

**Adopted**

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees  
CALL 208, Training Room  
411 Central Avenue  
Salinas, California

January 24, 2012

- OPEN SESSION** Meeting called to order at 5:03 p.m. by Trustee Padilla-Chavez.
- PLEDGE OF ALLEGIANCE** Trustee Freeman led the Pledge of Allegiance.
- ROLL CALL** Erica Padilla Chavez, President  
Candi DePauw, Vice President  
Patricia Donohue  
Bill Freeman  
Elia Gonzalez-Castro  
Ray Montemayor  
Demetrio Pruneda  
Juan M. Gutierrez, Student Trustee – (advisory vote per Board Policy 1030)
- Dr. Phoebe K. Helm, Superintendent/President
- PUBLIC COMMENTS** Ken Dursa, community member, talked about the annual organizational meeting scheduled in November rather than December and he urged the Board to consider placing their email addresses on the website.
- Melissa Stave, faculty, urged the Board to not move forward with filling interim dean positions to help maintain continuity and because the current interim deans are doing a fine job and are strategic players in the program planning process.
- Peter Kasavan and Christian Flores, Kasavan Architects, presented the Board with a Merit Award that their firm received for the design of the Center for Advanced Technology. The award was given by the American Institute of Architects, Monterey Bay Chapter.
- ACCREDITATION** At the request of Trustee Padilla-Chavez, the Board received an update on Accreditation. Dr. Suzanne Flannigan provided an overview of the process that included the fundamental purpose of accreditation, committee structure, and a breakdown of faculty participation by discipline, gender and diversity. (Appendix A). In addition, the Board received the Self-Study Timeline.
- Dr. Flannigan stated that the first draft of the report is due on January 31 followed by the second draft in March. In December, the college had their first accreditation town hall and a second one is planned later this Spring.
- To encourage all employees to gain a common basic understanding of accreditation, a contest has been devised. Participants, including Board Members, can complete

the on line course which takes about two hours, print out the certificate of completion and drop it in a box in Dr. Flannigan's office, prior to the drawing on May 28, 2012. The Grand Prize is an iPad 2. The course is available through the Accrediting Commission (<http://bit.ly/accjcbasics>).

The Board will receive an update on accreditation at each of their regular meetings. Trustee DePauw requested that the February presentation include a summary of recommendations and history from the last full comprehensive accreditation site visit.

Trustee Padilla-Chavez asked Dr. Flannigan to keep the Board informed of how the Board can help with the process.

The Board thanked Dr. Flannigan who gave kudos to Dr. Brian Lofman for his role in this process.

## **CONSENT AGENDA**

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Montemayor by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to ratify consent items C and E.

### **A. MINUTES**

(Item pulled for discussion/separate vote - Montemayor)

Trustee Montemayor motioned, seconded by Trustee Freeman, to table the minutes of November 29, 2011 to allow the Board the opportunity to get a second opinion on whether or not the election of officers/date of Annual Organizational Meeting was properly followed. He asked that a legal firm, other than Liebert Cassidy Whitmore be secured.

Trustee Freeman said that this Board has always conducted its Annual Organizational Meeting in December and believes the meeting was held illegally and believed that the Board has not ever had two regular meetings in one month. Trustee Pruneda said he does not know if the meeting was held illegally, but that this personally affected him and that he has records that show the Annual Organizational Meeting has been held in December since 2003.

Dr. Helm stated that the college does have access to another law firm and stated that the minutes do reflect what happened. Trustee Montemayor responded that he is not questioning the accuracy of the minutes, but rather the procedure that was used to conduct the election and would feel better if the Board secured a second opinion.

Trustee Padilla-Chavez clarified that, when she was sworn in, she attended with her family and she left the meeting. The Board, at that time, conducted its elections without her sitting at the dais. Mr. Pruneda stated that his question is specific to whether the Annual Organizational Meeting has ever been scheduled in November and his records indicate that it has not.

Trustee Gonzalez-Castro pointed out that the Board approved the 2011 meeting calendar and she questioned Trustee's Freeman's comments surrounding the legality of the November 29, 2011 meeting.

On a motion by Trustee Montemayor, seconded by Trustee Freeman, by vote of 7-0 and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to

adopt the minutes of November 29, 2011 as revised and directed the President to secure a second legal opinion to explore the legality of the execution of the annual organizational meeting.

Trustee Donohue noted an error in the minutes (page 5, paragraph 11, Election of Vice President). Trustee DePauw should be noted, rather than Trustee Padilla-Chavez. In addition, she stated the Board needs to adopt the minutes, for historical purposes and that the Board could request that the President secure an attorney to review what was done and hoped that Trustee Montemayor would consider amending this motion. Trustee DePauw agreed.

Dr. Helm noted that the Board approved their 2011 meeting calendar at the December 2010 meeting and that the Board has a revised policy before them this evening for second reading that addresses the Annual Organizational Meeting and variances in calendars.

Trustee Pruneda stated that he plans to go along with the decision of the Board, but if the process is proved wrong, then it would appear minutes are being approved for something that is wrong and that confuses him.

