

Unadopted
(Revised)

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
Board Room (CAB-112)
September 9, 2008

- OPEN SESSION** Board President Donohue called the Regular Meeting of Board of Trustees of Hartnell Community College District to order at Governing Board Room (CAB-112) at 5:05 p.m.
- POINT OF ORDER** A point of order was called, moving the agenda item, Swearing in of Trustee, at which time, Celia Perez Martinez was sworn in by Mr. David Perez. Trustee Perez Martinez was appointed to Trustee Area 5 at the Board of Trustees Special Meeting of August 5, 2008.
- PRESENT** Board of Trustees
Patricia Donohue, President
Bill Freeman
Elia Gonzalez-Castro
Kevin Healy
John Martinez
Celia Perez Martinez
Brad Rice
Armando Cortes, Student Trustee (Has advisory vote per BP1030)
- ALSO PRESENT** Phoebe K. Helm, Superintendent-President/Board Secretary
- ADOPT AMENDED AGENDA** On a motion by Brad Rice, seconded by Kevin Healy, and on a vote of 7-0 (Cortes-Aye-Advisory), the Board adopted the agenda as amended.

The Board received a revised Consent Action Item IV. L., Personnel Action.
- DISCLOSURE OF CLOSED SESSION ITEMS** Board President Donohue disclosed items for Closed Session as authorized per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.
- PUBLIC COMMENTS REGARDING CLOSED SESSION** Enrique Mendez-Flores, community member, asked for clarification on employee classifications for closed session items D.3, 4, and 5. Dr. Helm responded identifying employee classifications.
- MOVED TO CLOSED SESSION** The Board of Trustees of Hartnell Community College District, legal counsel, and Superintendent-President, Dr. Phoebe K. Helm, moved to Closed Session at 5:12 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.

**RECONVENED
OPEN SESSION**

Board President Donohue reconvened the regular meeting at 6:13 p.m.

PRESENT

In addition to those present, were representatives of the College:

Administrative Staff: Terri Pyer, Director, Human Resources (Interim)
Academic Senate: Dr. Kelly Locke, President
Hartnell College Faculty Association: Dr. Ann Wright, President
Classified Senate: Richard Haro, Member
C. S. E. A.: None
Student Senate: None

**REPORT OUT
FROM CLOSED
SESSION**

Board President Donohue reported out from closed session the following:

On a motion by Trustee Healy, seconded by Trustee Martinez, and on a vote of 7-0, the Board accepted the resignation of two classified employees.

On a motion by Trustee John Martinez, seconded by Trustee Rice, and on a vote of 7-0, the Board approved the settlement agreement with one administrative employee.

On a motion by Trustee Perez Martinez, seconded by Trustee Healy, and on a vote of 7-0, the Board approved to deny Claim No. 8104-08-00004-01-06 as advised by Keenan and Associates, Claims Administrator for Hartnell's property and liability insurance JPA, and in accordance with Government Code §913.

**PLEDGE OF
ALLEGIANCE**

Trustee Cortes led the Pledge of Allegiance.

**PUBLIC
COMMENTS
REGARDING OPEN
SESSION ITEMS**

Kenneth Carlisle, The Carlisle Group, addressed campus security and the need for a campus study due to the recent activity surrounding the neighborhood.

Shannon McCann, MESA Coordinator, reported on the Hartnell NASA-CIPA II Intern Research Symposium held on September 6, 2008.

PRESENTATIONS
Guanajuato Visit

Dr. Stelvio Locci, Counselor, reported on the recent visit from Dr. Eduardo Romero Hicks, Presidente Municipal Guanajuato, Gto. Mexico and the sequence of events. Since, Dr. Helm has written a letter to the President of the Universidad de Guanajuato to discuss program development/offering.

Digital Bridge Academy

Mary Cousineau, nursing faculty, reported on the Digital Bridge Academy training that first year nursing students received in August. The students enjoyed the activities gained awareness of their learning styles and formed trust among themselves.

*Bond Oversight
Committee*

Damon Felice, Townsend Management, Inc. gave an update on the College's constructions projects. The entire report can be found on the college's website: [www.hartnell.edu/board/packets/September Board Packet.pdf](http://www.hartnell.edu/board/packets/September_Board_Packet.pdf). Prior to the meeting, Damon and board members went on a tour of the CAB renovated classrooms, the performance arts building, and the CALL building.

BOARD DEVELOPMENT

As defined in their development plan, and at their regular meetings, the Board will review, discuss, and revise Board Policies, as necessary. This not only provides an opportunity for the Board to revisit these policies for currency and accuracy, but also provides the public an opportunity to become familiar with board policy.

Board Policies

Board Policies

The following policies were reviewed with no revisions:

- 2000 Series – Series Administration
 - Budget and Finance
 - 2200, Budget Preparation
 - 2205, System of Accounts
 - 2215, Periodic Financial Reports

Revisions were made to the following, the Board received copies, and the policies will be brought back to the October meeting for their first reading:

- 2210, Revolving Cash Accounts
- 2220, Investment and Disbursement of District Scholarship Funds
- 2225, Gifts or Donations to the District

BOARD’S GOALS FOR THE COLLEGE

**Accreditation
Finances
Communications**

Accreditation: Dr. Helm reported the faculty continues to work on the program assessment and student learning outcomes processes.

Finances: The State has not passed the budget, and Trustee Donohue will write a letter on behalf of the Board encouraging our legislators to pass the budget.

Communication: The Board will participate in a communications social on Saturday, September 13, 2008.

CONSENT ACTION ITEMS

On a motion by Trustee Healy, seconded by Trustee Rice, and on a vote of 7-0 (Cortes – Aye – Advisory), the Board approved Consent Action Items IV. A through J and L.

Consent Action Item IV.K, Contract with Phil Rodriguez, was pulled for further discussion and vote by Trustee Martinez.

