, Tutorial/Political Science, Student Worker II
93. Maria Stokes, Child Development Center, Student Worker I
94. Raul Tapia, Academy for College Excellence, Student Worker III
95. Liliana Tenorio Castillo, CDC-Alisal, Student Worker II
96. Ariel Torres, Counseling, Student Worker II
97. Juan Tovar, Maintenance, Student Worker I
98. Reina Tovar, Tutorial/SI, Student Worker IV
99. Maria Trujillo, Tutorial/ESL, Student Worker II
100. Edna Valdez, Counseling, Student Worker II
101. Ramiro Valdez, MESA, Student Worker IV
102. Jesus Verduzco, Tutorial/SI Math, Student Worker III
103. Claudia Zarate, Academy for College Excellence, Student Worker III
104. Mandy Zaval, Art, Student Worker IV
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84. Andrea Ruiz, Tutorial, Student Worker II
85. Justin Sahdeo, MESA, Student Worker IV
86. Marisol Sanchez, MESA, Student Worker IV
87. Brenda Santana, Tutorial/Title V/Math Academy, Student Worker III
88. Juan Serrano, MESA, Student Worker IV
89. Juan Serrano, CSIT-IN-3, Student Worker IV
90. Luis Silva, Tutorial/Title V, Student Worker III
91. Keandra Simms, Athletic, Student Worker III
92. James Stephens, Tutorial/Political Science, Student Worker II
93. Maria Stokes, Child Development Center, Student Worker I
94. Raul Tapia, Academy for College Excellence, Student Worker III
95. Liliana Tenorio Castillo, CDC-Alisal, Student Worker II
96. Ariel Torres, Counseling, Student Worker II
97. Juan Tovar, Maintenance, Student Worker I
98. Reina Tovar, Tutorial/SI, Student Worker IV
99. Maria Trujillo, Tutorial/ESL, Student Worker II
100. Edna Valdez, Counseling, Student Worker II
101. Ramiro Valdez, MESA, Student Worker IV
102. Jesus Verduzco, Tutorial/SI Math, Student Worker III
103. Claudia Zarate, Academy for College Excellence, Student Worker III
104. Mandy Zavala, Art, Student Worker IV
105. David Zendejas, Tutorial/Title V STP, Student Worker III
HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

SALARY RANGE: 17

SUPERVISOR: Director, or other administrator in assigned area

DESCRIPTION:
Under direct supervision of a director or other administrator, perform a variety of responsible administrative support activities related to an operational department or program. Perform a wide range of office support activities including reception, filing, typing, and maintaining records; exercise good judgment and tact; provide information on procedures, standards, and requirements where applicable; establish and maintain good public relations with staff, students, and the community at large.

DISTINGUISHING CHARACTERISTICS
Administrative Assistant I is the entry-level position in this administrative support series of positions. Incumbents in this classification are expected to be able to do reception and clerical duties such as answering phones, directing calls, receiving guests, typing, and filing; to keep an office running smoothly, and to carry out office support tasks as requested. They may report to a director or supervisor.

REPRESENTATIVE DUTIES:
Performs a wide variety of administrative support and operational activities to assist in the day-to-day operation of the assigned department or program.

Maintains a working knowledge of the assigned department staff, programs, and operations; communicates basic information regarding courses and programs, policies, and procedures to students, faculty, staff, and the community.

Prepares letters, memoranda, and other documents from clean copy; checks and reviews forms and materials for completeness, accuracy, and conformity with established regulations, procedures, and directions.

Sorts and distributes incoming and outgoing U.S. and inter-office mail.

Operates a variety of office equipment including computers, calculators, and photocopy and fax machines.

Operates a multi-line telecommunications system; answers, screens, and directs calls to the appropriate department or individual; takes messages and relays pertinent information using electronic mail, voicemail, or in-person communication.

Maintains a calendar of events, due dates, and schedules as they relate to the department or program.

Maintains inventory of supplies and requisitions supplies.
Maintains files and/or matters in progress; audits for accuracy.

Compiles and assembles various types of data relating to the business of the departments; using computer equipment and the appropriate software programs, enters data into various spreadsheets, databases, or programs as required; creates reports; monitors and maintains financial records, including program budgets.

Considers situations carefully and adopts an effective course of action to resolve various problems within the scope of authority using diplomacy, tact, friendliness, and poise. Refers unresolved issues immediately.

Recommends changes to existing clerical procedures and recommends or develops new procedures, if appropriate.

Assists in gathering and processing faculty and staff absence reports and timesheets with accuracy; processes and tracks leave reporting.

Trains and provides work direction to others as assigned.

**Other Functions**
Participates on committees as assigned.

Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE**
Graduation from high school and one year of secretarial and clerical experience, or the equivalent.

**KNOWLEDGE**
Knowledge of:
- general office methods and practices including filing systems;
- receptionist and telephone techniques;
- letter and report writing;
- a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job;
- mathematical computations;
- public and human relations techniques.