After much discussion, Trustee Montemayor amended the motion that was agreed to by Trustee Freeman.

#### B. DISBURSEMENTS

(Item pulled for discussion/separate vote - Freeman)

Prior to the motion, Trustee Freeman continued to questioned management contracts that include paying rent and utilities. He stated that he has asked for copies of these contracts, but has not received any.

After the motion, Trustee Pruneda questioned if it is common practice to pay housing expenses for management. Dr. Helm responded it common when there is an interim appointment and that individual is maintaining a second home. The college is paying the monthly housing costs for one employee, as was specified in her initial agreement. This individual is retired and receives no health benefits – an expense far more costly.

Trustee DePauw called for the question and the Board voted.

Motion by Trustee Donohue, seconded by Trustee DePauw, by vote of 6-1 (No: Freeman) and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to approve 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 Board ratified the recommendations from the Curriculum Committee for the period of November 3, 2011 to December 1, 2011.

- D. NON-RESIDENT AND FOREIGN STUDENT TUITION FEES FOR 2012-13
- Trustee Padilla-Chavez pointed out that the Agenda listed the amount as \$190 and that the actual amount recommended in the Agenda Item is the Statewide Average of \$179. Since the publication of the agenda, the college has learned that MPC intends to go with the Statewide Average as well. For Hartnell this is an increase of \$3 per unit.
- (Item pulled for discussion/separate vote - Freeman)
- Trustee Freeman said he could not support this increase because it affects many athletes and our teams did really well this past fall.
- On a motion by Trustee DePauw, seconded by Trustee Donohue, by vote of 5-2 (No: Freeman/Montemayor) and by an advisory vote of Nay (Student Trustee Gutierrez), the Board moved to adopt the non-resident and foreign student tuition fee of \$179 per unit for academic year 2012-13.
- E. AIR EXPRESSIONS GRANT
- The Board ratified the grant application to the Monterey Bay Unified Air Pollution Control District, accepted the funds, and authorized the administration to enter into agreements to execute the work of the Air Expressions Grant. Hartnell students, under the leadership of faculty, will design and program an interactive mobile device application to teach the impacts of pollution from the manufacture and use of automobiles to young players. The amount of the grant is \$4,817 over the Spring 2012 Semester.
- F. PERSONNEL ACTION
- Trustee Freeman pulled this item because he wanted to address the comments made earlier by Melissa Stave, faculty. He learned, after questioning her that Ms. Stave was referring to interim dean positions that were not included in this item so he had no comments and the Board voted.
- (Item pulled for discussion/separate vote - Freeman)
- On motion by Trustee Donohue, seconded by Trustee DePauw, by vote of 7-0 and by an advisory vote of Aye (Student Trustee Gutierrez), the Board ratified and approved personnel actions. (Appendix B)
- PUBLIC HEARING ON PROPOSAL: ONETIME STIPEND
- Trustee Padilla-Chavez opened the public hearing to receive public comments on the proposal by Hartnell Community College District to award a one-time stipend of up to 2% of salary to its represented employees. This proposal was agendized and presented at the November 29, 2011 Board meeting.
- There were no public comments.
- Terri Pyer, Associate Vice President, Human Resources provided the Board with the letter that was given to represented groups as directed by the Board at their November 29<sup>th</sup> meeting. The Hartnell College Faculty Association, California Schools Employee Association, Chapter 470 (CSEA), and the International Union of Operating Engineers Stationary Local No. 39 (L-39) each agreed to treat the November 29, 2011 agendized item as the opening step of a sun shining on this matter.
- Margie Wiebusch, CSEA and Dale Fuge (L-39) were present at the meeting in support of this action and reported that negotiations are scheduled. CSEA and the District are scheduled this Thursday to begin their discussions on this matter.

On a motion by Trustee Montemayor, seconded by Trustee Gonzalez-Castro, by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to adopt the proposal on the one-time stipend of up to 2% by the Hartnell Community College District to: 1) the Hartnell College Faculty Association, 2) California Schools Employee Association, Chapter 470, and 3) International Union of Operating Engineers Stationary Local No. 39.

## **ACTION ITEMS**

### **BUDGET REVISIONS**

On a motion by Trustee Donohue, seconded by Trustee Gonzalez-Castro, by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to approve the budget revisions numbered 9532 to 9592.

### **CONSTRUCTION CHANGE ORDERS**

The Board received a revised listing (Appendix C). Dr. Helm explained that the amount and percentage indicated under the Owner's Allowance is the balance remaining in the Owner's Allowance.

On a motion by Trustee DePauw, seconded by Trustee Donohue, by vote of 7-0 and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to ratify the construction change orders in compliance with board policy.

### **REVISION TO BOARD POLICY 1010**

Dr. Helm recommended that the Board table the final reading of Board Policy 1010 Annual Organizational Meeting and Officers of the Board as a result of the Board's directive to secure a second opinion on the process used at the November 29, 2011 Annual Organizational Meeting.

On a motion by Trustee Freeman, seconded by Trustee Montemayor, by vote of 6-1 (No: Padilla-Chavez), and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to table the final reading of revised BP 1010, Annual Organizational Meeting and Officers of the Board.