MINUTES

Approved minutes for the following as submitted:

- August 5, 2008 Regular Meeting
- August 5, 2008 Special Meeting

DISBURSEMENTS

Ratified 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; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

PROPERTY SURPLUS	Declared property as surplus and authorize private sale in accordance with Education Code, Article 9, Section 814652(a).- (Appendix A)
ESTABLISHED SEPARATE FUND	Approved establishment of a separate fund called “Hartnell Community College District Retiree Health Benefits Fund.” The purpose of this action is to bring Hartnell Community College District’s accounting in line with guidelines set forth in the California Community Colleges Budget and Accounting Manual.
MOU – GEAR UP S. U. H. S. D.	Approved Memorandum of Understanding with the Salinas Union High School District for the Hartnell College East Salinas Gaining Early Awareness and Readiness for Undergraduate Program (GEAR UP) grant. The term of the MOU is September 9, 2008 to July 1, 2012. The grant amount is approximately \$4,428,656 over the next four years.
AGREEMENT – MINI-CORP	Ratified the California Mini-Corp Agreement with Hartnell College to provide students an opportunity to prepare for a teaching career. The term of the agreement is August 20, 2008 through August 31, 2009.
AGREEMENT – SALINAS CITY	Ratified an agreement between Salinas City School District and Hartnell College to provide clinical experience for nursing students for the 2008-09 academic year. The term of the agreement is August 18, 2008 to June 30, 2009.
AGREEMENT – COASTAL KIDS HOME	Ratified an agreement between Coastal Kids Home and Hartnell College to provide clinical experience for nursing students for the 2008-09 academic year. The term of the agreement is August 18, 2008 to June 30, 2009.
AGREEMENT – SOLEDAD HEALTH CARE DISTRICT	Ratified an agreement between Soledad Health Care District (Eden Valley Care Center) and Hartnell College to provide clinical experience for nursing students for the 2008-09 academic year. The term of the agreement is August 18, 2008 to June 30, 2009.
AGREEMENT – MONTEREY BAY ONCOLGY	Ratified an agreement between with Monterey Bay Oncology and Hartnell College to provide clinical experience and use of clinical facilities for nursing students for the 2008-09 academic year. The term of the agreement is August 18, 2008 to June 30, 2009.
AGREEMENT – PHIL RODRIGUEZ	Trustee Martinez requested further clarification on Mr. Rodriguez’s background. Barbara Yesnoksy, Associate Vice President, Support Operations, further clarified Mr. Rodriguez’s qualifications. On a motion by Trustee Perez Martinez, seconded by Trustee Freeman, and on a vote of 7-0 (Cortes – Aye – Advisory), the Board approved the contract with Phil Rodriguez for fiscal year end close. The term of the agreement is August 21, 2008 to September 30, 2008 and will not exceed \$15,600.
PERSONNEL ACTIONS	Approved and/or ratified Personnel Actions. (Appendix B)

ACTION ITEMS

BUDGET REVISIONS

This item was withdrawn because the Board had previously given the Business Office approval to move forward.

ADOPTED RESOLUTION 08:12

On a motion by Trustee Healy, seconded by Trustee Martinez, and on a roll call vote of 7 to 0, (Cortes – Aye – Advisory), the Board adopted Resolution 08:12, Approving Assignment of Delinquent Tax Receivables to the Monterey County Educational Delinquent Tax Finance Authority and Authorizing Execution and Delivery of Related Documents and Action.

AGREEMENT – APPLIED DEVELOPMENT RESOURCES

On a motion by Trustee Healy, seconded by Trustee Rice, and on a roll-call vote of 7-0 (Cortes – Aye – Advisory), the Board approved the agreement between Applied Development Resources for Dr. Esteban Soriano as Interim Associate Vice President for Career and Economic Development.

AGREEMENT – JESSE CUDE – JLC SERVICES

On a motion by Trustee Freeman, seconded by Trustee Cortes, the Board ratified the agreement with Jesse Cude, Doing Business as JLC Services to assist in the establishment of the Hartnell College Science and Math Institute. The cost is \$27,000, and will be funded by the Hartnell College National Science Foundation Science Talent Expansion Project grant. The term of the agreement is August 18, 2008 to December 19, 2008.

ADOPTED RESOLUTION 08:13

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Martinez, and on a roll-call vote of 7-0 (Cortes – Aye – Advisory), the Board adopted Resolution 08:13, To Wind up and Dissolve The Western Stage Auxiliary Corporation, and distribute the assets in accordance with the Bylaws of the Corporation by December 31, 2008.

INFORMATION ITEMS

SENATE REPORTS

Student Senate

None

Classified Senate

Richard Haro, member, reported that the Senate in the process of finalizing the appointment of members to shared governance committees.

Academic Senate

Dr. Kelly Locke, President, reported that the Senate continues to appoint members to shared governance committees – that they have more volunteers than slots; that they continue to work on the development of policies on professional and academic standards; that the Senate has agreed to write a letter to faculty encouraging them to participate in the upcoming retreat; that she met with MISA to determine the Senate's role; and that campus-wide social events have been and will continue to be planned.

President's Report

Dr. Helm thanked the faculty and staff for their help at the community BBQ – that over 1,200 were served; that enrollment was up 10% this summer and 10% this fall in heads and units – that the King City Center has had an increase of 46%; that she attended the Hartnell NASA-CIPA II Intern Research Symposium held on September 6, 2008. – that, next to graduation, this event is among her favorites; that tomorrow evening, a reception in her honor, hosted by San Bernabe Vineyard, is scheduled; and that a

presentation on the services of the Sunrise House will be scheduled in October or November.

BOARD COMMUNICATION

Trustee Cortes Trustee Cortes distributed an article, *Perspectives on the Role of Student Trustee in California Community Colleges*. The article explores the roles and responsibilities of student trustees in California Community Colleges from two perspectives, that of a student representative and that of a trustee member of the governing board. It is intended to promote discussion among trustees, associated student representatives, and college administrators to help clarify expectations of student trustees and the role they play. He asked that the Board read the article and they have a discussion.

