

**ADOPTED**

**HARTNELL COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

December 4, 2007

- CALL TO ORDER** The Regular Meeting of the Board of Trustees of Hartnell Community College District was called to order in the Board Room at 6:16 p.m., by Board President Aaron Johnson.
- PRESENT** Board of Trustees: Aaron Johnson, President  
Berna Maya, Vice-President  
Bill Freeman, Trustee  
John Martinez, Trustee  
Brad Rice, Trustee  
Kari Lee Valdés, Trustee  
Phoebe Helm, Interim Superintendent/President – Board Secretary
- ALSO PRESENT** Lorena Moreno, Student Trustee  
Kevin Healy, Trustee-elect, Area 1  
Patricia Donohue, Trustee-elect, Area 3  
Elia Gonzalez-Castro, Trustee-elect, Area 4
- ADOPT AGENDA** On a motion by Kari Lee Valdés, seconded by, Lorena Moreno, and unanimously carried, the Board moved to adopt the agenda with amended Consent Action Items, D.3, Academic Calendars for 2008-09 and 2009-10, and D.6, Personnel Action.
- PUBLIC COMMENT ON CLOSED SESSION ITEMS** There were no public comments on Closed Session Items.
- CLOSED SESSION** The Board Members, including Trustees-elect, Dr. Phoebe Helm, Interim Superintendent/President, and Bill Brown, Attorney, adjourned to Closed Session at 6:17 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.
- OPEN SESSION** Board President, Aaron Johnson reconvened the regular meeting at 8:18 p.m.
- PRESENT** In addition to those present were:
- Management Staff:  
Celia Barberena, Vice President, Student Services  
Larry Carrier, Vice President, Administrative Services  
Tamberly Petrovich, Director, Human Resources/Equal Employment Opportunity
- Academic Senate:  
Jennifer Lagier Fellguth, President
- Hartnell College Faculty Association:  
Ann Wright, President

Classified Senate/CSEA:  
Margie Wiebusch, President

Student Senate:  
Lorena Moreno, President

**PLEDGE OF ALLEGIANCE**

*The Pledge of Allegiance was recited.*

**REPORT OUT FROM CLOSED SESSION**

Board President Aaron Johnson reported out on the following:

**Resolution**

On a motion by John Martinez, seconded by Kari Lee Valdés, and unanimously carried the Board moved to adopt Resolution 7:17 giving notice to all managers, and directing the college reorganize for the purpose of reducing costs, addressing the budget deficit, and improving efficiency.

Trustee Johnson proceeded to read the resolution to the assembly. (Appendix A)

**Censure**

On a vote of 4-1 (Freeman) and 1 abstention (Martinez) the Board approved to censure Trustee Martinez in violation of Governing Board Policy 1055, Ethical Conduct of a Governing Board for disclosing information from a closed session.

Trustee Martinez publicly apologized for his behavior and stated that he accepted the censure. He further stated that he considered this to be a serious matter.

**PUBLIC COMMENTS**

There were no public comments

**PRESENTATIONS AND REPORTS**

**Bond Oversight Committee**

Damon Felice, Townsend Management, Inc. presented an update on college construction projects that included the CALL Building, the Performing Arts ADA project, the Student Center, East Campus, the marquee project, and the landscape project. A full, detailed report on the status of each project can be found on the Hartnell College webpage, <http://www.hartnell.edu/board/packets>.

**BOARD'S GOALS**

**Accreditation**

**Finances**

**Communication**

**Search for Supt/Pres**

Accreditation: Dr. Helm reported that there is a lot of work yet to be done by the March 15<sup>th</sup> date; however, the faculty and staff have been wonderful and have stepped-up and are addressing the issues.

Finances: This goal was addressed earlier in the Board Workshop on the Salinas Valley 2020 Vision and financial projections through 2014, as well as Resolution 7:17 above.

Search for Supt/Pres: Dr. Helm reported that there are three groups involved in the search of the Superintendent/President. They are 1) a steering committee, which includes Chairman Johnson and the four union and senate leaders; 2) a search committee of ten which also includes union and senate representatives of which 50% are male, 50% Hispanic; and (3) the hiring committee which is the Board of Trustees.