### **REVISIONS TO BOARD POLICIES 1105 AND 1110**

On a motion by Trustee Montemayor, seconded by Trustee Gonzalez-Castro, by vote of 7-0 and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to approve the change (numbering and title) for two Board Policies: BP1105, Mileage Allowance to BP2735 Board Member Travel and BP1110, Health Benefits for Members of the Governing Board to BP2730, Governing Board Member Benefits to ensure title and number consistency with the statewide numbering system as provided by Community College League of California. In addition, reference to Administrative Procedures being stored in the President's Office was deleted, because they will be available online as will the Board Policies.

### **BOARD'S TRAVEL Community College League of California (CCLC) 2012 Effective Trusteeship Workshop**

The Board received an analysis of board travel expenses over the past five years (Appendix D). Trustee Padilla-Chavez requested staff to prepare this analysis because she receives requests from members to attend conferences and she wanted to engage the Board in a discussion about travel funding. Al Muñoz, InterimVP, Support Operations explained how the board travel budget is allocated each year and he noted that the balance to date is already at budget (\$8,000). Typically expenses include conference attendance and mileage reimbursement for attending board meetings.

The request this evening is to approve six members (DePauw, Donohue, Gonzalez-Castro, Montemayor, Pruneda, and Padilla-Chavez) to attend the 2012 Effective Trusteeship Workshop, January 27-29, 2012, Sheraton Grand Hotel, Sacramento. The cost to attend this workshop is not to exceed \$6,000 to be paid from the general fund. In addition, Trustee Padilla-Chavez said that Student Trustee Gutierrez has requested to attend. The Student Trustee has not attended this workshop in previous years because the CCLC sponsors an annual workshop for student trustees in August of each year and the Board approved Student Trustee Gutierrez to attend the annual workshop in August 2011.

The Board asked where the funding would come from to support the workshop since the Board's travel budget, for this fiscal year, is almost depleted. Al responded that funds would need to be transferred from other accounts or reserves and that the Board would need to ratify that transfer at a future Board meeting.

There was some discussion about the Student Trustee joining the Board and how it is important for all trustees to receive development. Trustee Padilla-Chavez stated she would like the Board to have a discussion about funding for board development in the future.

On a motion by Trustee Freeman, seconded by Trustee Montemayor, by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to approve the Board's travel, including Student Trustee Gutierrez, to attend the 2012 Effective Trusteeship Workshop, January 27-29, 2012, Sheraton Grand Hotel, Sacramento, not to exceed \$6,000 paid from the general fund.

After the meeting, Trustee Donohue offered to step down from attending the workshop. Her doing so, allows Student Trustee Gutierrez to step in her place ensuring the Board's approval of "not to exceed \$6,000" remain intact.

#### CCCT BOARD NOMINATION

Trustee Gonzalez-Castro nominated Trustees Padilla-Chavez and Donohue to the California Community College Trustees Board (CCLC), but Trustee Padilla-Chavez declined as did Trustee Donohue.

Trustee Donohue nominated Trustee Gonzalez-Castro and she accepted the nomination.

On a motion by Trustee Donohue, seconded by Student Trustee Gutierrez, by vote of 6-1 (No: Freeman) and by advisory vote Aye, the Board moved to nominate Trustee Gonzalez-Castro to the Board for California Community College Trustees (CCLC). A statewide election by trustees at each CCC determines the outcome.

#### LETTER TO LEGISLATORS

On a motion by Trustee Donohue, seconded by Student Trustee Gutierrez, and by vote of 7-0, and by an advisory vote of Aye (Student Trustee Gutierrez), the Board moved to approve Trustee Padilla-Chavez to send a letter on their behalf, regarding the budget, to legislators urging that they not cut student aid as proposed by the Governor.

## INFORMATION ITEMS

### CONSTRUCTION PROJECTS – UPDATE

The Board received an updated, written report on the current construction projects. The report is on Page 83 of the January 24, 2012 Meeting Agenda Packet housed at:

[http://www.hartnell.edu/board/packets/January\\_24\\_2012\\_Bd\\_Agenda\\_and\\_Materials.pdf](http://www.hartnell.edu/board/packets/January_24_2012_Bd_Agenda_and_Materials.pdf).

The Board asked questions about the completion and funding for the PE field house to which Joseph Reyes answered.

### FINANCIAL STATEMENTS

The Board received the financial statements for the periods ending November 30, 2011.

### FIRST READING BOARD POLICIES – STUDENT AFFAIRS AND ACADEMIC AFFAIRS

The Board received the first readings of updated board policies for Student Affairs updated board policies for Academic Affairs.

The revised policies may be viewed on the college's website (page 124)  
[http://www.hartnell.edu/board/packets/January\\_24\\_2012\\_Bd\\_Agenda\\_and\\_Materials.pdf](http://www.hartnell.edu/board/packets/January_24_2012_Bd_Agenda_and_Materials.pdf)

Dr. Helm thanked Dr. Esteban Soriano, Mary Dominguez, and Dr. Suzanne Flannigan for their work on updating these policies and stated that these policies have been modified to comply with current law and regulations and are consistent with the Community College League of California. Dr. Helm invited the Board and the public to submit any questions or concerns to the President's Office. The final reading of these policies is scheduled for the regular meeting of February 7, 2012. Further, Dr. Helm said that it is her goal to complete all policies and procedures by June 30th.

