

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

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

October 5, 2010

OPEN SESSION Meeting called to order at 5:02 p.m.

ROLL CALL Patricia Donohue, President
Kevin Healy, Vice President
Candi DePauw
Bill Freeman
Elia Gonzalez-Castro
Ray Montemayor
Erica Padilla Chavez

Phoebe K. Helm, Superintendent-President/Board Secretary
Shaundra Taylor, Student Trustee – (advisory vote per Board Policy 1030)

PLEDGE OF ALLEGIANCE Led by Trustee Taylor.

AGENDA On a motion by Trustee Healy, seconded by Trustee DePauw, by vote of 7-0, and by advisory vote of Aye (Taylor), the Board approved the agenda as amended.

Addendum to Consent Item H., Personnel Actions, to approve the allocation of a new classified position in the Disabled Students Program and Services (DSP&S). The position, DSP&S Lead, is a part of the Student Services reorganization. (Appendix A)

Trustee Donohue announced that closed session would be moved to the end of the public session in deference to the presenters and for that same reason, public comments would be heard after presentations.

PRESENTATIONS

A 2020 VISION FOR STUDENT SUCCESS At the request of Dr. Helm, Scott Lay, President/CEO, Community College League of California, presented the Commission on the Future: *A 2020 Vision for Student Success*.

Trustee Donohue introduced Mr. Lay, stating that she believes he is one of the best advocates for community colleges and that, as a community college graduate who earned a law degree at U. C. Davis, he is a living testament to the value of a community college.

Mr. Lay thanked the college for inviting him and he thanked Trustee Donohue and Dr. Helm for their participation in the California Alliance for Student Success (CLASS) initiative and stated that this initiative is a step forward because it shows that presidents

and boards not only have a responsibility to budget and policy, but they now recognize the responsibility of student outcomes, too.

Mr. Lay then stated that he expects the budget to be adopted on Thursday and signed by the Governor sometime next week. The budget, he believes, will not be balanced, but will be fair to community colleges.

Mr. Lay presented an overview of the League's Commission (a 33 member committee) on the Future, *A 2020 Vision for Student Success*. The Commission was charged with studying effective policy and practice changes that, if incorporated, could be reasonably be implemented by 2020 and would enable the community college system to increase the number of students who have access to, and are able to complete, high-quality degrees and certificates and transfer to the workplace and/or universities.

The vision of the Commission is that all California residents will have access to a quality postsecondary education in a timely manner through access, success, and equity. The goals are to increase the completion rate by 1 million by 2020; close the participation rate gap; and close the achievement gap. Mr. Lay's presentation included statistics on completion rates, student enrollments, and achievement gaps. He stated that while we do not know all the things that work, we do know one thing for sure and that is "anonymity kills" and praised cohort models as being more successful.

More information on the League's Commission on the Future: *A 2020 Vision for Student Success*, can be found at:

<http://www.ccleague.org/files/public/ATC2010/COTFNatlPersp.pdf>

Members of the Board thanked Mr. Lay for his presentation and stated that it was refreshing to see that community colleges are looking at student achievement. The Commission's final report will be ready sometime in November and will be sent to all CEOs.

**ACCOUNTABILITY
REPORT FOR
COMMUNITY
COLLEGES – 2010
*Focus on Results***

Dr. Helm presented the 2010 Accountability Report on Community Colleges that is prepared by the Chancellors Office and provided to colleges each year. She stated that the report groups the 110 community colleges into six peer groups based on specific environmental or uncontrollable factors for each indicator. Specific uncontrollable factors include 1) percent of students age 25 and older, 2) percent of students taking basic skills courses, and 3) community or neighborhood factors including: a) educational attainment of residents over the age of 25, b) poverty, c) income, and d) unemployment. Because of this, one might not typically expect Los Angeles and Yuba Colleges to be in the same peer groups, but because of these uncontrollable factors, they are.

Dr. Helm presented a summary comparison of State peer group and college rates on performance indicators across the past two reports, 2009 and 2010. In comparing the two years, the college improved in each performance area and exceeded state and peer group averages in each performance area except for Basic Skills Course Completion. It should be noted that while Basic Skills Course Completion at Hartnell fell behind both the State and the Peer group averages, Hartnell exceeded both of these groups in course improvement defined as the number of students who subsequently completed a higher level course in the same discipline. The same was true for ESL students who subsequently completed a higher ESL course or English course.

Also, Dr. Helm noted that the unduplicated student headcount at Hartnell College increased by almost 3,000 students from 2006-2007 to 2008-2009 and the number of FTES increased by almost 1,000 during that same time period. The largest growth was in the 25-49 age groups.

There was some discussion about the completion rates for vocational courses as compared to the basic skills courses. Dr. Helm responded that the completion rate data for vocational courses could easily be influenced by the nursing program and that this particular program has nearly a 100% completion rate. Further, she stated that the data is in relation to number of course completions (units) and not degrees or programs.