**ABILITIES**
Ability to:
- type at 45 words net per minute from clear copy;
- understand and independently carry out both oral and written instructions;
- prioritize tasks and do several tasks in quick sequence;
- learn and successfully apply office policies and procedures, rules and regulations;
- use good judgment;
- communicate effectively in both oral and written form;
- use appropriate and correct English spelling, grammar, and punctuation;
- perform arithmetical calculations with speed and accuracy;
• efficiently and accurately use a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job;
• establish and maintain effective working relationships with those contacted in the performance of required duties;
• demonstrate an understanding of, sensitivity to, and appreciation for the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT
Office environment; constant interruptions; 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.

Ver. 9/13/13
CLASS TITLE: ADMINISTRATIVE ASSISTANT II

SALARY RANGE: 20

SUPERVISOR: Director, dean, or other administrator in assigned area

DESCRIPTION:
Under general supervision, plan, coordinate, and participate in a variety of complex and responsible administrative support activities related to the responsibilities of a department or program. Perform complex and varied administrative support duties such as typing, filing, creating reports, creating and maintaining records relating to budgets, personnel, and assignments; exercise sound judgment in the application and follow-through of departmental decisions; provide detailed information on college policies, procedures, standards, and requirements; establish and maintain good public relations with staff, students, and the community at large.

DISTINGUISHING CHARACTERISTICS:
Administrative Assistant II is the intermediate level classification among this administrative support series. Receiving general supervision, the AAlI usually reports to a director or dean, relieving them of a variety of clerical and routine administrative functions, and is distinguished from Administrative Assistant I by the increased level of independence and initiative expected, the increased knowledge of the programs or departments required, and the complexity of problem-solving needed. The incumbents in this classification provide highly competent clerical and administrative support to assigned administrators and departmental staff, including other administrative assistant staff, and perform some assignments independently. The incumbent also may perform any of the duties contained in lower levels of this classification.

REPRESENTATIVE DUTIES:
Performs complex office assistance and administrative detail work for assigned supervisor and area, including typing, filing, creating reports and other documents, making travel arrangements, and creating and maintaining accurate records relating to budgets, personnel, and assignments.

Process administrative details not requiring the immediate attention of the supervisor, which may include, but is not limited to: organizing and maintaining calendars, arranging and scheduling meetings and meeting support; opening and routing mail; and ensuring that program and departments are fully staffed to provide a high level of service.

Maintain a thorough working knowledge of the assigned department or program, and provide accurate and responsible information regarding the department’s policies and procedures for instructors, classified and management staff, students, and the community.

Considers and analyzes situations carefully and correctly and adopts an effective course of action; uses diplomacy, tact, friendliness, and poise.

Composes, prepares, and distributes a variety of both paper and electronic documents including email, contracts, letters, meeting minutes, on-line forms, statistical reports, resolutions, manuals, final reports, and purchase requisitions.
Prepares bulk mailings for flyers, brochures, and other materials for projects in assigned area, observing District procedures for the approval processes (e.g., supervisor approval and approval from the district’s public information officer when needed).

Builds and maintains budget spreadsheet and database programs as necessary.

Sets up and maintains files on projects of assigned area; coordinates and monitors special projects, assignments, and activities, which may include, but are not limited to: timesheet and absence reports, announcements, workload assignments, leaves, and curriculum issues.

Checks reports, records, and other materials for accuracy, completeness, and conformity with established standards.

Coordinates preparation of in-service training, workshops, training seminars, and other meetings as needed in assigned area.

Creates and maintains accurate databases and/or spreadsheets of information required by department, which may include, but are not limited to: tracking time cards and time reports, student matters and activities, grant funds and time and effort reports, and instructional programs.

Trains and provides work direction to others as assigned.

**Other Functions**
Serves on committees as assigned, both as a participating member and as an assigned administrative support person who schedules and arranges all details of meetings, and takes, transcribes, and posts minutes of meetings.

Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE**
Any combination equivalent to: one year of college education and three years of increasingly responsible secretarial and clerical experience.

**KNOWLEDGE**
Knowledge of:
- general functions of a complex educational institution;
- current office methods and practices including filing systems, business telephone skills, letter and report writing;
- a variety of computer software programs including word processing and spreadsheet applications;
- mathematical computations;
- office management techniques and procedures; and
- public and human relations skills.
ABILITIES

Ability to:
- type at 55 words net per minute from clear copy;
- understand and independently carry out oral and written instructions;
- prioritize tasks and do several tasks in quick sequence;
- accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job;
- learn and successfully use new software programs as required to fulfill the requirements of the job;
- apply office policies, procedures, rules, and regulations;
- use good judgment in recognizing the scope of authority as delegated;
- analyze situations and make decisions on procedural matters without immediate supervision;
- meet schedules and timelines;
- maintain confidentiality of the office;
- communicate effectively in both oral and written form;
- use appropriate and correct English spelling, grammar, and punctuation;
- perform arithmetical calculations with speed and accuracy;
- operate efficiently a variety of office equipment;
- establish and maintain effective work relationships with those contacted in the performance of required duties;
- demonstrate an understanding of, sensitivity to, and appreciation for the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Office environment; constant interruptions; 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.
CLASS TITLE: ADMINISTRATIVE ASSISTANT III

SALARY RANGE: 23

SUPERVISOR: Dean, or other administrator in assigned area

DESCRIPTION:
Under limited supervision, provide highly professional administrative assistance to a dean or director, including typing, filing, creating reports, creating and maintaining records relating to budgets, personnel, and assignments; and perform specialized administrative duties to support and lead the work of assigned office. Independently coordinate the day-to-day administrative operations of the division or department office, and provide accurate, reliable, and timely assistance and information to the public, students, administrators, faculty, and staff related to the services provided by the office.