**CONSENT ACTION**

While approved, Consent Action Items 1 and 4 were pulled for comment and/or discussion.

Consent Action Item 1: Trustee Maya asked the following correction be made in the minutes: In her report, LULAC is the agency sponsoring the holiday meal, and not the Salinas Union High School District as stated.

Consent Action Item 4: Trustee Freeman questioned if the contract with BCI General Contractors used union labor. Damon Felice, Townsend Management, Inc. responded that it was a combination of both in that some trades are not unionized.

A motion was made by Brad Rice and seconded by Kari Lee Valdés to approve Consent Action items 1, 2, 3, 4, 5 and 6. Consent Action items D.3 (Academic Calendars) and D.6 (Personnel Action) were amended and copies were provided to the Board.

**MINUTES**

1. The Minutes of the Regular Meeting of November 4, 2007 were approved as corrected.

**RATIFIED  
DISBURSEMENTS**

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

**ACADEMIC  
CALENDAR 2008-09  
AND 2009-10**

3. Approved Academic Calendars for 2008-2009 and 2009-2010. The Board received two calendar options for the 2008-09 and 2009-10. The faculty have chosen, and the administration is recommending, for both years, to have one of the three scheduled flex days in the fall and the other two at the start of Spring. In addition, the faculty work year has gone from 176 to 175 days as per Title V. And, Cesar Chavez Day will be observed as a non-instructional day.

**BCI GENERAL  
CONTRACTORS**

4. Reviewed and accepted lowest bid and ratified contract with BFI General Contracts as general contractor for the Performing Arts building – Adults with Disabilities Act (ADA) Upgrade Project. The budget for this project is \$750,000; however, the contracted amount is \$730,000 that will be paid with Measure H funds.

**BEARINGPOINT  
PROPSAL**

5. Approved proposal from BearingPoint to prepare Indirect Cost Rate. The cost to the general fund is \$38,500. The benefit to the general fund is estimated to exceed \$500,000 in additional indirect cost recovery.

**PERSONNEL  
ACTIONS**

6. Ratified and/or approved amended personnel actions. An amended personnel action item was submitted to include the appointment of Brook Haag, full-time, tenure-track, Physics Instructor. (Appendix B)

**BUDGET REVISIONS**

On a motion by Brad Rice, seconded by Kari Lee Valdés, and on a roll call vote, the Board moved to approve budget revisions numbers 7245 to 7274.

Ayes: 6  
Noes: 0  
Abstained: 0

**GANN LIMIT –  
RESOLUTION 7:16**

On a motion by, Kari Lee Valdés, seconded by Brad Rice, and on a roll call vote, the Board moved to adopt Resolution 7:16, Establishing Appropriations Limits for 2007-08.

Ayes: 6  
Noes: 0  
Abstained: 0

**INITIAL  
COLLECTIVE  
BARGAINING  
PROPOSALS – CSEA,  
470 / HCFA/ HCCD**

Received initial collective bargaining proposals between Hartnell Community College District, California Schools Employee Association, Chapter 470 and Hartnell College Faculty Association. Both teams “sunshined” their proposals as did the District.

**FINANCIAL  
STATEMENTS**

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

**STUDENT SENATE  
REPORT**

Lorena Moreno reported that the Senate continues to work on getting more involved in the community, that the Holiday Food Drive is underway; that the Tree Decorating Content judging is scheduled tomorrow; that members of the Senate attended a shared governance workshop in Santa Barbara, that the Senate is organizing a welcome for spring, and that a student survey is being developed.

**ACADEMIC SENATE  
REPORT**

Jennifer Lagier Fellguth reported that the Senate had their retreat and developed their short and long-term goals. She then provided the Board with a copy of the Academic Senate Newsletter, Fall 2007 stating that newsletter highlights the Senate’s goals. She further stated that the Shared Governance Task Force continues to work with the senates and unions.

**CLASSIFIED  
SENATE REPORT**

Margie Wiebusch reported on behalf of the Classified Senate stating that the Senate and CSEA are working together to ensure that both are represented; that the Books of Love project sponsored by CSEA has been well received and that this project will continue after the new year.