ACADEMIC SUCCESS ON STUDENT ATHLETES

Dr. Greg Peterson, Vice President, Student Affairs/Athletics and Interim Athletic Director, Dan Teresa gave a delightful PowerPoint presentation on the academic success for student athletes for academic year 2009-10.

The following statistics were presented:

- There were 267 students who participated in one of the 12 intercollegiate teams.
- All 267 carried 12 units or more. The average non-athlete student carried less than 9 units.
- Of that 267, 86% were local and 14% were out-of-state.
- Eighty-six (86) of the student athletes were second year students, the remaining 181 students were first-year students. This year, 161 returned to continue their participation in one of the 12 intercollegiate teams.
- Seventy-one percent (71%) of the 86 transferred to a four-year college or university. This transfer rate is twice the State average.
- Fifty-two percent (52%) of the 71%, who transferred to a four-year institution, received a scholarship.
- One of three valedictorians of the Class of 2010 was a student athlete.

The Board thanked Dr. Peterson and Dan Teresa for their presentation and commended them on a great athletic program and for focusing on the academic success for athletes. In addition, Trustee Gonzalez-Castro invited them to show this presentation at an upcoming visit from members of the National Association for Latino Appointed and Elected Officials.

MONTEREY/ SALINAS TRANSIT

Dr. Greg Peterson, Timothy Miguel, Student Senator, and Karina Rey, Associated Student Vice President, reported on their progress with the Monterey/Salinas Transit.

Mr. Miguel reported that they met with representatives from the Monterey/Salinas Transit (MST) to discuss possible options to reduce transportation costs for students. Some options include: 1) purchasing monthly passes in bulk at a reduced rate, a model currently employed by Monterey Peninsula College, 2) developing a convenient transportation option between the main and Alisal campuses, such as a trolley, 3) creating a student discount program based on travel direction and zones, similar to that of CSUMB, and 4) exploring the possibility of a student transportation fee to be adopted by the student body. Ms Rey stated that the students are motivated and excited to discuss this issue and are grateful that Mr. Miguel has taken on this task. She stated the senate will conduct a survey on the use of public transportation and will share the results once completed.

Mr. Miguel thanked Trustee Padilla-Chavez for her support in this matter and for her interest in the student body as a whole.

Trustee Padilla-Chavez commended the students on their work and leadership and she encouraged them to set goals and timelines to help them see their accomplishments. Also, both Trustees Gonzalez-Castro and Donohue offered their assistance in any way possible.

**PUBLIC
COMMENTS**

There were no public comments on the closed or public agenda.

CONSENT ITEMS

On a motion by Trustee Padilla-Chavez, seconded by Trustee Gonzalez-Castro, vote of 7-0, and by advisory vote of Aye (Taylor), the Board moved to approve Consent Items A through H.

The Minutes of Regular Meeting of September 7, 2010, and Curriculum Committee Recommendations were pulled for further discussion.

A. MINUTES

Approved minutes of regular meeting of September 7, 2010 as revised.

At the request of Trustee Gonzalez-Castro, the minutes were revised to further include comments made by her and by Theresa Carbajal regarding the adoption of Resolutions 10:10, Calling Upon Congress and President Obama to sign a Just and Humane Comprehensive Immigration Reform Bill, and 10:11, Urging the State of Arizona to Repeal Senate Bill 1070, "Support Our Law Enforcement and Safe Neighborhood Act. Trustee Gonzalez-Castro read aloud the statements she wants included because she believes statements made by Ms. Carbajal were powerful and she wants them to be reflected in the minutes. Also, she requested that her response to Trustee Taylor's comments be noted and that Ms. Carbajal's name be added under public comments.

In addition, Trustee Gonzalez-Castro recalled that the voting results of those same resolutions were miscounted and believes a statement regarding that miscalculation be included because it was reported by the media erroneously, causing confusion.

Trustee Healy stated that he believes that statements made by Ms. Carbajal are her personal opinions and should be noted as such.

B. DISBURSEMENTS

Approved 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
COMMITTEES**

Ratified the recommendations from the Curriculum Committee.

Trustee Padilla-Chavez asked specific questions related to the timeframe and she asked why courses are being placed inactive and stated that it would be helpful to her if the curriculum action was itemized by category. Also, she asked about the criteria used to determine when courses are being deleted or placed in the inactive status. Dr. Feinour responded that she would ask the Curriculum Committee to provide the criteria used in making those determinations.

Trustee Freeman asked about the adaptive computer courses to which Dr. Feinour responded that the courses have not been offered for sometime due to lack of enrollment.

