

Adopted

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

April 1, 2008

**OPEN SESSION
CALL TO ORDER**

The Regular Meeting of the Board of Trustees of Hartnell Community College District was called to order at the King City Education Center at 5:03 p.m., by Board President, Kari Lee Valdés.

PRESENT

Board of Trustees: Kari Lee Valdés, President
Patricia Donohue, Vice-President
Bill Freeman, Trustee
Elia Gonzalez-Castro, Trustee
Kevin Healy, Trustee

ABSENT

John Martinez, Trustee
Brad Rice, Trustee

ALSO PRESENT

Phoebe Helm, Interim Superintendent/President – Board Secretary
Lorena Moreno, Student Trustee

**ADOPT AMENDED
AGENDA**

Upon motion by Kevin Healy, seconded by Patricia Donohue, and unanimously carried the Board moved to adopt the agenda as amended. Consent Action IV. I, Personnel Actions was revised to include a request to hire a short-term employee and delete the allocation of a CSEA and management position (RHORC grant); Consent Action IV. J, Minutes of the Regular Meeting of the Board of Trustees on February 5, 2008 was added for further revision. Action Items V.E and V.G, Approve side letter agreements with CSEA to create new classifications, Senior Program Analyst and Administrative/Help Desk Assistant and V.F., Approve a side letter agreement with CSEA to reallocate a salary range of the Programmer Analyst, pending ratification of CSEA were added to the agenda.

**PUBLIC COMMENT
ON CLOSED
SESSION ITEMS**

Board President Valdés reminded the Board and the public that in accordance with its policies, Board Members will not respond to public comments.

Hetty Yelland, English Faculty, spoke to the Board's decision not to grant tenure and submitted a letter of support to the Board.

Theresa Carbajal, Counselor, addressed the tenure review process and submitted a petition in support of granting tenure to Hetty Yelland and Tony Anderson.

Tony Anderson, Counselor, stated that the current tenure review process is flawed and spoke in support of his performance as a Counselor.

Blanca Ramirez, student, spoke in support of Hartnell College faculty Hetty Yelland and Tony Anderson.

Noemi Medina, student, spoke in support of Hartnell College faculty Hetty Yelland and Tony Anderson.

CLOSED SESSION The Board Members and Dr. Phoebe Helm adjourned to Closed Session at 5:31 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.

**RECONVENE
OPEN SESSION** Board President, Kari Lee Valdés reconvened the regular meeting at 5:25 p.m.

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

Management Staff: Tamberly Petrovich, Director, Human Resources/EEO

Academic Senate: Absent

Hartnell College Faculty Association: Melissa Stave, Vice President

Classified Senate: Absent

C. S E A.: Absent

Student Senate: Lorena Moreno, President

The Pledge of Allegiance was recited.

**REPORT OUT FROM
CLOSED SESSION** There were no closed session items reported out, no action taken.

PUBLIC COMMENTS Board President Valdés, once again, reminded the Board and the public that in accordance with its policies, Board Members will not respond to public comments.

There were no public comments.

PRESENTATIONS
Bond Oversight
Committee Update Damon Felice, Townsend Management, Inc. provided an update on the College's construction projects. The complete report can be found at: http://www.hartnell.edu/board/packets/April_packet.pdf. Earlier, at 4:00 p.m., Mr. Felice conducted a workshop on the Measure H Bond funds and processes. (Appendix A)

**BOARD'S GOALS
FOR THE COLLEGE**
Accreditation
Finances
Communication
Search for Supt/Pres Accreditation: Dr. Helm reported that the Accreditation Site Visit has been scheduled for April 29-30. She thanked Dr. Kathleen Rose, Board Members, Patricia Donohue, Bill Freeman, and Lorena Moreno for reviewing the final document. She was pleased to report that, while due March 15, the final report was submitted early. She requested that the Board review the development calendar in the report and that they read the Article: *Introduction to the Brown Act*, which is the May reading assignment. At the request of Trustee Healy, beginning with the May board meeting, a portion of the meeting will be committed to reviewing board policies.

