HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
November 12, 2013
Main Campus / Building B, Room 208
411 Central Avenue
Salinas, CA  93901

OPEN SESSION
Meeting called to order at 5:00 p.m. by Trustee DePauw at the Main Campus, Building B, Room 208, 411 Central Avenue, Salinas, CA  93901

PLEDGE OF ALLEGIANCE
Trustee Gonzalez-Castro led the Pledge of Allegiance.

ROLL CALL
Candi DePauw, President
Patricia Donohue, Vice President
Student Trustee Elaine Duran (arrived immediately after roll call)
Bill Freeman (arrived immediately after roll-call)
Elia Gonzalez-Castro
Ray Montemayor
Erica Padilla-Chavez (left at 7 p.m.)
Demetrio Pruneda
Dr. Willard Lewallen, Board Secretary/Superintendent/President

PUBLIC COMMENTS PRIOR TO CLOSED SESSION
None.

MOVE TO CLOSED SESSION
The governing board, Dr. Lewallen, Superintendent/President, legal counsel, Tom Manniello, Alfred Muñoz, Vice President of Administrative Services, and Terri Pyer, Associate Vice President, Human Resources, moved to closed session at 5:03 p.m. to discuss:

• Conference with Labor Negotiator
  (Government Code § 54957.6)
  Employee Unit:  Hartnell College Faculty Association
  Agency Representatives:  Terri Pyer

• Conference with Labor Negotiator
  (Government Code § 54957.6)
  Unrepresented Employee:  Management, Supervisor, Classified Confidential
  Agency Representatives:  Alfred Muñoz, Terri Pyer

• Conference with Labor Negotiator
  (Government Code § 54957.6)
  Unrepresented Employee:  Superintendent/President
  Agency Representative:  Terri Pyer

• Conference with Legal counsel - Anticipated Litigation
  (Government Code § 54956.9(d)(2))
  Significant Exposure to Litigation:  1 Case
It is noted that during the discussion related to the superintendent/president, Dr. Lewallen was not present.

**RECONVENE PUBLIC SESSION / REPORT OUT FROM CLOSED SESSION**

Trustee DePauw reconvened the public session at 5:58 p.m. and reported out the following action:

- Motioned (Padilla-Chavez), seconded (Montemayor), and unanimously carried, the governing board moved to reject the claim against the district.

**PUBLIC COMMENTS**

Students, Defino Murillo, Ernesto Lopez, Mario Lopez, and Esmeralda Morales, addressed the lack of evening and weekend classes available to full-time working students, the shortage of teachers to teach in the diesel mechanics program, and the unavailability of course offerings to become an interpreter.

Instructor, Jose Mendez and students, John Pineda, Lorena Solis, and Lorena Tabera, invited the board to the Fall 2013 ACE Social Justice Presentations on Tuesday, December 3, 2013, 6 p.m., Steinbeck Hall.

**REPORTS FROM ORGANIZATIONS AND LOCATIONS**

The board received oral reports from James Stephens, Associated Student and Academic Senate President, Tony Anderson.

In addition, the board received written reports from Dr. Zahi Atallah, Dean of Advanced Technology, Alisal Campus, and Renata Funke, Dean of South County Education Programs. Trustee Padilla-Chavez asked questions regarding TRiO services/activities available to students and encouraged an opportunity to establish a permanent presence of TRiO in south county. Trustee Pruneda asked for clarification on the literacy summit held at CSUMB, and Trustee DePauw asked for further information on courses taught for Taylor Farms through the Alisal Campus. Following the reports, Trustee Pruneda asked about the lighting at the Alisal Campus because of concerns he is hearing from the community. Dr. Lewallen responded that a thorough assessment has been conducted for all three sites and that there are plans to bring forward a proposal for improved lighting.