Trustee Gonzalez-Castro Trustee Gonzalez-Castro thanked the Board of her membership to NALEO (National Association of Latino Elected and Appointed Officials) and that she looks forward to attending their conferences; that she is excited about the *La Llorona* reception scheduled on Thursday – that she is very proud of the students from the Alisal Center for Fine Arts, who will be playing at the event.

Trustee Martinez Trustee Martinez suggested Trustee Perez Martinez consider joining NALEO; that, this weekend, the community will be celebrating Mexican Independence Day – that he is working on a cultural, historical display of El Grito, and invited everyone to attend; that he attended the Soledad Unified School District Back-to-School Event at the Soledad Mission Shopping Center where he shared the 2020 Plan – there is an on-going interest to have a college center located in Soledad and there was discussion on using the shopping center’s marquee to advertise college course offerings.

Trustee Freeman Trustee Freeman reported that he enjoyed the visit from Dr. Eduardo Romero Hicks, Presidente Municipal Guanajuato; that he is proud of the CIPA students; that he attended and enjoyed the community BBQ; and requested that the meeting be closed in memory of Ann Wiley and Philip Dorado both of whom recently passed.

Trustee Donohue Trustee Donohue reported that The Western Stage Gala is Saturday, September 13 at the Carmel Sunset Center, and she announced that the Board of Trustees will hold a communication social at Monterey Wine Company on Saturday, September 13, 9:00 a.m. – 4 p.m. Absolutely no business will be discussed. The sole purpose of the communication social is to build community amongst the board and develop effective communication in compliance with Government Code Section 54952.0 (c) (5).

TRAVEL REQUEST On a motion by Trustee Rice, seconded by Trustee Martinez, and on a vote of 7-0 (Cortes – Aye – Advisory) the Board approved the travel request for Trustee Gonzalez-Castro to attend the Community College League of California 2008 Annual Convention and Partner Conference, November 20-22, 2008, Hilton Anaheim.

FUTURE ITEMS Trustee Freeman – Presentation on how the college is prepared for a disaster and the development of a student mentor program. Trustee Freeman will submit a proposal on the student mentor program.

Trustee Martinez – Requested that future board meeting be held in Soledad and other locations throughout the district.

ADJOURNMENT

On a motion by Trustee Rice, seconded by Trustee Healy, and on a vote of 7-0 (Cortes – Aye – Advisory), the Board moved to adjourn the Regular Meeting of the Board of Trustees at 7:45 p.m. in memory of Ann Wiley and Philip Dorado.

NEXT MEETING

The next regular Board of Trustees Meeting is scheduled on October 7, 2008, 5:00 p.m., Hartnell Community College, Governing Board Room (CAB-112), 411 Central Avenue, Salinas.

Patricia Donohue
Board of Trustees President

Phoebe K. Helm
Board Secretary

Computer Network Switches to be Surplused

Alcatel Omniswitch 8800 Serial Number F1370024 with following blades:

- 2 ea OS8800-CMM
- 1 ea OS8-10GNI-UR1 w/2 10GB SFP's
- 1 ea OS8-GNI-U24 w/5 GBICS
- 1 ea OS8-GNI2-C24
- 3 ea Power Supplies
- 5 ea OS8800-SFM

Alcatel Omniswitch 8800 Serial Number F1370025 with following blades:

- 2 ea OS8800-CMM
- 1 ea OS8-10GNI-UR1 w/2 10GB SFP's
- 1 ea OS8-GNI-U24 w/3 GBICS
- 2 ea OS8-GNI2-C24
- 3 ea Power Supplies
- 5 ea OS8800-SFM

Hartnell has been offered less than \$3500.00 for the above units.

Gary Hughes – Associate VP of Library and AIS



THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

Summary:

Approval of:

- 1 new classified management classification
- 2 new CSEA classifications
- 1 new allocation of management classification
- 3 new allocations of CSEA classifications
- 1 deletion of allocation for vacant CSEA position
- 1 reallocation of regular CSEA employee from 30 hours to 40 hours
- 1 appointment to CSEA position
- 1 completion of interim assignment and return to regular CSEA position

Ratification of:

- 1 resignation of regular management employee
- 1 resignation of a regular CSEA employee
- 3 retirements of regular personnel
- 1 release of regular Supervisory employee due to elimination of position
- 1 hire of a full-time, tenure track, Faculty employee
- 1 hire of a full-time, one-year temporary, Faculty employee
- 1 appointment to interim management position
- 2 transfers of CSEA employee due to exercising displacement rights
- 1 part-time Faculty hire for Summer Session 2008
- 190 part-time Faculty hires for Fall Semester 2008
- 1 donated part-time Faculty hire for Spring Semester 2008
- 1 donated part-time Faculty hire for Summer Session 2008
- 2 Playground Assistant hires
- 21 Professional Expert hires
- 8 Student Worker hires for Summer Session 2008
- 29 Student Worker hires for Fall Semester 2008
- 1 Volunteer

Detail:

- I. Approve new position: Development Officer for Hartnell College Foundation:**
 - 1. Approve new management classification of Development Officer, a classified administrator, Management Salary Schedule Range X. (Job Description attached as Supplement HR-1)**
 - 2. Request to allocate new classified management position in the Foundation Office as follows: Development Officer (#A-49), (full-time, 12 months per year). Funding for this position is provided through Hartnell College Foundation unrestricted funds generated annually.**

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

II. Approve new position: Lead Program Coordinator for Foster Kinship Care Education Program:

1. Approve new CSEA classification of Lead Program Coordinator, CSEA Salary Schedule Range 34. (Job Description attached as Supplement HR-2)
2. Request to allocate classified CSEA position in the Foster Kinship Care Education Program as follows: Lead Program Coordinator (#CC-162), (full-time, 40 hours per week, 12 months per year). This is a grant funded position and will have no impact on the general fund budget.