DISTINGUISHING CHARACTERISTICS:
Administrative Assistant III is the highest level classification among this administrative support series. The incumbents in this classification generally report to deans, and work fairly independently to coordinate the day-to-day operations of the office. The AAIIIs are competent to provide a variety of administrative support tasks for assigned administrators and other departmental staff, and to perform most assignments independently. The Administrative Assistant III is distinguished from lower levels of the series by the increased level of independence in decision-making and initiative expected, the expert knowledge of programs and policies expected, as well as the complexity of problem-solving needed. This class normally also has a significant amount of public interaction. The incumbent also may perform specialized clerical and administrative duties, and any of the duties contained in lower levels of this classification.

REPRESENTATIVE DUTIES:
Processes administrative details and functions not requiring the immediate attention of supervisor.

Performs varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.

Acts as an information source regarding policies and procedures; provides information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.

Provides administrative support to the administrative office in all matters relating to the business of the area, which may include the areas of: accreditation; grant development; staff development; various review and certification procedures; specialized programs relating to student operations; special course and program development and documentation; course outlines; contract preparation; and other areas as needed. May monitor schedule-building process and may assist supervisor in development of presentations.

Coordinates various meetings, ceremonies, and receptions as assigned; provides support services for trainers or speakers, including selection of meeting rooms and accommodations; prepares agenda items; prepares and maintains a master calendar for the administrative unit.

Prepares and processes a variety of letters and documents, which may include statistical reports, personnel/employment forms and contracts, resolutions, manuals, contracts, grant applications, purchase requisitions, and final reports. Composes memos and other correspondence.
Creates and maintains spreadsheets and/or databases for area projects as needed; prepares reports and final documents; oversees the establishment and maintenance of filing systems.

Makes and tracks budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submits budget reports as required by the District.

Serves as a liaison between and among the department or division, students, the college, and the community at large; greets and assists office visitors and telephone callers; responds to questions; provides information as required; refers people to appropriate sources.

Monitors special projects and programs and takes independent action as needed; maintains deadlines on control files and expedites their completion; coordinates assignments and activities.

Checks reports, records, and other material for accuracy, completeness, and conformity with established standards. Learns and utilizes current campus software to meet the particular needs of the office.

Arranges interviews, appointments, schedules, and conferences; makes travel arrangements and itineraries related to functions of the assigned office; arranges committee and other meetings; coordinates preparation of workshops.

Coordinates the department workflow and the work of student employees in the administrative unit office as assigned.

**Other Functions**

Serves on college committees and councils as assigned, and serves as note taker at meetings that the AAIII’s supervisor chairs, which may include scheduling and arranging all details of meetings, preparing agendas, simultaneously taking notes, transcribing minutes, and posting minutes of meetings to website.

Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE**

Completion of two years of college level course-work in business skills, office administration, or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices; or the equivalent combination of training and experience that would indicate possession of the knowledge, skills, and abilities in this job description.

**KNOWLEDGE**

Knowledge of:

- general functions of a complex organization (e.g. an educational institution);
- current office methods and practices including filing systems, business telephone skills, letter and report writing;
- a variety of computer programs including word processing and spreadsheet and/or database applications;
- mathematical computations;
- office management techniques and procedures;
- public and human relations skills; and
- presentation software.

**ABILITIES**

Ability to:

- type at a speed sufficient to perform the functions of this position;
- understand and independently carry out oral and written instructions;
- prioritize tasks and do several tasks in quick sequence;
• learn and successfully apply office policies, procedures, rules and regulations;
• use good judgment in recognizing the scope of authority as delegated;
• analyze situations and make decisions on procedural and detail matters without immediate supervision;
• analyze projects under pressure of time;
• maintain security and confidentiality of records and information;
• communicate effectively in both oral and written form;
• use appropriate and correct English spelling, grammar and punctuation;
• perform arithmetical calculations with speed and accuracy;
• operate efficiently a variety of office equipment as needed;
• use word processing, spreadsheet, database and presentation software proficiently and accurately;
• learn and successfully use new software programs as needed;
• search internet for information as required;
• interact with the public, vendors, and partners with professionalism, courtesy, and respect
• establish and maintain effective work relationships with those contacted in the performance of required duties;
• demonstrate an understanding of, sensitivity to, and appreciation for the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT
Office environment; constant interruptions; 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.