**SUPERINTENDENT/ PRESIDENT’S REPORT**

Dr. Lewallen thanked the Associated Students and staff for their work in organizing the event to honor veterans; it was amazing. He congratulated the speech team for having received many awards; it is a great accomplishment. He reported that 2,400 students and community members attended the transfer/college day last week; over 50 college representatives were in attendance. He reported that the college hosted the California Legislative Staff Education Institute last week. The group spent the day learning about the college and stated that they were impressed with the work of the college. In addition, he reported that he participated in the Building Healthy Communities Career Pathways meeting last week. The goal of the meeting was to assess their work. Also, he attended the Junior Achievement Event at the Alisal Campus earlier in the week.

**PRESENTATIONS**

**Legislation Update**

Esmeralda Montenegro Owen, Director of Communication, provided the board with a written update on current legislation impacting California Community Colleges. The report provided updates on Senate Bill 97,
Senate Bill 141, Senate Bill 440, Senate Bill 490, Assembly Bill 95, Assembly Bill 1358, Assembly Bill 13, Assembly Bill 1241, and Assembly Bill 1364. The board thanked Esmeralda for keeping them informed on current legislation.

Solar Photovoltaic System at Alisal Campus

David Baldwin and Emily Douglas, Chevron Energy Solutions representatives, delivered a presentation on the Alisal Campus Solar Photovoltaic System. Along with providing data on the performance of the system, they touched on three points under Education Impact: Career Exploration, Hands-on Learning, and Community Engagement - as keys for student success. To date, the incentive paid to the college is approximately $19,786. The representatives plan to update the board after one full year of implementation.

CONSENT AGENDA

Motioned (Donohue) seconded (Gonzalez-Castro), and carried, the governing board moved to approve Consent Items A through J and L. Absent: Padilla-Chavez

Consent Item K was pulled (Freeman) for separate vote and discussion.

A. MINUTES

The governing board adopted the minutes of September 17, 2013 (Development), October 1, 2013 (Regular) and October 15, 2013 (Development) as submitted.

B. DISBURSEMENTS

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

C. CURRICULUM COMMITTEE ACTIONS

The governing board approved the actions of the Curriculum Committee from their meetings of September 19, 2013, October 3, 2013 and October 17, 2013.

D. AGREEMENT: CLARKE AND ASSOCIATES

The governing board approved an agreement between the Hartnell CCD and Clarke and Associates, educational consultants, to provide training to college staff to ensure federal grant compliance. The cost to provide this training is $4,000 paid from general and categorical funds.

E. MOU: LEWIS CENTER FOR EDUCATIONAL RESEARCH – K16 BRIDGE PROGRAM

The governing board ratified the Memorandum of Understanding between the Hartnell Community College District and the Lewis Center for Educational Research to implement the K16 Bridge Program, effective July 1, 2013 through June 30, 2016. The cost is $17,500 per academic year supported by the Hartnell College Foundation/California Endowment.

F. INSTRUCTIONAL AGREEMENT: YOSEMITE CCD CHILD DEVELOPMENT TRAINING CONSORTIUM

The governing board ratified the renewal of the instructional agreement between Hartnell CCD and Yosemite Community College District/Child Development Training Consortium for academic year 2013-14. The college will receive $10,000 for tuition, supplies, books, transportation for field trips, and instructional materials for professional growth and development of childcare providers already working in the field. The term of the agreement is September 1, 2013 through June 30, 2014.
G. LETTER OF AGREEMENT: CHABOT/LAS POSITAS ECE MENTOR PROGRAM

The governing board ratified the 2013-14 Letter of Agreement between Hartnell CCD and Chabot/Las Positas CCD for the California Early Childhood Mentor Program. This agreement will connect Hartnell College early childhood education students with high quality, experienced early childhood professionals. There are no budget implications. Participants paid directly from Chabot/Las Positas CCD.

H. QUARTERLY FINANCIAL STATUS REPORT

The governing board reviewed and accepted the Quarterly Financial Status Report for the period ended September 30, 2013.