III. Approve Support Operations reorganization:

This reorganization is expected to result in a net savings to the District of more than \$73,000. The District is working with the California School Employees Association, Chapter 470 to mitigate the personnel impacts of this reorganization.

1. Approve new CSEA classification of Senior Accountant, CSEA Salary Schedule Range 45 (Job Description attached as Supplement HR-3).
2. Request to allocate new classified CSEA position in Support Operations as follows: Senior Accountant (#CC-163), (full-time, 12 months per year).
3. Request to allocate existing classified CSEA position in Support Operations as follows: Accountant (#CC-164), (full-time, 12 months per year).
4. Request to unallocate vacant classified CSEA position in Support Operations as follows: Accounting Assistant (#CC-15), (full-time, 12 months per year).
5. Request to delete and unallocate supervisory position in Support Operations as follows: Accounting Supervisor (#S-7), (full-time, 12 months per year).

IV. Approve change to existing position: Clerical Assistant for Maintenance and Operations

1. Request to reallocate existing filled Clerical Assistant position, Maintenance and Operations (#CC-1), from 30 hours per week to 40 hours per week, effective September 10, 2008.

V. Retirements, Resignations, Releases and Leave Requests

1. Ratify resignation of regular personnel:
 - a. Tamberly Petrovich, Director of Human Resources and Equal Employment Opportunity (#A-8), effective June 30, 2009.
 - b. Heather Hernandez, Senior Library Technician (#CC-119), Educational Technology and Library, effective September 16, 2008.
2. Ratify retirement of regular personnel:
 - a. Diana Bergado, Executive Assistant (#CF-3), Administrative Services,

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effective December 30, 2008.

- b. Irene Rasmussen, Student Activities Coordinator (#CC-64), effective December 30, 2008.
 - c. Cicely McCreight, Counseling Director (#A-29), effective June 30, 2009.
- 3. Ratify release of regular personnel:**
- a. **Craig Adams, Accounting Supervisor (#S-7), Support Operations, effective November 28, 2008, due to elimination of position.**

V.A. Approve Side-Letter of Agreement between California School Employees Association, Chapter 470 and Hartnell Community College District changing effective date of reclassification of employee Juana Montelongo, previously approved by the Board of Trustees in March 2008, to October 1, 2005, to reflect intent of parties to compensate for work actually performed. Side Letter of Agreement is attached as HR Supplement 4.)

VI. Appointments

1. Ratify appointment of full-time academic personnel:
 - a. Ko Cooper, full-time, tenure-track, Agriculture Instructor (#F-104), Column C, Step 6, effective Fall 2008.
2. Ratify appointment of temporary full-time academic personnel:
 - a. Barbara Ristrim, full-time, temporary, Speech Communication Instructor (#F-106), Column B, Step 2, effective August 15, 2008 – June 4, 2009.
 - b. **Mary Davis, full-time, temporary, Learning Skills Specialist – Nursing Lab (#F-107), Column D, Step 13, effective September 4, 2008 – June 4, 2009.**
3. Ratify appointment of regular CSEA classified position:
 - a. Esmeralda Carranco, part-time, 30 hours per week, 12 months per year, Secretary – High School Equivalency Program (#CC-149), Step A, effective September 8, 2008.
 - b. **Kimberly Kessler, full-time, 40 hours per week, 12 months per year, Administrative Assistant, King City Education Center (#CC-59), Step B, effective September 1, 2008.**
4. Ratify interim assignment to Management position:
 - a. Terri Pyer, Interim Director of Human Resources and Equal Employment Opportunity (#A-8), Step E, effective August 18, 2008. This assignment is in

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

addition to Ms. Pyer's current position of Marketing and Communications Supervisor (#S-8).

5. Approve assignment to CSEA position:

- a. Margie Wiebusch, Lead Program **Coordinator** (#CC-162), Step E, effective September 10, 2008, to merge FKCE responsibilities and duties with Department of Social and Employment Services (DSES) program.
6. Approve completion of interim assignment and return to regular CSEA position:
- a. Frank Henderson, Tutorial Coordinator (#CC-49), Step E, effective September 15, 2008.
7. Ratify transfer to position due to employee exercising displacement rights:
- a. Delia Edeza, full-time, 40 hours per week, 12 months per year, Secretary – GEARUP/Soledad Project, Alisal Campus (#CC-105) to Secretary – Counseling Department (#CC-83), effective September 22, 2008.
 - b. Catalina Gonzales, full-time, 40 hours per week, 12 months per year, Clerical Assistant – AmeriCorps TRMDP program, Alisal Campus (#CC-106) to Clerical Assistant, Nursing Department (#CC-161), effective September 22, 2008.
8. Ratify appointment of part-time instructors for Summer Session 2008:
- a. Rosalinda McNamara, Library
9. Ratify appointment of part-time instructors for Fall Semester 2008:
- a. Patrizia Ahlers, Psychology
 - b. Gerardo Aleu, Math
 - c. Sharon Anderson, Counseling
 - d. Wendy K. Angel, Art
 - e. Lorenzo C. Aragon, Theatre Arts
 - f. Youssef Arbab, English as a Second Language
 - g. Alex Arce, Photography
 - h. Zar N. Aslam, Political Science
 - i. Ed Barber, Physical Education
 - j. Dan Beavers, Math