### SENATE REPORTS

Student Senate: There was no formal report. Student Trustee Gutierrez stated that Senate President Estrada was unable to attend this evening due work, but plans to send a representative to future meetings.

Academic Senate: Nancy Schur stated there is little to report since the new semester started yesterday, but that the Senate has called a special meeting next week to discuss accreditation.

Classified Senate: Eric Price announced Langston Johnson resigned as President and that the Senate is reorganizing itself due to this resignation. Currently, there are five members who are working on the Constitution and Bylaws, and once completed, the Senate will begin to recruit senators/officers.

### PRESIDENT'S REPORT

Dr. Helm's report included:

1. Board's Calendar of Events – Dr. Helm announced the Ethics Certification trainings scheduled on February 15, 2012, 10:30-12:30 p.m. or 2:30-4:30 p.m., Hartnell College Dining Hall. Members should plan to attend one of the two sessions and were asked to notify Lucy as to which session they would be attending. Ethics Certification, every two years, is a commitment made by the college in 2007 in response to accreditation concerns. It applies to all employees as well as all members of the Board of Trustees.

2. Enrollment – Dr. Helm reported that the college’s FTES budget goal is on target and noted that it is more and more difficult to FTES goals, or what the State references as “work load” because of the multiple budget reductions and other factors, such as “square footage usage” and faculty obligation numbers, impacted by these decisions. It is more and more critical to have an efficient and effective course schedule that accommodates students’ general education and major requirements without overspending.
  
3. Budget – Dr. Helm reported that the number of students in Community College receiving Board of Governors (BOG) waivers has increased from 50% to 70%. That is the number of students who have their all of their fees waived has increased 20% this year. The State has now informed the CCC’s that it will be unable to pay for this additional amount (unbudgeted). The impact to Hartnell this year is approximately \$300,000 to \$350,000 in the 2011-12 budget. In addition, we have been told that if the Governor’s proposed Income Tax and Sales Tax increase is not passed, CCC’s can expect a 5.6% work load decrease. That means a reduction in FTES, equal to 5;6% of budget, will not be paid. If the residents of California pass an increase in income tax and pass an increase in sales tax, the reductions could be less.
  
4. Alisal – Dr. Helm reported that the bus turnaround at the Alisal Campus is now complete. Dr. Helm thanked the Student Senate for their work on the MST Free Fare Zone. By paying \$35,000 from their student fee income, the Senators enabled students to travel round trip on MST for half fare. To do so, they simply board at one of the free fare zones and show their ID. In addition, she thanked Joseph Reyes and Mike Cunnane, for their work to install the new Peet’s Coffee Shop at the Alisal and noted that it should be open by the middle of February.

## BOARD REPORTS

Student Trustee Gutierrez reported that the ESL students who attended last month’s meeting are pleased to have their courses. He stated he wished more students could participate in the presidential search committee; and he thanked the Board for allowing him to attend the Effective Trusteeship Workshop.

Trustee Montemayor reported on the Sunrise House. He reported that (40) forty families received turkey dinners at Christmas and that (30) thirty families received two toys per family. He stated the Sunrise House’s budget is in the black and that the City has provided free accounting services for many local joint powers authorities. Unfortunately, the City has cut this service to many, except for the Sunrise House.

Trustee Gonzalez-Castro extended her apologies for not attending the CSEA Installation of Officers; she thanked Trustee Padilla-Chavez for her leadership, for the recent Board Retreat and for the way in which she facilitates the meetings – that Trustee Padilla-Chavez is making a difference. And, Trustee Gonzalez-Castro thanked everyone for her nomination. She wished all a Happy New Year.

Trustee Pruneda reported that he is involved with the California Pesticide Reform. A large concern of this group is the use of methyl iodide. He stated that this fumigant is known to harm human health – it is too toxic to be used on any level. Trustee Pruneda stated that this issue is not against farmers. He believes we have the best farmers in

any area; however, for him it is a health issue. He lives in area where this fumigant is being used and he wanted the Board to know that this fumigant is being used in the Valley.

Trustee Freeman expressed his concern over the continued budget cuts in education – he is tired of it. He believes our economy will not get better without fully funding education. He believes the upcoming march in Sacramento will be an important event and would like all Board members to attend. . He believes the Board should advocate more for the budget for education. He stated that he would like to see more training programs for our community because many lost their jobs; he said he would like to see the reading/writing labs return. Lastly, he reported former athlete at Hartnell College and current player for the New Orleans Saints, Carl Nix, was selected to play in the Pro Bowl and would like to honor him along with his assistant coach, Max Matsuhara. Also, he attended the basketball game where they won and he is proud of the Men’s Soccer Team. Also, Trustee Freeman likes the idea of the college building a 100 room dorm out at the Alisal that could be used over the summer to hold summer camps to teach agriculture.