I. OUT OF COUNTRY TRAVEL FOR DR. JEFFERY HUGHEY

The governing board ratified the out-of-country travel for Dr. Jeffery Hughey, Biology faculty, to travel to South Korea to visit Chungnam National University from November 11 through November 18, 2013 at no cost to the college. The visit will provide Dr. Hughey an opportunity for growth and development as a scientist and educator.

J. AGREEMENT: Cynosure NEW MEDIA – ONLINE STUDENT ORIENTATION

The governing board authorized the administration to enter into agreement with Cynosure New Media, Inc. for the purchase of and development of an interactive online student orientation. The cost is $61,450 paid from multiple funding sources.

K. CCTV CAMERAS IN PARKING STRUCTURE (Pulled: Freeman)

Motioned (Gonzalez-Castro) seconded (Duran), and carried, the governing board authorized the administration to purchase and install CCTV cameras and a network video recorder system in the Hartnell College main campus parking structure. The cost is $89,659 paid from restricted general funds. Absent: Padilla-Chavez

Trustee Freeman stated that he appreciates cameras in the parking structure. He believes that the cameras may deter some crime; however, he would like to see and he supports armed officers on campus to fully protect the college.

L. PERSONNEL ACTION

The governing board approved and ratified personnel actions. (Appendix A).

ACTION ITEMS

BUDGET REVISIONS

Motioned (Donohue) seconded (Gonzalez-Castro), and carried, the governing board moved to ratify the budget revisions numbered 10475 to 10510 and budget increase to restricted general fund. Absent: Padilla-Chavez

AWARD POSTHUMOUS DEGREE

Motioned (Gonzalez-Castro), seconded (Montemayor), and carried, the governing board moved to award a posthumous degree to Gabriel Tinajero who recently passed due to injuries sustained in an automobile accident. Absent: Padilla-Chavez

Dr. Romero Jalomo, Vice President of Student Affairs introduced Tinajero family members present: mother, Leticia, sister, Laura, brother Marco, and fiancé Lety Sanchez. Gabriel was an Agri-business student planning to graduate Spring 2014. Dr. Lewallen and members of the board extended their sympathies to Gabriel’s family, in particular Trustee Gonzalez-Castro who worked with Gabriel’s mother, Lety, for many years at the Alisal Union School District.
PROPERTY DISPOSAL
Motioned (Pruneda), seconded (Duran), and carried, the governing board authorized the administration to dispose of property by transfer of items to the City of Salinas pursuant to Article 9, Sections 81450.5 of the Education Code. (Appendix B) - Absent: Padilla-Chavez

TENTATIVE AGREEMENTS:
HARTNELL COLLEGE FACULTY ASSOCIATION
Motioned (Montemayor), seconded (Donohue), and carried, the governing board moved to ratify the tentative agreements between Hartnell CCD and Hartnell College Faculty Association for a successor collective bargaining agreement effective July 1, 2013 to June 30, 2016. Absent: Padilla-Chavez

Dr. Lewallen noted that all other represented groups (CSEA and L-39) would receive the same salary increases for academic years 2013-14 and 2014-15 because of their negotiated “me-too,” or most favored nations, agreements.

COST OF LIVING ADJUSTMENT
Motioned (Gonzalez-Castro) seconded (Montemayor), and carried, the governing board moved to approve a Cost of Living Adjustment for employees of all unrepresented groups (managers, supervisors, confidential) that is the same COLA recommended for all represented groups (faculty and classified). Absent: Padilla-Chavez

SALARY ADJUSTMENT FOR SUPERINTENDENT/PRESIDENT
Motioned (Gonzalez-Castro) seconded (Donohue), and carried, the governing board moved to approve a 5% salary adjustment for the superintendent/president, effective July 1, 2013. Absent: Padilla-Chavez

FACILITIES MASTER PLAN
Motioned (Gonzalez-Castro) seconded (Donohue), and carried, the governing board moved to authorize the administration to enter into agreement with Lionakis to develop a Facilities Master Plan for all three sites. The cost is $141,000 paid from the Capital Acquisition fund. Absent: Padilla-Chavez

INFORMATION ITEMS
CONSTRUCTION PROJECTS – UPDATE
The governing board received an update on the college’s construction projects. The report is on page 154 of the November 12, 2013 meeting packet posted at: http://www.hartnell.edu/board/packets/111213.pdf

Joseph reported that the bids for the construction of the science building were opened today. He stated that he would keep the board information as the process moved along.