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- k. Emilia Benavente, Physical Education
- l. Laura Berger, Librarian
- m. Virginia Bieger, Chemistry
- p. Ron S. Bird, Chemistry, Math. Appointment based on equivalency as follows: 30 + units in Math or closely related. All are graduate level.
- q. Olga Blomgren, English. Appointment based on equivalency as follows: based on a variety of interdisciplinary courses.
- r. Chris Boyles, Physical Education
- s. Brian Brady, English as a Second Language
- t. Michael Branstetter, Mathematics
- u. Susanne I. Burns, Theatre Arts
- v. Amy E. Cabaluna, American Sign Language
- w. Susan M. Cable, Theatre Arts
- x. Fernando Cabrera, Spanish
- y. Laura M. Cannon, English
- z. Melissa J. Chin-Parker, Theatre Arts
- aa. Sung Choi, Psychology
- bb. Allison C. Clark, Psychology
- cc. Philip M. Collins, Music
- dd. Cecil Costilow, English
- ee. Nicole Crais, Physical Education
- ff. Stephen K. Crowell, Philosophy
- gg. Jesus Cuevas, Physical Education
- hh. Cathy R. Dacosta, Mathematics
- ii. Don B. Dally, Theatre Arts
- jj. Chante D. Davis, Biology
- kk. Guido E. De La Vega, Spanish

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- ll. John P. Dowling, Mathematics
- mm. Thu Mong Duong, Librarian
- nn. Yvonne D. Eaton, English as a Second Language
- oo. Julie Edgcomb, Psychology
- pp. Warren B. Edmonds, Computer Science and Information Systems
- qq. Christina Esparza, Economics
- rr. Katera Estrada-Rutledge, Administration of Justice
- ss. Steve Ettinger, Music
- tt. Sewan Fan, Psychology
- uu. Donna M. Federico, Theatre Arts
- vv. Bautista R. Fernandez, Psychology
- ww. Rebecca D. Fields, Biology
- xx. Dawn K. Flood, Theatre Arts
- yy. Stacilee Ford, History
- zz. James D Frye, English as a Second Language
- aaa. Susan E. Fujimoto, English as a Second Language
- bbb. Nora Gaisi, Sociology
- ccc. Rich Givens, Counseling
- ddd. Angela M. Gleason, Art
- eee. Marvin Goldstein, Physical Education
- fff. Chris P. Graham, Theatre Arts
- ggg. Marv Grim, Physical Education
- hhh. Andrew S. Gruttadauro, Economics
- iii. Wanda Guibert, English
- jjj. Elvia Guzman, Counseling
- kkk. Paula M. Haro, Dance

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- lll. Katherine E. Harris, Biology
- mmm. Robin R. Hayes, Biology
- nnn. Phil M. Henderson, Astronomy
- ooo. Jeffrey T. Heyer, Theatre Arts
- ppp. John S. Himelright, Philosophy
- qqq. Sera T. Hirasuna, English
- rrr. Chris S. Houston, English
- sss. Rave Ann Houx, Psychology
- ttt. Jon P. Hubbard, Biology
- uuu. Carolyn L. Jensen, Math
- vvv. Robin A. Jensen, History
- www. Benjamin Jimenez, Administration of Justice
- xxx. Anthony Johnson, Business
- yyy. Brian F. Johnson, English
- zzz. Pamela J. Johnson, Physical Education, Health Education
- aaaa. Calvin K. Kanow, Art
- bbbb. Berkley W. Kauffman, Biology
- cccc. Kevin Kessler, History
- dddd. David C. Kopp, English
- eeee. John Koza, Music
- ffff. Harvey Landa, Theatre Arts
- gggg. Sylvia Langland, Family and Consumer Studies
- hhhh. David Lau, English
- iiii. William Laughton, Administration of Justice
- jjjj. Sam Lavorato, Jr., Administration of Justice
- kkkk. Kathleen Leonard, English

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- llll. Jeffrey D. Lewis, Political Science
- mmmm. Vince J. Lewis, Learning Skills, Learning Disabled
- nnnn. Jose C. Lopez, Business
- oooo. Patricia Lopez, Counseling
- pppp. Kevin Magruder, English
- qqqq. Suzzane Mansager, English
- rrrr. Alfred Martinez, Administration of Justice
- ssss. Joe Martinez, Counseling
- tttt. Orin E. Marvel, Mathematics
- uuuu. Pat McCarty, Physical Education
- vvvv. Jeff McGrath, Theatre Arts
- wwww. Rosalinda McNamara, Librarian
- xxxx. Ernest Mercuri, Political Science
- yyyy. Dennis Merrill, Health Services
- zzzz. Ann Merville, Anthropology
- aaaaa. Erika H. Mininni, Learning Skills
- bbbbb. Glenda A. Mora, English
- ccccc. Salvador Munoz, Construction
- dddd. Pamela S. Murakami, Art
- eeee. Ann R. Myhre, Art
- ffff. Martin Need, English
- ggggg. Erin O'Hare, Physical Education
- hhhhh. Juan Oliverez, Ethnic Studies
- iiii. Jennifer Pagliaro, Art
- jjjj. William J. Paisley, English
- kkkkk. Carla Pantoja, Theatre Arts. Appointment based on equivalency as follows: Coursework and extensive professional resume of acting,

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- directing, musical direction, design and technical assignments.
- lllll. Martha Pantoja, Counseling
 - mmmmm. Jaeduck Park, English as a Second Language
 - nnnnn. David J. Parker, Theatre Arts
 - ooooo. Michael Parker, Administration of Justice
 - ppppp. Robert E. Perkins, Agriculture
 - qqqqq. Ayaz S. Pirani, English
 - rrrrr. Teresa Pond, Theater Arts
 - sssss. Raylene M. Potter, Mathematics
 - ttttt. Shawn Y. Quiane, French
 - uuuuu. Jennifer S. Raimondo, English
 - vvvvv. Lawrence Raneses, Mathematics
 - wwwww. Robert A. Reed, Mathematics
 - xxxxx. Catalina E. Reyes, Biology
 - yyyyy. Andrew C. Richardson, Biology
 - zzzzz. Sylvia A. Rios, Art
 - aaaaa. Mark Roberts, English
 - bbbbb. Gregory J. Robinson, Construction
 - ccccc. Vicki A. Robison, History
 - ddddd. Everett Rodriguez, Physical Education
 - eeeee. Jorge Rodriguez-Torres, Business
 - fffff. Wendy Roscher, English
 - ggggg. Tammi Ross, Physical Education
 - hhhhh. Bonnie E. Roy, English
 - iiiiii. Sandra K. Rudo, Music
 - jjjjj. Rachel A. Sage, Animal Health Technology