Trustee DePauw stated that she wanted to address a matter that she believes to be a grave. She acknowledged and thanked Trustee Freeman for his professional behavior this evening. She said that she finds it difficult to say these things this evening because his behavior was better. However, at the January 11th retreat some of these issues were addressed and she wanted it on the record because Trustee Freeman’s actions can have grave consequences for the Board and the College. For example, three or more pages of the past accreditation document that placed the college on probation referenced inappropriate Board behavior. In addition to the obvious image problems such rude, disruptive, and time-consuming behavior creates, he has been told more than once that it creates liability for the college. In fact, he has been given several oral and written warnings including multiple letters from legal counsel. We are in the process of recruiting a new president for the college and the Board needs to pull together on that effort as well as the preparation for accreditation. The Board cannot afford to repeat past behavior that helped to place the college on probation. She closed her comments by stating that the Board would be judged as a whole and that she hopes Mr. Freeman keeps that in mind and that his future behavior is more like it was tonight.

Trustee Padilla-Chavez reported that search sub-committee of the board met and the meeting was successful. She thanked Trustee Montemayor and DePauw for their participation. She welcomed everyone back and believes it will be an interesting year with change and can see the honest intention of moving the college forward.

**CLOSED SESSION**

The Board of Trustees and Dr. Phoebe K. Helm, Superintendent/President, Terri Pyer, Associate Vice President, Human Resources, moved to Closed Session at 7:35 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.Reject Claim #459410 as filed on December 29, 2011.

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

Trustee Padilla-Chavez reconvened the public session at 7:50 and reported out the following:

On a motion by Trustee Donohue, seconded by Trustee Gonzalez-Castro, and by vote of 7-0, the Board moved to reject Claim #459410.

Trustee Padilla-Chavez announced the following:

1. February 7, 2012, Regular Board Meeting
2. February 15, 2012 Ethics Training
3. February 21, 2012, Board Development/Study Session
4. March 6, 2012, Regular Board Meeting

**ADJOURNMENT**

On a motion by Trustee Montemayor, seconded by Trustee DePauw, and unanimously carried, the Board moved to adjourn the meeting at 7:52 p.m.

---

Erica Padilla-Chavez  
Board of Trustees President

---

Phoebe K. Helm  
Board Secretary

APPENDIX A

# Countdown to the 2012 Self Study Report

January 2012 Update

Suzanne L. Flannigan, Ph.D.  
Vice President, Academic Affairs and Accreditation

*"Accreditation is the primary means by  
which the quality of higher education  
institutions and programs is assured in  
the United States"*

Council for Higher Education Accreditation (CHEA)

**Accreditation**

- to assure the quality of the institution
- to assist in the improvement of the institution

**Accreditation  
Two Fundamental Purposes**



**Continuous Improvement Process**

- 6 year cycle
  - Comprehensive self-study report
  - Followed by a site-visit
    - May receive recommendations
    - May be required to submit follow-up reports
  - Midterm Report

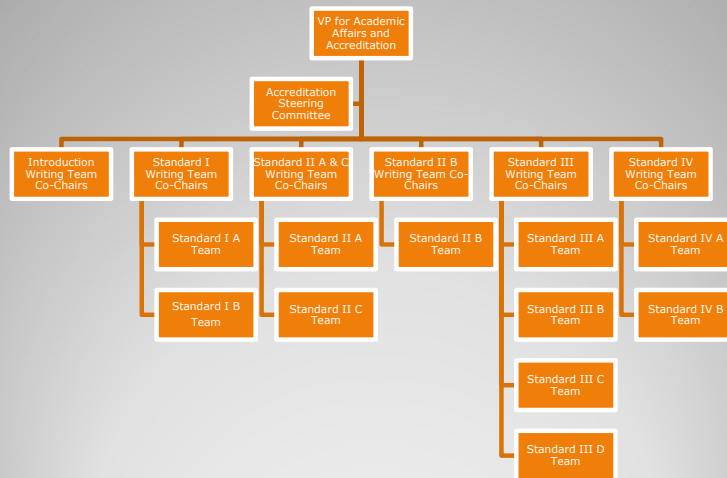
## **The Accreditation Cycle**

**March 18 to March 21  
2013**

**Comprehensive Evaluation Visit**

- **Sustainable Quality Improvement**
  - Program Review
  - Planning
- **Proficiency level**
  - Student Learning Outcomes

## Rubric for Evaluating Institutional Effectiveness



## Writing Team Structure

Location	Number
Alisal Campus	4
King City Center	2
Main Campus	56
<b>TOTAL</b>	<b>62</b>

Employee Group	Number
Faculty	26
Staff	17
Administrators	19
<b>TOTAL</b>	<b>62</b>

**Location & Employee Group**

Gender	Number
Female	41
Male	21
<b>TOTAL</b>	<b>62</b>

Ethnicity	Number
African American	2
Asian	8
Hispanic	20
Native American/White	1
White	28
Unknown	3
<b>TOTAL</b>	<b>62</b>