BUDGET UPDATE
The governing board received an oral update on the budget as of September 30, 2013. The presentation is available on Page 200 of the November 12, 2013 meeting packet posted at: http://www.hartnell.edu/board/packets/111213.pdf

MONTEREY COUNTY TREASURER’S QUARTERLY REPORT
The governing board received the County of Monterey Treasurer’s Quarterly Report for the quarter ending September 30, 2103.

REPORTS FROM THE BOARD
Trustee Pruneda stated that he is sorry to hear about the lives lost in the Philippines; he hopes the college leads the way to help. He talked about A
League of Denial, a book and documentary film about traumatic brain injuries in the national football league. He asked about safety measures for the college athletes. Also, he reported that he was privileged to attend the building healthy communities meeting held at the college; he liked the conversations because the discussions were opened and unscripted, that most had a sincere intent to help. In addition, he reported that he attended the performance, A Song for my Father; it is a fantastic performance. In closing, he announced the upcoming Western Stage Gala and encouraged all to attend to help make the event successful.

Trustee Freeman stated that he attended the breakfast meeting held for the Guanajuato delegation – it was a great event. Also, he continues to attend athletic contests and the teams are doing extremely well. He attended the celebration held at the college and the parade to honor veterans. He stated that he would like to help students with classes in the evenings and weekends so that the students can finish their education. Trustee Freeman stated that he is the longest serving board member and he understands that some do not like to speak about the past, but he believes you must talk about the past to get over the past and he has thought a lot about the investigation launched against him a couple of years ago by the former superintendent, former board president, and HR director. He asked for an investigation and wants to know who made the complaint, who was the investigator, and how much money was spent because he knows the board did not authorize that expense. In closing, he stated he has no confidence in the current HR director because of the investigation, but that he has confidence in the current superintendent.

Trustee Gonzalez-Castro thanked the Western Stage and college staff for their assistance in securing facilities for the fall performance for YOSAL. Everyone’s support has been wonderful. The performance is scheduled November 19, 6-8 p.m. She stated that she is sorry to learn about the passing of Andy Newton’s father, Larry Newton. Mr. Larry Newton was an incredible political science faculty for many years at the college. She asked that the meeting adjourn in his memory.

On behalf of Trustee Padilla-Chavez, Trustee Gonzalez-Castro thanked HEP staff for their efforts in organizing the Adelante Con Orgullo Mujer Inmigrante conference. Over 150 women/children participated in ten different workshops. She thanked everyone who attended the Health Career Pathway assessment conducted by the California Endowment. Trustee Padilla-Chavez requested a report on the number of students who attend evening/weekend by disciplines and if possible, the number of students who both work and attend school.

Trustee Montemayor is glad to see the college has a plan and is happy when the plan is successful. He is delighted to see the college has the resources to support staff and hopes the college is turning a corner.

Trustee Donohue stated that she supported Pink Day, a cancer awareness event sponsored by the Associated Students. She encouraged all to attend the upcoming Western Stage Gala – an event not to be missed. The event is November 23, 2013.
Trustee DePauw reported that she attended the veteran’s event and stated that the event was well done and well attended. Also, she attended a presentation where Dr. Nathan Tharp presented his findings on accreditation and wished more were in attendance. She and others heard Dr. Tharp at a conference last January and it was excellent.

ANNOUNCEMENTS

Trustee DePauw announced upcoming regular meetings/development sessions dates:

November 19, 2013, 5 p.m., Development Session, Main Campus
December 10, 2013, 5 p.m., Annual Organizational and Regular Meeting

ADJOURNMENT

The meeting adjourned at 7:40 p.m. in memory of Larry Newton, former fulltime political science faculty.