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

- kkkkkk. Toshio Sakai, Japanese
- llllll. Phyllis A. Sanchez, Psychology
- mmmmmm. Kimie A. Sasaki, Dance
- nnnnnn. Keith Sashegyi, Mathematics
- oooooo. Sean Senechal, Biology
- pppppp. Criselia G. Serrano, Spanish
- qqqqqq. Steve Seymour, Physical Education
- rrrrrr. Barry S. Sheppy, Spanish
- ssssss. Mehrdokht, Shirvanee, Mathematics
- tttttt. Susan Sisson, English as a Second Language
- uuuuuu. Gaylord Smith, Spanish
- vvvvvv. Frank W. Snell, Ethnic Studies, History
- wwwwww. David Sorensen, Mathematics
- xxxxxx. Paul Stamp, History
- yyyyyy. Alicia A. Steinhardt, Biology
- zzzzzz. Anne E. Steinhardt, English
- aaaaaa. Eric P. Strayer, Sociology
- bbbbbb. Paula Stoddard, Early Childhood Education
- cccccc. Deborah Sturt, Speech
- dddddd. Donald F. Sullivan, Chemistry
- eeeeee. Amy G. Taketomo, Chemistry
- ffffff. Afshin Tiraie, Mathematics
- gggggg. Mary Ann Toney, Physical Education
- hhhhhh. Sabina A. Trumbre, Anthropology
- iiiiii. Paula Tyler, Physical Education
- jjjjjj. Senorina Vazquez, Mathematics

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

- kkkkkkk. Cheryl J. Victorino, English as a Second Language
- lllllll. Jesus O. Villicana, English as a Second Language
- mmmmmmm. Galina Vinokurov, Music
- nnnnnnn. Albert Waldinger, English
- ooooooo. Jonathan H. Walsh, Biology
- ppppppp. Andrew Walshburn, Mathematics
- qqqqqqq. Lynda Washington, Health Education
- rrrrrrr. Jamie Weiler, Physical Education
- sssssss. Bruce A. Welden, Oceanography
- ttttttt.Carolyn West, Physical Education, Health Education
- uuuuuuu. Dana J. Weston, Psychology
- vvvvvvv. Nancy C. Wheat, Biology
- wwwwwww. Prince Williams, Physical Education
- xxxxxxx. Robin M. Williams, Music
- yyyyyyy. Theo Windham, Physical Education
- zzzzzzz. Karen D. Wisdom, English
- aaaaaaaa. William J. Wolak, Theatre Arts
- bbbbbbbb. Henry L. Wong, Business
- ccccccc. Kathy Yamamoto, Real Estate
- ddddddd. Daphnee Yound, English
- eeeeeee. Paul E. Yun, English
- ffffff. Chris Zepeda, Physical Education
- ggggggg. Emily Zuniga, Counseling
- hhhhhhh. Arian M. Zytoskee, English as a Second Language

10. Ratify appointment of part-time donated instructor for Spring Session 2008:

- a. Frank Henderson, Instructional Aid

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

11. Ratify appointment of part-time donated instructor for Summer Session 2008:
 - a. Frank Henderson, Instructional Aid
12. Ratify appointment of Playground Assistants:
 - a. Ana Arreguin Sims, Playground Assistant II, \$14.00/hr, Child Development Center, August 4, 2008 to June 30, 2010
 - b. Claudia Cardenas, Playground Assistant II, \$14.00/hr, Child Development Center, August 4, 2008 to June 30, 2010
13. Ratify appointment of Professional Experts:
 - a. Gerald Bumbalough, Tai Chi Instructor, 40% of gross, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - b. Sandra Dee, Pilates Instructor, 40% of gross, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - c. Gwen Dreschler, Crafts & Art Instructor, 40% of gross - 10/20 min/max, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - d. Jack Dunstan, Acting & Modeling Instructor, 40% of gross, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - e. Barbara English, Art Instructor, \$40.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - f. Art Garcia, Traffic School Instructor, \$30.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - g. Richard Green, to provide photographs for publicity, productions and events for The Western Stage 2008 season, \$5088.00 flat rate, July 1, 2008 to December 31, 2008
 - h. Kawther Hakim, Dance Instructor, 40% of gross – 12/70 min/max, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - i. Jeff Hartley, Water Technology Instructor, \$50.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - j. Jorge Isaias, Computer Instructor, \$50.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - k. Andy Kreyche, Planetarium Assistant, \$15.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - l. Rex McIntosh, Water Tech Instructor, \$50.00/hr, Workforce & Community

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

- Development, August 15, 2008 to August 15, 2010
 - m. Julia Mena, CBEST Instructor, 40% of gross, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - n. Cassidy Porter, Computer Instructor, \$50.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - o. Lorretta Olito-Thompson, Computer & Supervisory Instructor, \$60.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - p. Stephen Otero, Computer Instructor, \$50.00/hr, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - q. Mandi Padgett, to provide stage management services for The Western Stage 2008 season, \$8250 flat rate, July 1, 2008 to December 31, 2008
 - r. Warren Racine, Real Estate & Investor Instructor, 50% of gross, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - s. Claire Vincent, Music Instructor, 40% of gross, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - t. Todd Walker, Music Instructor, 40% of gross, Workforce & Community Development, August 15, 2008 to August 15, 2010
 - u. Karina Young, to provide assistance for the English Faculty in developing and piloting of supplemental learning activities and compile data from the Supplemental Instruction Programs Outcomes and other courses, \$14.42/hr, Academic Learning Center, August 18, 2008 to December 19, 2008
14. Ratify appointment of student workers for Summer Session 2008:
- a. Rebecca Berber, Nursing, Student Worker I
 - b. Ila Caughman, Animal Health Technology, Student Worker III
 - c. Paul Fuller, MESA, Student Worker III
 - d. Evelin Nava, Assessment, Student Worker I
 - e. Anabel Trujillo, Occupational Education, Student Worker I
 - f. Mayra Verduzco, EOPS, Student Worker II
15. Ratify appointment of student workers for Fall Semester 2008:
- a. Virginia Aguillon, Academic Learning Center, Student Worker II
 - b. Ralph Aldanese, Library, Student Worker I