**Gender & Ethnicity**

Faculty Areas	Number
General Education	14
Vocational Education	7
Counseling	4
Librarian	1
<b>Total</b>	<b>26</b>

**Faculty Areas**

Discipline	Discipline	Discipline
Administration of Justice (2)	Computer Science and Information Systems (1)	Mathematics (2)
Agriculture (1)	English (2)	Music (1)
Art (2)	Ethnic Studies (1)	Nursing (3)
Athletics (2)	Instructional Counselor (4)	Political Science (1)
Biology (2)	Librarian (1)	Psychology (1)

**Faculty Involvement by Discipline**

## Next Steps

- Accreditation Steering Committee:
  - Compile and distribute a summary of Accreditation Speed Dating Town Hall
  - Review input provided by College stakeholders including Academic Senate
  - Complete a Gap Analysis
  - Develop an Action Plan
- Writing Teams:
  - Review and incorporate information/stories as relevant from Accreditation Speed Dating Town Hall
  - Review and incorporate relevant input from College stakeholders
  - Address areas of need as identified by the Gap Analysis
  - Prepare Draft 2

**Thank You!**

**Questions & Comments**

## SELF STUDY TIMELINE

September 30, 2011	Draft 1, Version 1 – Submissions to eCollege
November 1, 2011	Draft 1, Version 2 – Submissions to eCollege
November 29, 2011	Draft 1, Version 3 – Submissions to eCollege
December 2, 2011	Draft 1, One Voice Edit
December 5, 2011	Draft 1, One Voice Edit – Review, Finalization & Approval at Steering Committee Meeting
December 9, 2011	<b>Draft 1, Final Version</b> – Email to N. Schur for Distribution to Academic Senate / Post to Intranet for College Wide Review
January 9, 2012	<b>Draft 1, Final Version</b> – Gap Analysis & Action Plan
January 31, 2012	<b>Draft 1, Final Version</b> – Review & Discussion at Academic Senate Meeting / Comments Due from College Wide Review
February 6, 2012	<b>Draft 1, Final Version</b> – Discussion of Input from Academic Senate & College Wide Review at Steering Committee Meeting
March 9, 2012	Draft 2, Version 1 – Submissions to eCollege
March 19, 2012	Draft 2, Version 1 – Review & Discussion / Gap Analysis Update & Revised Action Plan at Steering Committee Meeting
April 30, 2012	Draft 2, Version 2 – Submissions to eCollege
May 3, 2012	Draft 2, One Voice Edit
May 7, 2012	Draft 2, One Voice Edit – Review, Discussion & Finalization at Steering Committee Meeting
May 8, 2012	Presentation at Academic Senate Meeting
May 14, 2012	<b>Draft 2, Final Version</b> – Email to N. Schur for Distribution to Academic Senate / Post to Intranet for College Wide Review
May 22, 2012	<b>Draft 2, Final Version</b> – Review & Discussion at Academic Senate Meeting / Comments Due from College Wide Review
May 24, 2012	<b>Draft 2, Final Version</b> – Discussion of Input from Academic Senate & College Wide Review / Incorporation of Input as Appropriate at Steering Committee Meeting
Summer 2012	Draft 3, Version 1 – One Voice Edit
Summer 2012	Draft 3, One Voice Edit – Review, Finalization & Approval at Steering Committee Meeting
August 13, 2012	<b>Draft 3, Final Version</b> – Post to Intranet for College Wide Review
September 11, 2012	<b>Draft 3, Final Version</b> – Comments Due from College Wide Review
September 17, 2012	<b>Draft 3, Final Version</b> – Discussion of Input from College Wide Review / Incorporation of Input as Appropriate at Steering Committee Meeting / Final Gap Analysis
September 24, 2012	Self Study Document, Version 1 – One Voice Edit
October 1, 2012	Self Study Document, One Voice Edit – Review, Finalization & Approval at Steering Committee Meeting
October 2, 2012	<b>Self Study Document, Final Version</b> – Post to Intranet / Email to N. Schur for Distribution to Academic Senate
October 9, 2012	<b>Self Study Document, Final Version</b> – Review & Discussion at Academic Senate Meeting
October 23, 2012	<b>Self Study Document, Final Version</b> – Approval at Academic Senate Meeting
October 2012	Submit <b>Self Study Document</b> to Board of Trustees
November 6, 2012	<b>Self Study Document</b> – Review & Discussion at Board of Trustees Meeting
December 4, 2012	<b>Self Study Document</b> – Approval at Board of Trustees Meeting
December 2012	Submit <b>Self Study Document</b> to ACCJC
March 18-21, 2013	ACCJC Site Visit

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE HARTNELL COLLEGE BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 24, 2012:

I. Retirements, resignations, releases, and leave requests

A. Ratify retirements of management personnel:

1. Beverly Grova, Vice President of Advancement, Public Information & Marketing, (#A-6), Hartnell Foundation, effective February 3, 2012.
2. Paulette U. Bumbalough, Dean of Education Services South County (#A-52), King City, effective July 1, 2012.