- D. HIGH SCHOOL EQUIVALENCY PROGRAM Approved the agreements between Hartnell College and North Monterey County/Castroville Adult School, Soledad Unified School District, and Watsonville-Aptos Education Center. The purpose of these agreements is to provide support for the High School Equivalency Program (HEP), beginning October 6, 2010 to September 30, 2011. All expenses incurred by Hartnell College are supported by the HEP grant of approximately \$600 per student served.
- E. MINI CORPS MOU Ratified the Memorandum of Understanding (MOU) between the California Mini-Corp and Hartnell Community College District. The purpose of the MOU is to provide students an opportunity to prepare for a teaching career. The term of the MOU is August 1, 2010 through August 31, 2011.
- F. INSTRUCTIONAL AGREEMENT – CDC TRAINING CONSORTIUM – YOSEMITE CCD Ratified the renewal of the instructional agreement with California Child Development Training Consortium between Yosemite Community College District/Child Development Training Consortium and Hartnell College for academic year 2010-2011. The amount received is \$10,000 of which forty-eight percent (48%) is for direct reimbursement of enrollment fees to students and the remaining 52% is for supplies, books, transportation for field trips, and instructional materials. The term of the agreement is September 1, 2010 through June 30, 2011.
- G. GRANT APPLICATION: SEMMA Ratified the grant application to the National Science, Engineering, Mathematics, and Aerospace Academy (SEMMA), accepted funds, if awarded, and authorized the administration to enter into partnerships to implement the grant. If awarded, the college could receive up to \$375,000 over a three-year period.
- H. PERSONNEL ACTIONS Approved and/or ratified personnel actions (Appendix A)

ACTION ITEMS

- BUDGET REVISIONS On a motion by Trustee Healy, seconded by Trustee DePauw, on vote of 7-0, and by advisory vote of Aye (Taylor), the Board moved to approve budget revisions numbered 8926 to 8984.
- RESOLUTION 10:12 On a motion by Trustee Padilla Chavez, seconded by Trustee Healy, by roll-call vote of 7-0, and by advisory vote of Aye (Taylor), the Board moved to adopt Resolution 10:12, Designating Authorized Agents to Sign School Orders. Those designated as authorized agents are Dr. Phoebe K. Helm, Superintendent/President, Kent Stephens, Vice President, Support Operations, and Alfred Muñoz, Controller.
- RESOLUTION 10:13 On a motion by Trustee Healy, seconded by Trustee Padilla-Chavez by roll-call vote of 7-0, and by advisory vote of Aye (Taylor), the Board moved to adopt Resolution 10:13, To Encourage and Support Local Participation in Response to Bids, Requests for Proposals, and other Procurement Processes employed by the Hartnell Community College District.

Trustees Padilla-Chavez thanked Dr. Helm for pursuing this matter and she asked how this would be applied and would there be any administrative charges. Dr. Helm

responded that the college would begin to track contractors and subs, but that it does not change the regulations that community colleges are required to follow. Also, Dr. Helm reported that the Chamber of Commerce is excited about the adoption of this resolution in support of their “buy local campaign”.

RESOLUTION 10:14 On a motion by Trustee Healy, seconded by Trustee DePauw, by roll-call vote of 7-0 and by advisory vote of Aye (Taylor), the Board moved to adopt Resolution 10:14, GANN Limit Resolution Establishing Appropriations Limit for 2010-2011.

INFORMATION ITEMS

CONSTRUCTION UPDATE The Board received the written report on the college’s current construction projects. They asked questions related to the completion of the college center and asked for an update on the keyless entry project to which Joseph Reyes, Director of Maintenance, responded.

Trustee Freeman said that he is not pleased that the college center was not ready in time for fall, that it should have been ready before school started. Dr. Helm clarified that the completion of the center is on schedule according to the bid specifications. Trustees Padilla-Chavez and Taylor stated that it would help them to communicate to their constituents clear established deadlines and asked that the summary reports include this information explicitly. Mr. Reyes stated that the completion date for the college center is January 12, but that portions of the center would be ready sooner. The written report is housed on the college’s website:

http://www.hartnell.edu/board/packets/October_2010_Board_Packet.pdf (Page 113).

There was some discussion on the Board receiving copies of all change orders over the past five years. Dr. Helm responded that staff is working on compiling these documents, but that it would take time because the request goes back five years.

SENATE REPORTS Student Senate Stephanie Blancas reported they had a celebration for September 16th; that they decided to support Blue September and donated \$345 for prostate cancer; that this month they will attend the General Fall Assembly in San Diego, and they now have sweaters for the Senators. Also, she reported that Karina Rey and Timothy Miguel are working hard with MST on transportation needs.

Classified Senate Margie Wiebusch reported that the classified union will meet with the Classified Senate at the end of the month and she is pleased that there is new energy among the newly hired classified employees.

PRESIDENT’S REPORT Dr. Helm reported that the Board will receive a presentation on the summer research program from math and science students in November.

BOARD COMMUNICATIONS Trustee Taylor complimented the presenters this evening; that she fully supports the work of Mr. Miguel on the MST; and she reminded the Board that while she is the President of the Student Senate, when she sits at the table with the Board, she is the Student Trustee and her opinions are hers alone – not that of the Student Senate.