______________________________  ________________________________
Candi DePauw                   Willard Lewallen, Ph. D.
Board President                Board Secretary
Appendix A

HARTNELL CCD GOVERNING BOARD APPROVED/RATIFIED PERSONNEL ACTIONS TAKEN AT REGULAR MEETING OF NOVEMBER 12, 2013.

I. Classification and Compensation

A. Ratify the reclassification of a management position in Administrative Services

1. Reclassification of Director of Facilities, Operations and Asset Management (#A-38) from Management Level VII to Management Level V, effective November 1, 2013. Reclassification addresses the expansion and scope of supervisory and administrative responsibilities to include, in addition to original job duties, facilities planning, project management, safety, and emergency preparedness for all three campuses.

II. Appointments:

A. Ratify appointments of classified employees:

1. Laura Zavala, 40 hours per week, 12 months per year, Program Assistant I (Student Life) – Student Affairs – Classified, (#CC-150), Range 26, Step B, effective October 7, 2013.

2. Dina C. Hayashi, 40 hours per week, 12 months per year, Administrative Assistant - Academic Affairs – Confidential, (#CF-15), Range 17, Step A, effective August 22, 2013.

3. Debra L. Pyle, 40 hours per week, 12 months per year, Program Assistant I (Math, Science, Engineering) – Academic Affairs – Classified, (#CC-167), Range 26, Step A, effective November 18, 2013.

4. Brandy P. Quitevis, 40 hours per week, 12 months per year, Program Assistant I (Deputy Sector Navigator/NMC programs) – Academic Affairs – Classified, (#CC-181), Range 26, Step A, effective November 25, 2013. This is a grant-funded position.

B. Ratify appointments of substitutes:

1. Marcos Garcia, $16.14/hr (40 hrs/week), Accounting Assistant, October 4 – 21, 2013.


C. Ratify appointment of part-time instructor for summer session 2013:

1. William Wolak, Theater Arts

D. Ratify appointment of part-time instructors for fall semester 2013:
1. Marisela Andrade, Counseling
2. Amanda Ayres, English
3. Isaac Benton, Mathematics
4. Ron Clark, History
5. Javier Dorantes-Rivera, Welding
6. Evelyn Langa, Psychology
7. Barbara Lutz, Psychology
8. Kara MacDonald, English
9. Jose Mendez, Construction & Community Survey Results
10. Laurel Meyer-Zdeblick, Nursing
11. Barbara Nee, Counseling
12. Alexis Smith, Physical Education
13. Lesley Stamplemann, English
14. Carrie Washburn, Nursing
15. Prince Williams, Physical Education

E. Ratify appointments of Professional Experts:

The Coder Dojo Technology Program, hosted at Hartnell College, aims to educate youth in the area of information and communication technologies (ICT) and digital media:
1. Nancy Quintero, $25/hr (as needed), Instructor, June 1, 2013 – June 30, 2015.

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

4. Alex Bedner, $1,200 total, Musician, August 31 - September 28, 2013.
7. Mark Kraft, $1,200 total, Musician, August 31 - September 28, 2013.

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

Hartnell College provides Crisis Counseling Services that are completely confidential and free of charge to enrolled Hartnell students. A Marriage & Family Therapist Counseling Intern is available to assist students in crisis:
11. Liana Lee, $20/hr (20 hrs/week), Counselor, October 1, 2013 – June 1, 2015.
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:

24. Maryanne Rehberg, $100/hr (as needed), DSES Trainer, August 11, 2013 – June 10, 2015.
25. Maryanne Rehberg, $100/hr (as needed), FKCE Trainer, August 11, 2013 – June 10, 2015.
27. Melva Simmons, $40/hr (as needed), FKCE Trainer, August 11, 2013 – June 10, 2015.