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

- c. Maria Andrade, EOPS, Student Worker II
- d. Yesmin Arevalo, Academic Learning Center, Student Worker I
- e. Deonna Barth, Math & Science, Student Worker I
- f. Rebecca Berber, Nursing, Student Worker I
- g. Gwendaline Bousquet, Academic Learning Center, Student Worker II
- h. Erica Colburn, Academic Learning Center, Student Worker II
- i. David Collins, EOPS, Student Worker II
- j. Maria Dagnino, Child Development Center, Student Worker III
- k. Mercedes Enriquez, Library, Student Worker I
- l. Leilani Escobar, Transfer Center, Student Worker I
- m. Paul Fuller, Academic Learning Center, Student Worker II
- n. Timothy Fuller, Academic Learning Center, Student Worker II
- o. Brianna Garcia, Academic Learning Center, Student Worker II
- p. Daniel Jimmeyer, Library, Student Worker I
- q. Pyeongsug Kim, Academic Learning Center, Student Worker IV
- r. Monica Lara, Child Development Center, Student Worker I
- s. Meagan Magallon, Library, Student Worker I
- t. Florence McAtee, Academic Learning Center, Student Worker II
- u. Marlyn Padilla, Academic Learning Center, Student Worker I
- v. Diana Palacios, Reprographics, Student Worker I
- w. Ankit Patel, Academic Learning Center, Student Worker II
- x. Katrina Savala, Academic Learning Center, Student Worker I
- y. Rosa Servin, Academic Learning Center, Student Worker II
- z. Anabel Trujillo, Occupational Education, Student Worker I
- aa. Esther Vargas, Career Center, Student Worker I
- bb. Mayra Verduzco, EOPS, Student Worker II

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED OR RATIFIED AT THE SEPTEMBER 9, 2008 REGULAR MEETING OF THE BOARD OF THE TRUSTEES:

- cc. Garrett Warren, Library, Student Worker I
- 16. Ratify volunteer:
 - a. Frank Lee, Library Assistant, June 30, 2008 to July28, 2008

HARTNELL COMMUNITY COLLEGE DISTRICT**CLASS TITLE: LEAD PROGRAM COORDINATOR****BASIC FUNCTION:**

Under general direction, coordinate all aspects of assigned projects through contract education.

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

The following is a list of duties that is representative of the position that includes but is not limited to:

Direct and coordinate activities of each project to ensure that each project progresses on schedule and within prescribed budget

Review project plans to establish procedures for accomplishing goals, staffing requirements, and allotment of available resources to various phases

Solicit input from all stakeholders including educational institutions, community agencies and organizations, private industry partners, program participants and potential program participants, county and state-level organizations regarding the content and structure of trainings and resource acquisition

Establish work plan for assigned projects and arrange the recruitment and assignment of personnel. Direct staff activities and adapt to changing conditions.

Meet with advisory committees to report on the programs and to receive input and guidance regarding program activities and evaluation; work with the advisory committee chairperson(s) to develop meeting agendas, determine topics, dates and times, and possible presenters

Coordinate all aspects of trainings including identifying training topics, dates, times and presenters, recommending and assisting instructors, coordinating co-facilitators and clerical support, and all logistical arrangements

Train and provide work direction to assigned personnel. Evaluate professional experts and short term personnel.

Confer with supervisor and grants manager and identify and solve problems which may impact projects

Oversee the maintenance and utilization of program resource library

Establish excellent customer services standards for the program

LEAD PROGRAM COORDINATOR - Continued

Coordinate communication, publicity and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public

Communicate with appropriate agencies related to compliance with laws, programs and funding policies and procedures

Assist in development of budgets and manage budget for each project

Monitor performance and evaluate projects to ensure successful completion of goals

Collect and compile information and statistical data for reports; prepare statistical and narrative reports; conduct research as required

Operate a computer, assigned software and other office equipment as assigned

Attend a variety of meetings and conferences as assigned; serve on appropriate committees

Perform other related duties as assigned

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Budget preparation and budget control systems

Oral and written communication skills

Applicable computer software applications

Modern office practices, procedures and equipment

Record-keeping techniques

Principles and practices of training

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Plan, organize and administer the operation of a project

Plan and organize workload, and meet schedules and deadlines

Provide direction and guidance to others

Communicate effectively in English, both orally and in writing

Learn, understand, and apply applicable laws, codes, regulations, policies, and procedures and interpret and explain those to others

Analyze situations accurately and adopt an effective course of action

LEAD PROGRAM COORDINATOR - Continued

Work independently with little direction

Prepare comprehensive narrative and statistical reports

Establish and maintain cooperative relationships with those contacted in the course of work

Conduct effective program evaluations

Train and evaluate the performance of staff

Work confidentially with discretion

Be flexible with a positive attitude and possess excellent interpersonal skills

EDUCATION AND EXPERIENCE:

Any combination of education and experience equal to a Bachelor's degree in any related field that would meet the requirements of this position

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver license, evidence of insurability and use of a personal vehicle

WORKING CONDITIONS:

ENVIRONMENT:

Work in an office and classroom environments both on and off campus

Occasionally work outside for extended periods

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, from school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEVELOPMENT OFFICER

BASIC FUNCTION:

Under the general direction of the Vice President for Advancement, the Development Officer provides support and fundraising expertise for the development related activities of the college. This will include, but is not limited to primarily foundation and corporate proposals, annual fund, special events, project funding and alumni development.