**PRESIDENT’S  
REPORT**

Dr. Helm recognized Esteban Soriano, Steve Mangelsen, Larry Carrier, and Barbara Yesnosky for all of their work in preparing for the Budget Board Workshop held earlier in the day. The data that has been collected by both Esteban and Steve will provide an opportunity and the ability to prepare the college’s educational plan and provide courses and programs that our community wants and needs. The college will hold its first ever Registration Marathon – 18 hours of food, games, family entertainment and one-stop registration – January 11, 2008 on the main campus and January 12, 2008 at King City.

She further reported that she is scheduled to attend a meeting tomorrow, at 10:00 a.m. at the East Campus facility and invited the Board, and that she and the newly-elected Board members, including Brad Rice will be attending the King City Chamber of Commerce meeting on November 6.

**BOARD  
COMMUNICATION**

Trustee Freeman stated that he is looking forward to serve North Salinas for another four years; that he was pleased to attend the annual football banquet, the Phi Beta Kappa dinner, the Holiday Party for the Culinary Arts Institution. He further stated that he believes Hartnell has a bright future and wished everyone a Merry Christmas.

Trustee Rice welcomed the newly-elected Trustees and stated that he looks forward to working with them.

Trustee Martinez requested that the Board consider moving the agenda item, Board Communications, up on the agenda. This will allow Board members, should they choose to, recognize members of the assembly, earlier in the meeting. The Board will discuss this further.

Trustee Johnson thanked Dr. Soriano for all of his work. His work has created a wonderful opportunity to facilitate change and he applauded these efforts. He further stated that the college must grow in terms of the budget.

**TRAVEL REQUEST**

At the request of Trustee Martinez and due to the budget, Action Item J.2, Travel Request was pulled.

**FUTURE AGENDA ITEMS**

None presented at this time.

**NEXT MEETING**

The next Board of Trustees Meeting is scheduled for January 8, 2008, 5:00 p.m. in the Hartnell College Board Room, 411 Central Avenue, Salinas, CA.

**ADJOURNMENT**

On a motion by Brad Rice, seconded by Berna Maya and unanimously carried, the Board moved to adjourn the meeting at 9:21 p.m.

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Aaron P. Johnson  
Board of Trustees President

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Dr. Phoebe K. Helm, Board Secretary

**HARTNELL COMMUNITY COLLEGE DISTRICT**  
Resolution 07:17

***Reorganization***

Whereas, the Board of Trustees of Hartnell College District has directed that the college reorganize for the purpose of reducing costs, addressing the budget deficit, and improving efficiency; and,

Whereas, the college intends, in compliance with Board's directive, to convene a committee to study the organization and make recommendations for the purpose of reducing costs, addressing the budget deficit, and improving efficiency; and,

Whereas, the Board and the college wishes, consistent with Education Code 72411, to give appropriate notice to employees of the possible elimination, consolidation, or revision of their position as a result of this process; does,

Hereby notice all managers that their current employment contracts will be terminated, effective June 30, 2008 and that all managers will have the right to apply for any or all positions for which they are qualified once those positions are determined according to a plan of reorganization to be produced no later than March 15, 2008. This action is consistent with the contract terms under which all management employees serve, and is intended to provide the six month notice contemplated in the California Education Code for Contract Managers, allowing the District and management employees to sever, enter, or not enter into new management employment contracts.

PASSED AND ADOPTED ON THIS 4<sup>th</sup> day of December 2007, upon motion of John Martinez seconded by Kari Lee Valdés, a vote of not less than two-third of the membership of the Board of Trustees of the Hartnell Community College District.