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

35. Mark Temple, $2,000 total, Swim Coach (additional hours), June 17 – July 26, 2013.
The lighting technician will support non-instructional events and events for The Western Stage:


NASA SEMAA at Hartnell College is one of 16 national SEMAA sites. It offers free after-school, hands-on science classes for underserved and underrepresented students, kindergarten to 12th grade. SEMAA is an innovative, national project designed to increase the participation and retention of historically underserved and underrepresented K-12 students in the areas of science technology, engineering and mathematics (STEM). The program offers Family Café events as part of the program:


Activities director of Title V-CTE sub award is responsible to implement activities of the sub award, including planning, purchasing, and creating articulated CTE pathways, as per approved grant agreement:

38. Stanley Crane, $65/hr (30 hrs/week), Activities Director, October 1, 2013 – September 30, 2014.

The High School Equivalency Program (HEP) is funded by the US Department of Education Office of Migrant Education. HEP is a migrant education program designed to assist migrant and seasonal field workers obtain their GED and employment, military service, apprenticeship, Certificate of Skills Acquisition, Certificate of Achievement, or Associate’s Degree:

41. Jesus Valdez, $30/hr (5 hrs/week), Computer Skills Instructor, September 1 – 30, 2013.

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:

42. Lisa Villanueva, $30/hr (16 hrs/week), Instructional Aide, July 1, 2013 – June 30, 2015.

Supplemental Instruction (SI) is a peer-led academic support program that helps students enrolled in certain historically challenging courses. SI leaders in the Tutorial Center facilitate student learning through out-of-class discussion and study skills support:

43. John Pineda, $14.42/hr (10 hrs/week), ACE tutor, August 19 – December 19, 2013.
Assist with the specialized demands of the Title V office and provide additional office support during the training and transition of a new Administrative Assistant and the implementation of recommendations of external evaluator:

46. Vanessa Rouch, $14.99/hr (22 hrs/week), assistant, August 21 – November 30, 2013.

F. Ratify appointments of volunteers:
11. Wendell Sells, Physical Education, October 1 – December 31

G. Ratify appointments of student workers for fall semester 2013:
1. Jana Ajdukovic, Tutorial/Title V/Math Tutor, Student Worker II
2. Guadalupe Arroyo-Lozano, CSIT-in-3, Student Worker IV
3. Jessie Betancourt, Academic Affairs-Social Behavioral Science, Student Worker I
4. Anthony Castillo, Business Office Assistant, Student Worker II
5. Chuany Chen, Tutorial/Title V/Math Tutor, Student Worker II
6. Rose A. Cobarruvias, CDC-Alisal, Student Worker II
7. Esau Contreras, Tutorial/Math Tutor, Student Worker II
8. Leslie Figueroa, Tutorial/Title V/Math Tutor, Student Worker II
9. Miguel Angel Flores Silverio, Title V/Tutorial, Student Worker III
10. Judy Julius, Tutorial, Student Worker II
11. Raul Lopez, Tutorial/Title V/Math Tutor/Alisal, Student Worker III
12. Ernesto Lopez, ADT Shop Assistant, Student Worker II
13. Maricela Mendoza, Office Assistant, Student Worker I
14. Ana Perez Gutierrez, Peer Tutor/Engineering & Math, Student Worker II
15. Victor Robledo, Foundation, Student Worker II
16. Oscar Rojas-Calderon, Maintenance-Warehouse, Student Worker I
17. Melody Sanchez, Tutorial/BSI/English Tutor, Student Worker II
18. Rocio Sanchez-Mendoza, MESA Tutor/Assistant, Student Worker IV
19. Niels Schneider, Tutorial/Title V/Math Tutor, Student Worker II
20. Juan Solorio, Chemistry Stock Room Student Assistant, Student Worker I
21. Elvira Vargas, TRIO/Student Support Services, Student Worker I
22. Carolina Zamora, MESA Tutor/Room Attendant, Student Worker IV
APPENDIX B

Meru Equipment to be surplused:

Meru MC3000 Controller Serial 2307M30001083
Meru MC3000 Controller Serial 0409MC30001091

Meru Access Points:

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**Supplies List**

For Old Wireless Access Points & Controllers