Trustee Padilla-Chavez shared the report, Pathways Out of Poverty for Vulnerable Californians, Policies that Prepare the Workforce for Middle-Skill Infrastructure Jobs. She stated the report is interesting and addresses some of what the Board has been

discussing and hopes it will be thought-provoking. Also, she pointed out upcoming workshops sponsored by the Monterey County School Boards Association.

Trustee Freeman reported that he believes we need to reach out to 6th graders; that he liked Scott Lay's report – that the information was great; that he is pleased the students are taking on the transportation issue; that he was happy to hear and meet Jim Otto, former NFL player, who was on campus earlier to discuss prostate cancer; that he attended the event El Grito, where he heard Jackie Cruz-Ortega sing beautifully; that he attended the first two home football games, and that he is troubled by the recent violence in Salinas and believes that Hartnell College, being the largest educational institution in the county, could be a beacon of hope through discussions and forums.

Trustee Healy stated he was pleased with tonight's presentations; he thanked Dr. Helm and the staff of their work on the accountability report – that the college is moving in the right direction; he gave a special thanks to Dr. Peterson and Dan Teresa for their presentation on student athletes and that he is extremely proud. Also, he thanked Trustee Donohue and Dr. Helm for attending the 40th Anniversary celebration for the Sunrise House. (Trustee Healy represents Hartnell College on the Sunrise House Board and currently serves as President of that Board).

Trustee Gonzalez-Castro reported that she is grateful that Dr. Helm brought Scott Lay to Hartnell – that it was a wonderful presentation – that it will help set goals and help the college move forward; that she is pleased with the student athlete presentation and the accountability report – that it keeps us on track; that she is happy the students are working on the transportation issue because it reminds her of when she lobbied for free transportation for homecare workers so she knows what it means not to have transportation to and from work and/or school, and she commended the students for their efforts; that she is delighted to inform the Board that she completed the 2010 NALEO Health Leadership Program – their last meeting was held at Coronado Bay – that NALEO will schedule a joint visit with Hartnell and the Salinas Union High School District – that this is an opportunity to showcase the work of the College. She encouraged the staff to consider taking their presentations to the high schools and she asked that resolutions passed last month be posted on our website. Dr. Helm acknowledged the request and stated that they are on the website under "Board Agenda".

Trustee Montemayor stated that he was pleased with all presentations this evening – that they were all great.

Trustee DePauw reported the same – stating the presentations were great and she congratulated the coaches on their academic student success.

Trustee Donohue presented Trustee Healy with a Certification of Appreciation to Hartnell College from the Sunrise House for Hartnell's support over the past 40 years. Also, she asked the board to review the calendar of events to see upcoming events and announced the next Board Development meeting is October 19, 5:30 p.m. and the next regular meeting is November 9, 2010, 5:00 p.m., CALL Building, 2nd Floor, Room 208, 411 Central Avenue, Salinas.

**MOVED TO
CLOSED SESSION**

The Board of Trustees of Hartnell Community College District, Dr. Phoebe Helm, Superintendent/President, moved to Closed Session at 8:31 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. After a brief period, Dr. Helm left closed session so that the Board could discuss her evaluation. She rejoined them after they had their discussion.

**RECONVENED
PUBLIC SESSION
AND REPORT OUT
FROM CLOSED
SESSION**

Trustee Donohue reconvened the public session at 10:32 p.m. and reported that there was no action taken in closed session.

ADJOURNMENT

On a motion by Trustee Healy, seconded by Trustee Padilla-Chavez, and by vote of 7-0, the Board moved to adjourn the meeting at 10:35 p.m.

Patricia Donohue
Board of Trustees President

Phoebe K. Helm
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF THE HARTNELL COLLEGE BOARD OF TRUSTEES OF OCTOBER 5, 2010:

- I. Retirements, resignations, releases, and leave requests
 - A. Ratify retirement of regular personnel:
 - 1. Rachell Summers, Executive Assistant, (CF-2), effective March 31, 2011.

- II. Appointments:
 - A. Ratify appointment of regular classified position:
 - 1. Dawn Henry, full-time, 40 hours per week, 12 months per year, Administrative Assistant - Classified, (#CC-180), Advanced Technology-Alisal Campus Step 18 A, effective September 20, 2010.