Finances: Dr. Helm reminded the Board that we started the year with a \$1.3 million budget deficit which was actually a \$2.3 million swing between anticipated income and expenses for fiscal year 2008. The difference grew to a negative \$3 million because of the anticipated overspending of Western Stage and the half million cut from the State. By some "almost miracle" it now appears that if we really hold on spending (and maybe hold our breath) we can close that 3 million gap and close the

year on June 30 at zero. This means that, for the first time in years, we would not have engaged in a deficit spending. In fact, we are currently projecting a 9.88% reserve versus 3-5% projected earlier. One unknown is the impact of the un-reconciled funds at Monterey County Office of Education. The worse case scenario would reduce the reserves to around 7% by June 30. Clearly, if the State cuts the community colleges by 10% all of our reserves would be gone. In that case, many other community colleges will be in the same situation in California. However, at this point, it appears that our reserves would enable us to pay our bills for 60-90 days should the legislature fail to pass the budget on time.

Dr. Helm thanked the Board and Barbara Yesnosky for their leadership and thanked staff including, Beverly Grova, Neil Ledford, Joe Welch, Joe DeRuosi, and Mike Thomas for bringing in grant funds to support food safety and construction programs.

Communication: Dr. Helm reported on the Party in the Library event scheduled on April 19, and urged the Board's participation. She also reported that she has been asked to participate in the Naval Post Graduate's 50 year Gala; that Hartnell's commencement is scheduled on June 6; that a presentation of the 2020 Vision Study was presented to Common Ground, SUBA, and other business leaders; that, she met with Sam Farr, agriculture leaders, Mayor Donohue, and other elected officials to meet the first ever UC Vice President for Agriculture and Natural Resources, Daniel Dooley. She pointed out that the 2020 Study has catapulted Hartnell College to the front of the parade with the business community. The faculty had a successful flex day on March 31 where they celebrated César Chavez, which included speaker, Bill Monning who spoke about the struggles of workers. The next scheduled flex day is April 22, 2008 – a tour of the agri-businesses in the valley – both flex days were planned and coordinated by faculty. In conclusion, Dr. Helm announced that the City of Salinas has officially named the week of April 7 as Hartnell College Nursing Week.

Search for Supt./President: Tamberly Petrovich provided an update on the search for the Superintendent/President stating that paper screening has started and is expected to end sometime next week. The scheduling of interviews is April 9. Tentative dates for interviews are mid-April. She also reported that the pool of applicants is robust.

Kari stated that a sub-committee of the Board will need be developed to interview questions. Along with Kari, Pat and Elia agreed to serve on the sub-committee. Kari also urged the entire Board to bring forth any questions.

CONSENT ACTION

On a motion by, Patricia Donohue, seconded by Kevin Healy, and unanimously carried, the Board moved to approve Consent Actions Items IV. B through IV. K.

Trustee Freeman asked to have further discussion on Action Item E, Lease Agreement with the United States Department of Agriculture – Alisal Campus Farmland, and Action Item F, Lease Agreement with University of California – Alisal Campus Farmland.

President Valdés asked to pull for a separate motion and vote Consent Action Item, A, Minutes of Regular Board Meeting of March 4, 2008, and asked for a separate motion and vote for added Consent Action Item J, Minutes of Regular Board Meeting of February 5, 2008.

MINUTES

- A. On a separate motion by Kari Lee Valdés, seconded by Lorena Moreno, and unanimously carried, the Board moved to approve the minutes as amended.

The minutes were revised to add the word, “unanimously” to the motion, Page 4, Consent Action. Also, under Consent Action, Item A, Minutes of Regular Meeting of March 4, 2008 a correction was made to show a 4 to 2 vote; both Trustee Gonzalez-Castro and Trustee Rice voted no.

**RATIFIED
DISBURSEMENTS**

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

**GRANT
APPLICATION –
CHANCELLORS
OFFICE**

- C. Ratified grant application – Chancellors Office, California Community Colleges Industry Driven Regional Collaborative. The grant award is \$400,816 over a two-year period.

**AGREEMENT WITH
BRIGHTROOM,
PROFESSIONAL
PHOTOGRAPHY**

- D. Approved agreement with Brightroom, a professional event photographer, to photograph 2008 graduates. Brightroom agreed to donate 15% of the gross proceeds from photo and product sales to the college for the Associated Students of Hartnell College to support their clubs and activities.