REPRESENTATIVE DUTIES:

Work with senior leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies.

Identify, cultivate, solicit and steward corporations, corporate foundations, and private foundations.

Initiate opportunities for faculty, administrators, and deans to interact with corporate and foundation prospects and interpret corporate and foundation interests to university constituencies.

Develop highly competitive and successful grant proposals for corporate and foundation prospects.

Monitor proposal deadlines, prepare and edit proposals, and manage proposal submissions and progress and final reports.

Develop strategies for and manage the annual fund including setting goals, overseeing coordination of direct mail, major special events and other types of solicitations.

Staff funding committees and run campus area campaigns, i.e. scholarships, athletics, arts, etc.

Develop an alumni component of the Advancement operation considering available resources that includes areas such as alumni database, alumni fund. Work closely with alumni and faculty in planning activities and programs. Maintain communications with alumni, encouraging long-term relations.

Assist with Advancement operations at all levels including formation and information for donor records and database.

Oversee production of foundation marketing materials, i.e. newsletter, Annual Report.

Provide general support to the Advancement office and programs and other duties as assigned.

DEVELOPMENT OFFICER - Continued

KNOWLEDGE & ABILITIES:

KNOWLEDGE OF:

Fundraising, donor and volunteer relations, special event experience, marketing and computer skills necessary

Excellent written and verbal communication and organizational skills essential

Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations

Demonstrated record of success in generating significant commitments from corporations, foundations, including knowledge of identification, cultivation, solicitation, and stewardship strategies and techniques

Knowledge of Raiser's Edge a plus

Strong organizational and time management skills

Strong communication skills including ability to write and speak persuasively about the institution

Familiarity with advancement operations, including database, policies

Experience in planning and managing special events and fundraising activities

Perform duties with attention to detail and accuracy

ABILITY TO:

Create budgets and work within their parameters

Work evenings and weekends, to travel

Develop excellent relations with donors and volunteers and the campus community including identification and use of resources from the above groups

Be self-motivated and disciplined to regularly set and achieve work goals

Represent the Institute to external constituents and work effectively with internal constituents across the campus

Maintain a positive, productive attitude at all times

Exercise good judgment, discretion and maintain confidentiality

Establish work priorities, problem solve and work independently

Maintain a high level of poise and professionalism in all circumstances

Take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.

DEVELOPMENT OFFICER - Continued

MINIMUM QUALIFICATIONS

Bachelor's degree required with a minimum of 3 years of increasingly responsible development experience

Demonstrated fundraising track record

Must have a valid driver's license

Strong computer skills

DESIRABLE QUALIFICATIONS

Demonstrated success in fundraising

Demonstrated ability in grant and proposal writing

Demonstrated ability to write well and communicate effectively

HARTNELL COMMUNITY COLLEGE DISTRICT**CLASS TITLE: SENIOR ACCOUNTANT****BASIC FUNCTION:**

Under general direction organizes and prepares accounting records, management reports, audit schedules and other ad-hoc reports. Reviews the work of others engaged in the performance of professional accounting duties; performs duties requiring specialized knowledge; prepares and maintains a variety of complex accounting records and performs other duties as assigned. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

This position reports directly to the Controller. This position is distinguished from other positions by the level of responsibility assumed, complexity of duties assigned, and independence of action taken.

EXAMPLES OF DUTIES

Review accounting and financial documents to ensure accuracy of information and calculations and make correcting entries; examine supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations

Prepare and maintain control and subsidiary accounting records; prepare trial balances and financial reports using computerized and manual systems

Compile and prepare journal entries and periodic reconciliations of general ledger, subsidiary accounts and bank statements; make correcting entries as required; compile and prepare financial reports and supporting schedules and documentation

Perform cost and/or rate studies and analyze cost factors

Build and maintain positive working relationships with co-workers, other district employees, students, and the public using principles of good customer service

Perform various general ledger account reconciliations and account variance analyses

Prepare various audit schedules and financial statement footnotes

Responsible for all levels of fixed asset accounting. Preparation of all depreciation and fixed asset schedules. Update and monitor capital expenditures/forecast report.

Develop and recommend policies and procedures for financial reporting and cost analysis; prepare instructions for changes in the accounting system; provide advice and assistance to other accounting staff

Remain current on relevant systems and accounting standards, including GAAP and IRS regulations.

Initiate and implement continuous process/reporting improvements and contribute to the assessment of internal controls

SENIOR ACCOUNTANT - Continued

Assist with the annual planning and budgeting process and year-end projections

Prepare daily cash report

Prepare special analyses and work on special projects as needed

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Federal, state, local and District laws, regulations, and policies governing fiscal requirements of educational institutions

GASB and GAAP standards, general business and collection practices, hardware/software development as related to Business Office functions

Computer-based accounting systems and technology

Business financing and financial principles

ABILITY TO:

Recognize areas of concern; analyze situations, select alternatives, project consequences of proposed actions; negotiate mutually satisfactory solutions to problems; make and implement recommendations

Remain knowledgeable of District policies, Business Office policies and procedures, and governmental regulations to effectively assist students, faculty, staff, donors, and others

Organize workload and prioritize duties; meet agreed-upon deadlines; work independently with little direction

Extract and analyze data and prepare reports, correspondence, and presentations

Understand and interpret rules, regulations and laws related to assigned areas

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community

Operate a computer, assigned software and other office equipment

EDUCATION AND EXPERIENCE:

A Bachelor's degree in accounting or a related discipline.

Five years of financial accounting experience, preferably in higher education.

DESIRED QUALIFICATIONS

CPA license

SENIOR ACCOUNTANT - Continued

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

PHYSICAL DEMANDS:

Sitting for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard

Vision in order to read computer screens and documentation

CLASS HISTORY

Established: September 2008

CLASS DATA

EEO Category:

Bargaining/EE Unit: CSEA

FLSA: Eligible