 - B. Ratify appointment of part-time instructors for fall semester 2010:
 - 1. Guy Agrati, Nursing
 - 2. Clara Anderson, Nursing
 - 3. Elizabeth Andrade, Psychology
 - 4. Amy Barrett-Burnett, Alcohol & Other Drugs
 - 5. Elsa Brisson, Family and Consumer Studies
 - 6. Bettina Brockmann, Speech
 - 7. Alejandra Campos, Spanish
 - 8. Denise Castro, Health Education
 - 9. Maricela Cerda, Psychology
 - 10. Ying Chu, Mathematics
 - 11. Mark Cisneros, English
 - 12. Stephen Cohen, English
 - 13. Jesus Cuevas, Physical Education
 - 14. Cindy Dinh, Speech
 - 15. Jovita Dominguez, Nursing
 - 16. Denyss Estrada, Counseling & Foundations of Success-ACE
 - 17. Toni Gifford, Nursing
 - 18. Rich Givens, Counseling
 - 19. Mary Grimm, Physical Education
 - 20. Mary Gustus, Nursing
 - 21. Shirley Gutierrez, Nursing
 - 22. Paula Haro, Foundations of Success-ACE
 - 23. Jeffrey Heyer, Theatre Arts
 - 24. Jonathan Hubbard, Biology
 - 25. Carolyn Jensen, Mathematics
 - 26. Hortencia Jimenez, Sociology
 - 27. Rey Lagasca, Construction
 - 28. Sylvia Langland, Family and Consumer Studies
 - 29. Derrick Lavoie, Biology
 - 30. Alexandra McCabe, Community Survey Results-ACE
 - 31. Nickolas McDaniel, Psychology
 - 32. Patty McEfee, Computer Information Systems
 - 33. Eric Moberg, Foundations of Success-ACE
 - 34. Christine Pedersen, Early Childhood Education

35. Raylene Potter, Mathematics
36. Maria De La Luz Pritt, Nursing
37. Mercedes Quintero, Counseling
38. Carlos Rodriguez, Psychology
39. Laura Saldana, Spanish
40. Keith Sashegyi, Mathematics
41. Soad Sedrak, Mathematics
42. John Silveira, Nursing
43. Stephanie Snell, Nursing
44. Tracey Spencer, Administration of Justice
45. Robert Spier, Counseling
46. Donna Staunton, Nursing
47. Daniel Torres, Business
48. Robert Unzueta, Ethnic Studies
49. George Whaley, Automotive Technology
50. Denise Whitlock, Nursing
51. Theo Windham, Physical Education

C. Ratify appointment of a part-time donated instructor for fall semester 2010:

1. Kimberly Brown, Nursing

D. Ratify appointment of Substitute Positions:

1. James Carter, \$ 20.58/hr (12 hrs/week), Program Assistant, August 4–August 23, 2010.
2. Andrea Curtis, \$ 13.59/hr (20 hrs), Clerical Assistant, August 23 – 26, 2010.
3. Andrea Curtis, \$ 16.52/hr (40 hrs/week), Division Administrative Assistant, August 26 – September 30, 2010.
4. Eva Diaz, \$ 13.59/hr (20 hrs/week), Clerical Assistant/TRIO, August 23 – October 22, 2010.
5. Eva Diaz, \$ 13.59/hr (20 hrs/week), Clerical Assistant/HEP, September 15 – September 24, 2010.
6. Kimie Garcia, \$20.58/hr (12 hrs/week), Program Assistant, August 4 – August 23, 2010.
7. Carlos Garnica, \$ 13.59/hr (20 hrs/week), Clerical Assistant, August 26 – September 7, 2010.
8. Carlos Garnica, \$ 13.59/hr (40 hrs/week), Clerical Assistant, September 8 – October 15, 2010.

E. Ratify appointment of Professional Experts:

- a. Provide training demos for King City Union School District employees:
 1. Atanancia Malagon, \$50/hr (4 hrs), Contract Trainer, August 10, 2010.
- b. Collaborative Title V grant requires developing a “Student Access and Success Research Center” that will help make data-driven decisions about curriculum. Finalizing “Tool 3” will help assess the performance of students who have passed a particular course in a particular semester, over time:
 2. Seetha Chitti, \$2,500 flat rate, EIS Tool Development, August 18, 2010 – June 30, 2011.
- c. Provide administrative coverage on Saturdays:
 3. Peter Lucido, \$42.70/hr (5 hrs/week), Saturday Supervisor, August 28 – December 17, 2010.
- d. Supervise and mentor Hartnell Astronomy intern students at Fremont Peak, from June 10 – August 28, 2010:

4. Timothy Castellano, \$2,000 flat rate, Supervisor.
- e. The Hartnell College Planetarium provides planetarium shows for Hartnell College students and community. This position assists in the operations and in presentations; special skills are needed in production of proprietary digital content for full-dome "media globe" system.
5. Andrew Kreyche, \$15/hr (as needed), Planetarium Assistant, August 15, 2010 – August 15, 2012.
- f. This grant awarded under the College Cost Reduction and Access Act (CCRAA), focuses on improving mathematics and science courses and the academic support structures for STEM students. The project targets identified, key gateways in the educational process focusing on basic and college-level mathematics, biology, and chemistry. Methods to achieve project goals include: curriculum development; new and improved courses; mathematics academy; updated laboratory equipment; supplemental instruction; expanded tutoring services; visiting scholars/role models; improved classroom practices; faculty and staff training; improved assessment; improved data collection; enhanced articulation; and familiarity with science facilities, from August 16 – December 17, 2010:
 6. Daniel Jimmeyer, \$12.75/hr (not to exceed 30 hrs/week), Audio Visual Specialist.
- g. The categorically funded program, Disabled Students Programs and Services (DSP&S), offers supportive services and instruction for students with disabilities, August 16, 2010 – June 30, 2012:
 7. Leilani Badilla, \$38/hr (4 hrs/week), ASL Interpreter.
 8. Barbara English, \$25/hr (6 hrs/week), ASL Interpreter.
 9. Jacquelynn Fitzpatrick, \$35/hr (as needed), ASL Lead Interpreter.
 10. Jacquelynn Fitzpatrick, \$25/hr (28.50 hrs/week), ASL Interpreter.
 11. Karla Moore, \$38/hr (17 hrs/week), ASL Interpreter.
 12. Daniel Rainey, \$25/hr (26 hrs/week), ASL Interpreter.
- h. 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:
 13. Anastasia Elgina, \$20/hr (as needed), Counselor, August 6, 2010 – August 5, 2012.
- i. Administration of Justice 102 PC 832 Arrest and Firearms is designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training (POST) as required by Penal Code 832, for the fall semester, August 16 – December 17, 2010:
 14. Ernesto Castro, \$47/hr (16 hrs/week), Range Safety Instructor.
 15. Anthony Gutierrez, \$25/hr (as needed), Range Safety Assistant.
 16. Ben Jimenez, \$47/hr (16 hrs/week), Range & Defensive Tactic Instructor.
- j. The Foster Kinship Care Education Program (FKCE) provides advanced training for current and prospective foster, relative, and non-related extended family member caregivers, adoptive parents, and local agency employees; and support for foster home recruitment activities. This grant-funded program is a joint effort of the California

Community College Chancellor's Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination, and run through June 10, 2012:

17. Shaylene Duran, \$25/hr (as needed), FKCE Training Assistant.
18. Alejandra Moreno, \$17/hr (as needed), Childcare Coordinator.
19. Nora Torres-Zuñiga, \$50/hr (as needed), Translation.

F. Ratify appointment of Playground Assistant:

1. Albert Vicent, \$16/hr (10 hrs/week), Playground Assistant III, August 8, 2010 – June 30, 2012

G. Ratify appointment of Volunteers:

1. Andrew Chacanaca, Physical Education
2. Mac G. Coronado, Physical Education
3. Ryan Hastie, Physical Education
4. Staryeen R. Lasam, The Western Stage
5. Richard Brendan Lee, The Western Stage
6. Laura Marr, The Western Stage
7. Paul Marr, The Western Stage
8. Arturo Martinez, The Western Stage
9. Paul McCormack, The Western Stage
10. Andrea McDonald, The Western Stage
11. Christina McGovern, The Western Stage
12. Savannah McGovern, The Western Stage
13. Joelle M. McGrath, The Western Stage
14. Nichole Medley, The Western Stage
15. Erika Meharg, The Western Stage
16. Natalie Mendoza, The Western Stage
17. Amanda Mikkelsen, The Western Stage
18. Monica Jo Nicholson, Physical Education
19. Errol Osteraa, The Western Stage
20. Jacob Ottone, The Western Stage
21. Jeff Peiken, The Western Stage
22. Isabella Perez, The Western Stage
23. Ron Perez, The Western Stage
24. Samantha Petrovich, The Western Stage
25. Jillian Prewitt, The Western Stage
26. Shane Russell, The Western Stage
27. Paul Sallabedra, The Western Stage
28. Elijah Stapleton, The Western Stage
29. Dona Stroshine, The Western Stage
30. Rafael Toribio, The Western Stage
31. Jorge Torrez, The Western Stage
32. Sam Trevino, The Western Stage

H. Ratify appointment of Student Workers for fall semester 2010:

1. Virginia Aguillon, Tutorial Center, Student Worker IV
2. Steve Aguirre, Tutorial Center, Student Worker I
3. Maria Isabel Alcala, Academic Affairs, Student Worker I
4. Diana Alonso, East Salinas GEARUp, Student Worker III
5. Melissa Alvarez, Advancement Department, Student Worker I