**LEASE AGREEMENT
USDA – AG
RESEARCH/
ALISAL CAMPUS**

- E. Approved the renewal lease agreement with the United States Department of Agriculture – Agricultural Research Station – (USDA) for approximately eight (8) acres of Alisal Campus farmland to be reduced to six (6) acres by July 1, 2008. The term of the lease is April 1, 2008 to June 30, 2008 for eight (8) acres and from July 1, 2008 to March 31, 2009 for six (6) acres with a six (6) month notification of cancellation or early termination.

Trustee Freeman asked why the college receives only \$1 for both of these lease agreements. Dr. Helm responded that the land is used for research and this year, the portion of land usage has decreased.

**LEASE AGREEMENT
UC – COOP
EXTENSION/
ALISAL CAMPUS**

- F. Approved the renewal lease agreement with the University of California Cooperative Extension – Monterey County Agricultural Station for 1.58 acres of Alisal Campus farmland. The term of the lease is one year, April 1, 2008 to June 30, 2008 for 2.5 acres, and from July 1, 2008 to March 31, 2009 for 1.58 acres with a six (6) month notification of cancellation or early termination.

**MOU MONTEREY
COUNTY –SOCIAL
AND EMPLOYMENT
SERVICES**

- G. Approved Memorandum of Understanding with the Monterey County Department of Social and Employment Services for the award of stipends to the Child Development Centers staff. Staff is eligible for a stipend of \$250-\$1,000 per person. The College will receive approximately \$6,028 from the Department of Social and Employment Services during the 2007-08 fiscal year.

**SVMH – CLINICAL
EXPERIENCE**

- H. Approved an on-going agreement between Hartnell College and Salinas Valley Memorial Hospital for Medical Laboratory Technician clinical experience and use of facilities effective March 4, 2008 with a six (6) month cancellation or early termination clause.

**PERSONNEL
ACTIONS**

- I. Ratified and/or approved current personnel actions as amended. (Appendix B).

**MINUTES OF
FEBRUARY 5, 2008
REGULAR BOARD
MEETING**

- J. On a motion by Kevin Healy, seconded by Patricia Donohue, and carried (4 to 1-Freeman), the Board moved to amend the minutes of February 5, 2008. The revision was to remove a statement from Page 5, Resolution 8:02, To Name East Campus, Alisal, and to Seek Center Status with Chancellors Office

There was discussion on whether or not Trustee Martinez made a statement at the February Regular Meeting or March Regular Meeting. The February meeting minutes were revised and approved to include the statement. However, the statement was made at the March meeting and is included in such minutes and the February minutes were revised to remove the statement.

ACTION ITEMS

BUDGET REVISIONS

- A. On a motion by Patricia Donohue, seconded by Elia Gonzalez-Castro, and on a roll-call vote of 5 to 0, the Board moved to approve budget revisions numbered 7409 to 7466.

Trustee Freeman asked about carry over money noted. Barbara Yesnosky responded that the carry over is Bond funds moved from 2006-07 to 2007-08 and that it was not generals funds.

**KING CITY
EDUCATIONAL/
FACILITIES
MASTER PLANS
AND
RESOLUTION 08:5,
KING CITY
EDUCATION
CENTER
EDUCATIONAL AND
FACILITIES
MASTER PLANS**

- B. On a motion by Kevin Healy, seconded by Elia Gonzalez-Castro, and on a roll-call vote of 5 to 0, the Board moved to accept the King City Education Center Educational and Facilities Master Plans and adopt Resolution 08:5, Regarding King City Education Center 2008-2011 Educational and Facilities Master Plans.

At a workshop earlier in the evening, Dr. Esteban Soriano presented to the Board and staff the King City Educational and Facilities Master Plans. Trustee Donohue thanked the staff for a great report and well thought-out plan. Dr. Helm stated that the plans were approved the faculty senate. Trustee Freeman asked about the increase of evening courses held at the Center, and in Greenfield and Soledad. (Appendix A)

**RESOLUTION 08:4,
ACCEPT AWARD OF
FUNDS**

- C. On a motion by Elia Gonzalez-Castro, seconded by Bill Freeman, and on a roll-call vote of 5 to 0, the Board moved to adopt Resolution 08:4, Accept Award of Funds for Instructional Materials and Supplies for the Child Development Center Preschool Program.