B. Ratify resignations of management personnel:

1. Kristi Lee Andreen, Coordinator of Allied Health and Director of the Respiratory Care Practitioner Program (#A-63), Nursing Department, effective November 29, 2011.
2. Mary Young-Breuleux, Assistant Dean/Director of Nursing and Health Sciences (#A-20), Nursing Department, effective August 30, 2012.

C. Ratify resignation of regular personnel:

1. Cassidy Porter, Instructional Technologist (#CC-118), Information and Technology Resources, effective January 3, 2012.

II. Appointments

A. Ratify appointment to management positions:

1. Maria Dolores Javier, Controller (#A-12), Business Office Department, Management Salary Schedule, Range V, step E, effective January 30, 2012.
2. Loyanne Flinn, Director of Development (#A-66), Foundation Office, Management Salary Schedule, Range V, step B, effective January 19, 2012.

B. Ratify appointment of part-time instructors for fall semester 2011:

1. Patrizia Ahlers-Johnson, Psychology
2. Gerardo Aleu, Mathematics
3. Alejandro Arce, Photography
4. Tammie Attaway, Counseling
5. Mary Bains-Fort, Psychology
6. Ed Barber, Physical Education
7. Amy Barrett-Burnett, Alcohol & Other Drugs
8. Eric Becerra, Counseling
9. Michael Branstetter, Mathematics
10. Gabriel Bravo, Counseling
11. Elsa Brisson, Family & Consumer Studies
12. Jeff Bynes, English
13. Fernando Cabrera, Spanish
14. Juan Campos, Office Technologies
15. Kayla Canelo, History
16. Bobby Carrillo, Administration of Justice
17. Fernando Carrillo, Automotive Technology

18. Efren Celaya, Agriculture Business Technology. Appointment based on equivalency as follows: Has adequate coursework for an AA degree with 100 semester units of which 18 in coursework, generally considered general education, and 17 years of experience in the agriculture industry.
19. Dolores Christensen, Counseling
20. Ying Chu, Mathematics
21. Jordan Daniels, Construction
22. Javier Dorantes-Rivera, Welding
23. Julie Edgcomb, Psychology
24. Linda Edlund, Anthropology
25. Warren Edmonds, Computer Science & Information Systems
26. Matthew Escover, Political Science
27. Steve Ettinger, Music
28. Isabel Ferraris, Biology. Appointment based on equivalency as follows: 57.5 combined graduate & upper division course work in biological sciences. Has completed the degree evaluation process, which conferred equivalency to a DDS degree.
29. Marilu Flores, Spanish
30. Dominique Fontana, French
31. James Frye, English as Second Language
32. Lisa Fuentes, Agriculture Business & Technology
33. Gary George, Physical Education
34. Mike Gideon, Computer Science & Information Systems
35. Nellis Gilchrist, Alcohol & Other Drugs
36. Richard Givens, Physical Education
37. Elvia Guzman, Counseling
38. Richard Gray, Administration of Justice
39. Lawrence Harris, Political Science
40. Lynn Hilden, Mathematics
41. John Himmelright, Philosophy
42. Kristy Holland, History
43. Dina I. Hooks, Counseling
44. Chris Houston, English
45. Raye Ann Houx, Alcohol and Other Drugs
46. Ben Jimenez, Administration of Justice
47. Hortencia Jimenez, Sociology
48. Hortencia Jimenez, Ethnic Studies. Appointment based on equivalency as follows: Based on Masters in Sociology with 27 units ethnic related studies.
49. Greg Komar, Agriculture Business & Technology
50. Kendon Kraska, Psychology
51. Larry Lachman, Alcohol and Other Drugs
52. Rey Lagasca, Construction
53. William Loughton, Administration of Justice
54. Sam Lavorato, Administration of Justice
55. Derrick Lavoie, Biology
56. Jeffrey Lewis, Administration of Justice & Political Science
57. Vincent Lewis, Counseling
58. Jose Lopez, Office Technologies

59. Megan Lopez, Nursing
60. Joshua Lyman, Speech
61. Alfred Martinez, Administration of Justice
62. Cicely McCreight, Counseling & Psychology
63. Nickolas McDaniel, Psychology
64. Patty McEfee, Office Technologies
65. Juan Mercado, Ethnic Studies
66. Ernest Mercuri, Political Science
67. Ann Merville, Anthropology
68. Jose Moncada, Construction
69. Tammy Moreno, History
70. Teresa Moreno, History. Appointment based on equivalency as follows:  
Education includes BA in History and 44 units in graduate level in History and graduate level research writing coursework.
71. Fawn Morley, Political Science
72. Peggy Munoz-Meador, Political Science
73. William Musselman, Automotive Technology
74. Norma Nichols, Counseling
75. Loretta Olito-Thompson, Business
76. Juan Oliverrez, Ethnic Studies
77. Martha Pantoja, Counseling
78. Michael Parker, Administration of Justice
79. Christine Pedersen, Early Childhood Education
80. Gerardo Perez, Business & Computer Science & Information Systems
81. Ayaz Pirani, English
82. Gilles Prado, Computer Science & Information Systems
83. Larry Robison, Automotive Technology
84. Vicki Robison, History
85. Nancy Saldana, Counseling
86. Barry Sheppy, Spanish
87. Steven Shore, History
88. Jeffrey Smith, Anthropology
89. Tracey Spencer, Administration of Justice
90. Jeff Stewman, Construction
91. Eric Strayer, Sociology
92. Jonathan Teraji, Automotive Technology. Appointment based on equivalency as follows: 46 units including 18 breadth required courses. V.A.3.b current valid certificate to work in California in discipline BAR, ASE + Toyota master.
93. MaryAnn Toney, Physical Education
94. Jose Trujillo, Business & Administration of Justice
95. Diana Upton, Early Childhood Education
96. Gemma Uribe-Cruz, Counseling
97. Rene Van Lingen, Mathematics
98. Nancy Villacana, Counseling
99. Robert Ward, Drafting
100. George Whaley, Automotive Technology
101. Marisol White, Sociology