6. Preston Anderson, Tutorial Center, Student Worker IV
7. Colin Auxier, Information Systems, Student Worker III
8. Tian Ning Bao, Tutorial Center, Student Worker III
9. Ana Banderas, Tutorial Center, Student Worker III
10. Nancy Becerra, Child Development Center, Student Worker III
11. Stephanie Blancas, Student Affairs, Student Worker III
12. Joe Chapa, Library, Student Worker III
13. Edgar Collazo, MESA, Student Worker IV
14. Brady Conner, Tutorial Center, Student Worker II
15. Karina Coronel, Financial Aid Department, Student Worker II
16. Michelle Crocker, East Salinas GEARUp, Student Worker III
17. Nour Eddin Daar, MESA, Student Worker III
18. David Freitas, Child Development Center, Student Worker I
19. Jacqueline Frias, Financial Aid Department, Student Worker II
20. Timothy Fuller, Tutorial Center, Student Worker II
21. Birdean Gaines, Cafeteria, Student Worker I
22. Claudia Garcia, Tutorial Center, Student Worker III
23. Rodolfo Garcia, Tutorial Center, Student Worker III
24. Samantha Gebben, Math & Science, Student Worker IV
25. Jessica Danielle Geiger, Tutorial Center, Student Worker II
26. Alixis Gonzales, Library/Audio Visual Department, Student Worker II
27. Katia Gonzalez, Chemistry, Student Worker IV
28. Katia Gonzalez, Tutorial Center, Student Worker III
29. Maria Hernandez, Tutorial Center, Student Worker IV
30. Mark Anthony Hernandez, Tutorial Center, Student Worker IV
31. Miguel Hernandez, East Salinas GEARUp, Student Worker III
32. Anita Howard, Cafeteria, Student Worker I
33. Abigail Irwin, Tutorial Center, Student Worker IV
34. Victor Manuel Hernandez, Tutorial Center, Student Worker II
35. Victor Manuel Hernandez, Tutorial Center, Student Worker III
36. Gerald Junsay, Tutorial Center, Student Worker III
37. Jyoti Kamal, Tutorial Center, Student Worker II
38. Psyongsug Kim, Math/Science Department, Student Worker IV
39. Psyongsug Kim, Tutorial Center, Student Worker IV
40. Adriana Landeros, MESA, Student Worker III
41. Jesus Lara, Tutorial Center, Student Worker II
42. Monica Lara, Child Development Center, Student Worker I
43. Pedro Lara, Cafeteria, Student Worker I
44. Juan Ledesma, MESA, Student Worker III
45. Sequoia Lewis Vines, Cafeteria, Student Worker I
46. Maria Marin, Art Department, Student Worker I
47. Ivan Lopez Mendoza, Tutorial Center, Student Worker III
48. Ivan Lopez Mendoza, Tutorial Center, Student Worker II
49. Salvadora Lopez, Child Development Center, Student Worker III
50. Yesenia Lopez, Tutorial Center, Student Worker III
51. David Magill, Tutorial Center, Student Worker III
52. Aurora Maldonado, Child Development Center, Student Worker II
53. Ignacio Maravilla, MESA, Student Worker III
54. Martitza Martin, East Salinas GEARUp, Student Worker III
55. Yesenia Mendez, Tutorial Center, Student Worker III
56. Maricela Mendoza, Tutorial Center, Student Worker I

57. Sosima Morales, Tutorial Center, Student Worker III
58. Marquie Mosley, Tutorial Center, Student Worker I
59. Leonel Munoz, East Salinas GEARUp, Student Worker III
60. Miguel Munoz, Advanced Technology, Student Worker I
61. Karina Murillo, Tutorial Center, Student Worker III
62. Masaya Nakamura, Tutorial Center, Student Worker II
63. Masaya Nakamura, Tutorial Center, Student Worker III
64. Masaya Nakamura, Art Department, Student Worker I
65. Adan Ochoa, MESA, Student Worker III
66. Diego Ortega, Student Support Services/TRIO, Student Worker II
67. Diana Palacios, Advanced Technology, Student Worker III
68. Monica Palomo, MESA, Student Worker IV
69. Rohit Patel, Tutorial Center, Student Worker II
70. Enrique Preciado, Library, Student Worker I
71. Jonathan Ramirez, Student Support Services/TRIO, Student Worker II
72. Lorenzo Reyna, Tutorial Center, Student Worker III
73. Mauricio Robles, East Salinas GEARUp, Student Worker III
74. Miguel Rodriguez, Math & Science, Student Worker IV
75. Nichole Rodriguez, Math & Science, Student Worker IV
76. Joanna Romero, Cafeteria, Student Worker I
77. Monica Roth, Tutorial Center, Student Worker IV
78. Alejandra Ruiz, Student Affairs, Student Worker III
79. Adrian Salinas, Cafeteria, Student Worker I
80. Bivianna Sanchez, Tutorial Center, Student Worker III
81. Laura-Roselia Sanchez, Tutorial Center, Student Worker II
82. Melissa Sanchez, Library, Student Worker I
83. Robert Sanchez, Student Affairs, Student Worker III
84. Stacy Sanchez, Nursing & Health Sciences, Student Worker IV
85. Susana Sanchez, East Salinas GEARUp, Student Worker III
86. Jennifer Santillo, MESA, Student Worker III
87. Christina Savala, Tutorial Center, Student Worker III
88. Chahan Shah, Tutorial Center, Student Worker II
89. Chahan Shah, Tutorial Center, Student Worker III
90. Leon Sobeslavsky, Cafeteria, Student Worker I
91. Keith Thomas, Cafeteria, Student Worker I
92. Guadalupe Torres, Tutorial Center, Student Worker III
93. Maria Uribe, Tutorial Center, Student Worker I
94. Brandon VanLoh, Advanced Technology, Student Worker III
95. Esther Vargas, Tutorial Center, Student Worker I
96. Hermelinda Villareal, Cafeteria, Student Worker I
97. Helen Virgen, High School Equivalency Program, Student Worker I
98. Chi Hao Wang, Tutorial Center, Student Worker IV
99. Ernesto Yzquierdo, MESA, Student Worker IV
100. Deleynna Zepeda-Martinez, MESA, Student Worker III