**AGREEMENT –
ENERGY SAVING
PROJECTS**

- D. On a motion by Patricia Donohue, seconded by Kevin Healy, and unanimously carried, the Board moved to approve an agreement with the Chancellors Office to complete ten (10) energy saving projects to be completed by December 31, 2008. These projects are supported by Bond Funds.

**C.S.E.A. SIDE
LETTER
AGREEMENT – NEW
CLASSIFICATION –
SENIOR
PROGRAMMER
ANALYST**

- E. On a motion by Gonzalez-Castro, seconded by Patricia Donohue, and unanimously carried, the Board moved to approve the Side Letter Agreement between Hartnell Community College District and California School Employees' Association, Chapter 470 and moved to approve subsequent related actions to create new classification of Senior Programmer Analyst and reclassify one employee. (Appendix C – Job Description)

**C.S.E.A. SIDE
LETTER
AGREEMENT –
REALLOCATE
SALARY RANGE –
PROGRAMMER
ANALYST**

F. On a motion by Patricia Donohue, seconded by Gonzalez-Castro, and unanimously carried, the Board moved to approve the Side Letter Agreement between Hartnell Community College District and California School Employees' Association, Chapter 470 to relocate salary range of the Programmer Analyst Classification, pending final negotiations and ratification by C. S. E A.

**C.S.E.A. SIDE
LETTER
AGREEMENT – NEW
CLASSIFICATION –
ADMINISTRATIVE/
HELP DESK**

G. On a motion by Gonzalez-Castro, seconded by Kevin Healy, and unanimously carried, the Board moved to approve the Side Letter Agreement between Hartnell Community College District and California School Employees' Association, Chapter 470 and moved to approve subsequent related actions to create new classification of Administrative/Help Desk and reclassify employee. (Appendix D – Job Description)

INFORMATION ITEMS

**FINANCIAL
STATEMENTS**

The Board received and accepted the financial statements for period ending February 29, 2008.

**STUDENT SENATE
REPORT**

Lorena Moreno, Student Senate President, reported on the college going green; the sustainability workshop; the established recycling centers; and the legislative conference in May. She also reported that the students are going room-to-room to recycle and to see what needs to be changed – Dr. Helm asked for a list of actions the college should take, including policy changes, and complimented the students who did a lot spring cleaning during Spring Recess.

**ACADEMIC SENATE
REPORT**

At the request of the Senate President, Kari Lee Valdés read aloud the Academic Senate Report. The César Chavez Flex Day was successful – Trustee Martinez did a wonderful job in providing a display of history; the Academic Senate Taskforce continues to meet; faculty are working on the role and responsibilities of the faculty chairs; and it is a great time at Hartnell College.

**CLASSIFIED
SENATE REPORT**

There was no report.

**PRESIDENT'S
REPORT**

Dr. Helm stated that she covered all items under the Board's Goals for the College.

**BOARD
COMMUNICATION**

Trustee Freeman reported that she participated in the march in celebration of César Chavez and stated it was a wonderful event.

Student Trustee Moreno thanked the Board of Trustees and Dr. Helm for all of their support. She also stated that the MESA program has reached out to high school students to participate in MESA next fall and have a bridge program in place for summer.

Trustee Gonzalez-Castro reported that, in collaboration with the Alisal Union School District, both Family Science Day and Earth Day are planned on April 24, 2008.

President Valdés informed the Board that, in accordance with the Board Development Plan, the Board's Self-Evaluation is due to the President's Office April 18. The results will be summarized and used for the goals workshop. If anyone has any questions, please let her know.

The Annual CCCT Board Elections are now in progress, and each Board member has received their ballot. Each of the nominees was read aloud and the Board decided on its selections. A ballot will be mailed out with the Board's decisions.

The Board accepted the nomination of August Scornaienchi as the 2008 Distinguished Alumnus for Hartnell College.

**FUTURE AGENDA
ITEMS**

Trustee Freeman requested a safety report and stated that he has ideas on how to increase enrollment.

NEXT MEETING

The next regular Board of Trustees Meeting is scheduled on May 6, 2008, 5:00 p.m., Hartnell Community College, Governing Board Room (CAB-112), 411 Central Avenue, Salinas.