102. Paul Yun, English
103. Chris Zepeda, Physical Education
104. Emily Zuniga, Counseling

C. Ratify appointment of Professional Experts:

Individual will work in the Academic Learning Center and assist English and ESL students with completion of teacher assigned Directed Learning Activities. They will record student progress and provide statistical data on student success. Grant funded.

1. Laura Cannon, \$18/hr (40 hrs/week), assistant, January 16 - June 1, 2012.
2. Karina Young, \$18/hr (40 hrs/week), assistant, January 16 - June 1, 2012.

Activities Director of Title V Grant, responsible to improve student success with ESL learning.

3. Stanley Crane, \$65/hr (30 hrs/week), activities director, July 1, 2011 – June 30, 2012.

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.

4. Miryam Mejia, \$20/hr (16 hrs/week), intern, November 28, 2011 – June 15, 2013.

ACE is a cohort model first semester support program for underrepresented, underprepared and non-traditional students.

5. Patty McEfee, \$20.58/hr (14 hrs/week), assistant, November 21 – December 16, 2011.
6. Eric Moberg, \$20.58/hr (25 hrs/week), Program Assistant, October 25 – January 17, 2012.

G. Ratify appointment of Student Workers for fall semester 2011:

1. Juan Castro, Math Academy, Student Worker III
2. Maritza Cazares, Child Development Center, Student Worker I
3. Maria Rosario Chua, Math Academy, Student Worker III
4. Michelle Crocker, Math Academy, Student Worker III
5. Mariah Flores-Fonseca, Math Academy, Student Worker III
6. Claudia Garcia, Math Academy, Student Worker III
7. Rudy Garcia, Math Academy, Student Worker III
8. Monica Lopez, Student Life, Student Worker I
9. Alicia Martinez, ACE, Student Worker II
10. Lorena Mendoza, ACE, Student Worker II
11. Karina Montejano, Math Academy, Student Worker III
12. Rohit Patel, Early Childhood Education, Student Worker I
13. Rohit Patel, Math Academy, Student Worker III
14. Rolando Perez, Math Academy, Student Worker III
15. Vanessa Puga, ACE, Student Worker II
16. Chahan Shah, Math Academy, Student Worker III
17. Joseph Valdez, Math Academy, Student Worker II

HARTNELL COLLEGE CHANGE ORDER LOG-01/01/2012

PROJECT NAME	PCO #	DATE	DESCRIPTION	ORIGIN	AMOUNT	BALANCE OF OWNERS ALLOWANCE	/ %
Alisal Bus Turnaround	001	12/1/2011	Three (3) additional conduit sleeves <i>* Extra conduit for future use was layed while trenches were opened, prior to paving.</i>	O	\$2,450.00	\$5,555.00	6.31%
Alisal Bus Turnaround	002	12/1/2011	Five (5) bollards <i>* For safety reasons bollards were installed to prevent vehicles from entering our exiting the Alisal Campus from the west end.</i>	O	\$2,500.00	\$3,055.00	3.47%
Infrastructure Phase II	002	12/3/2011	Investigation of unknown utilities <i>* A number of unidentified utilities were located during construction and needed to be dealt with</i>	D	\$10,559.73	\$19,623.07	5.96%

### Budget for Board Travel

APPENDIX D

Fiscal Year	Budget	Expenses		Total
		Board	Student Trustee	
2011-12*	\$ 8,000.00	\$ 6,467.98	\$ 708.85	\$ 7,176.83
2010-11	\$ 8,000.00	\$ 5,957.12	\$ 366.35	\$ 6,323.47
2009-10	\$ 4,000.00	\$ 2,646.17	\$ 210.70	\$ 2,856.87
2008-09	\$ 3,825.00	\$ 3,748.82	\$ 76.18	\$ 3,825.00
2007-08	\$ 12,652.00	\$ 8,709.99	\$ 552.22	\$ 9,262.21
2006-07	\$ 552.00	\$ 2,360.91	\$ 450.00	\$ 2,810.91

\*2011-12 Fiscal Year Cost is for July - December 2011.

Expenses include conference attendance and mileage reimbursement for meeting attendance.