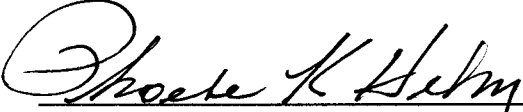
APPROVED: December 4, 2007

AYES: Bill Freeman, Aaron Johnson, John Martinez, Berna Maya, Brad Rice, Kari Lee Valdés

NOES: None

ABSENT: None

ATTEST:   
Board President

  
Secretary of the Board

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR  
RATIFIED AT THE REGULAR MEETING OF DECEMBER 4, 2007:

REVISED

Summary:

Approval of:

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

Ratification of:

- 1 hire of a Confidential employee
- 1 hire of a Full-time Faculty employee
- 7 Part-Time Faculty hires for Fall Semester 2007
- 1 Substitute hire for CSEA position
- 1 Substitute hire for L39 position
- 7 Professional Expert hires
- 4 Student Worker hires for Fall Semester 2007
- 2 Volunteers
- 33 payments to Faculty for Special Projects which have been completed or are being paid on a monthly timesheet basis

Detail:

I. Request to hire Short-Term employees

- 1. Approve Short-term Staffing Requests:
  - a. HEP Program Aide (4 positions), \$11.25/hr, 5 hours/day, 4 days/week, High School Equivalency Program, to provide assistance to GED Instructors and HEP students through in-class tutoring, program liaison, outreach, recruitment, intake, and follow-up, December 10, 2007 – March 31, 2008. This will allow grant services to be provided while an appropriate classification is determined and positions allocated.

II. Appointments

- 1. Ratify appointment of regular confidential classified personnel:
  - a. Dora Sanchez, full-time, 40 hours per week, 12 months per year, Payroll Specialist (#CF-4), Business Services, Step B, effective November 12, 2007. This action refills an existing vacant position and reflects a promotion from Accounting Technician (#CC-16), Business Services.
- 2. Ratify appointment of full-time academic personnel:
  - a. Brook Haag, full-time, tenure-track, Physics Instructor (#F-106), Math and Science, Column E, Step 2, effective Fall 2008.
- 3. Ratify appointment of part-time instructors for Fall Semester 2007:
  - a. Michelle Galindo, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - b. John Goodrich, Dance; Fine Arts/Language Arts/Social Sciences

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REVISED

- c. Aida Kantarjian, Biology; Math & Science
  - d. Barbara Kostroff, Health Services/MLT; Math & Science
  - e. Yvonne Ricketts, Early Childhood Development, Occupational Education
  - f. Lorena Silva, Ethnic Studies; Fine Arts/Language Arts/Social Sciences. Appointment based on equivalency as follows: BA in Sociology and possession of multiple subject teaching credential with Bilingual/Cross Cultural emphasis: Spanish.
  - g. Ben Turner, Co-operative Work Experience
  - h. Prince Williams, Physical Education
4. Ratify appointment of substitute classified employees:
- a. Thuong Duong, Electronics/Video Technician, \$21.62/hr, Educational Technologies and Library Services, December 11, 2007 – February 29, 2008.
  - b. Tommy Thomas, Custodian, \$11.37/hr, Maintenance, October 22, 2007 – June 30, 2008.
5. Ratify appointment of Professional Experts:
- a. Nelson Bonner, to teach Macintosh computer courses, 40% of gross dependent upon enrollment, Workforce and Community Development, August 15, 2007 – August 15, 2008.
  - b. Christine Dow, to provide medical coding coordination of clinical practicum sites, accreditation, instructor communication and applicant interviews, \$25.00/hr, Workforce and Community Development, October 31, 2007 – August 15, 2008.
  - c. Monica Grova, to provide coordination between the Hartnell MESA Program, the Hartnell NASA-CIPA II grant, the Hartnell NSF STEP grant, and the UC Santa Cruz Center for Adaptive Optics NSF funded Institute for Science and Engineering Educator, and to provide supplemental instruction in Chemistry, \$22.00/hr, Mathematics Engineering Science Achievement (MESA), October 17, 2007 – June 6, 2008.
  - d. Lynn Huff, to act as accompanist to the Hartnell Chorus, \$20.00/hr, Fine Arts/Language Arts/Social Sciences, September 17 – December 21, 2007.
  - e. Maryanne Rehberg, to provide specialized training for the Department of Social & Employment Services Contract Program, \$200.00/hr, Office for Instruction, September 1, 2007 – June 10, 2009.
  - f. Barbara Vella, to act as accompanist to the Hartnell Chorus, \$20.00/hr, Fine Arts/Language Arts/Social Sciences, August 22 – December 21, 2007.
  - g. Claudia Young, to provide instruction for the Medical Billing and Coding Program, \$70.00/hr, Workforce and Community Development, October 8 – December 19, 2007.
6. Ratify appointment of student workers for Fall Semester 2007:

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR  
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REVISED

- a. Katia Gonzalez, Academic Learning Center, Student Worker I
  - b. Jose Quezada, MESA, Student Worker III
  - c. Evan Reeves-Fortney, Math & Science, Student Worker III
  - d. Maria Elena Zavala, AmeriCorp, Student Worker I
7. Ratify volunteers:
- a. Joe Marinello, Physical Education
  - b. Gino Sigala, Physical Education

III. Special Projects and Stipends

1. Ratify Special Project Agreement Payments:
  - a. James Beck, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
  - b. James Beck, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007.
  - c. James Beck, \$200, for attending the Curriculum Committee Extra Meeting on November 8, 2007.
  - d. Maria Castillo, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
  - e. Maria Castillo, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007.
  - f. Carl Christensen, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
  - g. Carl Christensen, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007.
  - h. Carl Christensen, \$200, for attending the Curriculum Committee Extra Meeting on November 8, 2007.
  - i. LaVerne Cook, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007.
  - j. LaVerne Cook, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
  - k. Jesse Cude, \$150, for completing course outline revision for Physics 45, October 4, 2007.
  - l. Jesse Cude, \$200, for completing course outline revision for Physics 2A, October 4, 2007.
  - m. Jesse Cude, \$200, for completing course outline revision for Physics 2B, October 4, 2007.
  - n. Jesse Cude, \$200, for completing course outline revision for Physics 4A, October 4, 2007.

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REVISED

- o. Jesse Cude, \$200, for completing course outline revision for Physics 4B, October 4, 2007.
- p. Jesse Cude, \$200, for completing course outline revision for Physics 4C, October 4, 2007.
- q. Jeanne Hori-Garcia, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
- r. Jeanne Hori-Garcia, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007
- s. Jeffery Hughey, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
- t. Jeffery Hughey, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007
- u. Mark Ironside, \$95.72, for attending the mandatory COA inservice training for the 2007-2008 athletic varsity season on August 15, 2007.
- v. Robert Maffei, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
- w. Kathleen Mendelsohn, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
- x. Kathleen Mendelsohn, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007
- y. Cheryl O'Donnell, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
- z. Cheryl O'Donnell, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007.
- aa. Gregory Perkins, \$200, for attending the Curriculum Committee Extra Meeting on August 30, 2007.
- bb. Gregory Perkins, \$200, for attending the Curriculum Committee Extra Meeting on September 13, 2007.
- cc. Gregory Perkins, \$200, for attending the Curriculum Committee Extra Meeting on September 27, 2007.
- dd. 23. Gregory Perkins, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007
- ee. Gregory Perkins, \$200, for attending the Curriculum Committee Extra Meeting on October 25, 2007
- ff. Janet Pessagno, \$1,500, to read STAAR\* essays for English Assessment, August 1, 2007 – October 15, 2007.
- gg. Bill Rawson, \$200, for attending the Curriculum Committee Extra Meeting on September 13, 2007.
- hh. Bill Rawson, \$200, for attending the Curriculum Committee Extra Meeting

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR  
RATIFIED AT THE REGULAR MEETING OF DECEMBER 4, 2007:

REVISED

on September 27, 2007.

- ii. Bill Rawson, \$200, for attending the Curriculum Committee Extra Meeting on October 11, 2007.
- jj. Jeff Roth, \$200, to work with assessment consultant Ron Gordon to prepare for the August 2007 faculty presentation, June 18, 2007.
- kk. Philip Stoddard, to work with assessment consultant Ron Gordon to prepare for the August 2007 faculty presentation, June 18, 2007.
- ll. Don Taylor, to work with assessment consultant Ron Gordon to prepare for the August 2007 faculty presentation, June 18, 2007.
- mm. Don Taylor, \$1,864.20, for reading STAAR\* essays for English Assessment from May 21 – August 17, 2007.