ADDENDUM TO PERSONNEL ACTIONS:

Approval of:

- 1 new classification and allocation

II. Classification and Compensation

A. Approve classified staff reorganization in Student Services, DSP&S as follows:

1. Due to the severe budget cuts in the categorical program DSP&S, request to reorganize DSP&S staff in two phases. In Phase I, The District and the CSEA request to approve new CSEA classification of DSP&S Lead, CSEA salary schedule range 34 (Job Description attached as Supplement HR-1), and request to approve allocation therefore.

HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD, DISABLED STUDENTS PROGRAMS & SERVICES

BASIC FUNCTION:

Under the direction of the Director of Student Support Programs, coordinate all aspects of the program that provides support for students with disabilities, including determining eligibility, assist in developing student plans for accommodations and support services, developing and organizing academic resources, maintaining confidential records and information, and providing clerical support for Disabled Students Programs and Services (DSPS) programs and services. The Lead also serves as the alternative media specialist for the DSPS program.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist in the development of short-term and long-term plans to provide timely accommodations and services to students with disabilities including note taking, testing accommodations, enlarging texts, hiring readers, ordering books on tape, electronic media, and other accommodations as needed. *E*
- Collaborate with Administrative Information Systems (AIS) staff to install, configure and maintain technology access across campus; maintain records on software licenses, configuration and location of all access technology across campus. *E*
- Coordinate testing services for students with disabilities, including scheduling appointments, collecting confidential tests from instructors, proctoring tests, and monitoring the DSPS lab. *E*
- Train and assist DSPS students in the operation of various adaptive computer technologies and adaptive equipment, and provide related technical assistance and consultation to campus community. *E*
- Plan and conduct individual group student orientations on DSPS accommodation procedures. *E*
- Conduct an analysis of research and longitudinal data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates. *E*
- Participate in the implementation of student retention strategies regarding department Student Learning Outcomes (SLOs), including self-advocacy, independence and self-management; assist in planning and evaluating DSPS accommodation services. *E*
- Produce instructional and student services materials in alternate formats. *E*
- Determine eligibility of students with disabilities for appropriate services, accommodations and funding for DSP&S from the Chancellor's Office; enter data into the appropriate management information system for funding from the Chancellor's Office. *E*
- Serve as liaison between DSP&S and other departments, individuals on campus and agencies in the community, and make referrals to appropriate agencies. *E*
- Assist students in completing college-related documents and forms; greets visitors, responding to questions and making referrals as appropriate. *E*
- Recruit, train and provide work direction to student employees; distribute work load and tasks to be performed; assist with the recruitment of readers, scribes, and note takers, including the development of recruitment materials such as flyers and information letters. *E*
- Create and maintain confidential student files and records; maintain personnel/payroll records and information; prepare correspondence; create forms, flyers and brochures. *E*
- Perform various clerical tasks in support of DSP&S including answering phones, scheduling student meetings with counselors, taking minutes of meetings, typing, filing, making travel arrangements and other activities as needed. *E*

- Operate a computer and other office equipment as assigned; operate various assistive devices such as print enlarger, assistive listening devices (ALDs), telecommunications device for the deaf (TDD), tape recorder and others as assigned. *E*
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Disabilities and disability-related issues.
- Laws, rules and regulations related to disabled students including confidentiality issues.
- Methods used and sources available for the accommodation process for students with disabilities.
- Methods of collecting, organizing and analyzing data and educational information.
- Software and hardware technologies utilized to adapt text and electronic text to alternate media such as Braille, large print and audio.
- Assistive technology, such as screen readers, voice recognition and screen modification.
- Alternative media guidelines for community colleges.
- Interpersonal skills including tact, patience and courtesy.
- Record-keeping techniques.
- Oral and written communication skills.

ABILITY TO:

- Determine eligibility of students with disabilities for appropriate services, accommodations and funding for DSP&S from the Chancellor's Office.
- Successfully work with students with a variety of disabilities.
- Identify and provide accommodations and services to students with disabilities.
- Produce media and print in alternate formats.
- Identify and analyze access technology needs across campus.
- Troubleshoot computer software and hardware problems relative to the production of alternative media.
- Provide clerical support activities for DSP&S.
- Operate and explain the proper use of various assistive devices.
- Operate a computer and other office equipment as assigned.