ADJOURNMENT

President Valdés requested that the meeting be adjourned in honor of Dan Armstrong, director of quality-retail, Fresh Express who recently passed.

Upon motion by Elia Gonzalez-Castro, seconded by Patricia Donohue, and unanimously carried, the Board moved to adjourn the meeting at 8:09 p.m. in honor of Dan Armstrong, director of quality-retail, Fresh Express.

Kari Lee Valdés
Board of Trustees President

Phoebe K. Helm
Board Secretary

HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD WORKSHOP
CAPITAL BOND AND KING CITY EDUCATION CENTER
EDUCATIONAL AND FACILITIES MASTER PLANS

April 1, 2008

A workshop was held for the Board on the Capital Bond and the King City Educational and Facilities Plan at the King City Education Center, Room 210A.

PRESENT

Board of Trustees: Kari Lee Valdés, President
 Patricia Donohue, Vice-President
 Bill Freeman, Trustee (arrived at 4:58 p.m.)
 Elia Gonzalez-Castro, Trustee
 Kevin Healy, Trustee

ABSENT

John Martinez, Trustee
 Brad Rice, Trustee

ALSO PRESENT

Phoebe Helm, Interim Superintendent/President – Board Secretary

EDUCATIONAL AND FACILITIES MASTER PLANS

Dr. Esteban Soriano presented an overview of the Educational and Facilities Master Plans for the King City Education Center which he, Director Paulette Bumbalough, and King City Center staff developed. The Board has received a copy of the plan and will take action at its meeting this evening.

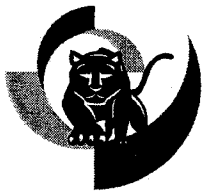
The plan addresses the importance of south county area, its growth, the context and trends of south county, and what residents and businesses want to see in south county. He also provided an overview of the plan's goals and the impact of the facilities master plan. See Attachment 1.

CAPITAL BOND



At the request of Trustee Healy, Damon Felice, Townsend Management, Inc. gave a presentation of the capital bond process. The college successfully passed a \$131 million bond (Measure H) in 2002. The funds have been allocated as follows: (1) additional classrooms and modernization, (2) health and safety upgrades, (3) energy efficient improvements, (4) site accessibility, safety and security; and (5) information technology and equipment. Five phases, mostly in three year cycles, have been developed and are considered living phases – projects are moved as feasible. At present, the college is in Phase II, which is expected to be completed in May 2009.

When a project is identified, a budget and schedule are established within the appropriate phase, a user group is formed, which is followed by requests for qualifications and proposals, and then the project is implemented. See Attachment 2.

The workshops concluded at 4:58 p.m.



**HARTNELL
COLLEGE**
Measure H Program Presentation
by
Townsend Management, Inc.
April 1, 2008




Bond Process: how we got here

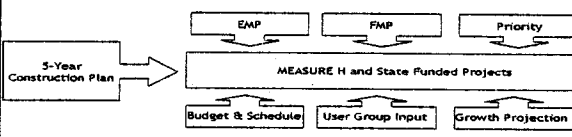


Program Management Plan: where we're going

Phasing: how we're going to get there

Next steps: what we're doing now

Questions






5-Year Construction Plan

EMP FMP Priority

MEASURE H and State Funded Projects

Budget & Schedule User Group Input Growth Projection





- How the bond funds were allocated:
 - Additional Classrooms and Modernization
 - Health and Safety Upgrades
 - Energy Efficiency Improvements
 - Sites; Site Accessibility, Safety and Security
 - Information Technology and Equipment

TMI



- Health and Safety Upgrades.....\$20,500,000
 - Renovate Science Building
 - Renovate Performing Arts Building
 - Remove asbestos and lead paint
 - Renovate and provide Americans with Disabilities Act access throughout campus

TMI



- Additional Classrooms and Modernization.....\$80,130,000
 - Renovate and remodel CAB
 - Replace library
 - Repair and reconstruct VoTech Building
 - Renovate and remodel VAF Building
 - Upgrade for efficiency College Center
 - Construct CALL Building
 - Remodel PE classrooms and laboratories
 - Complete the KCC
 - Complete the South County Education Center
 - Complete the Technical Training Facilities for East Campus
 - Construct health wellness center

TMI



• Energy Efficiency Improvements...\$6,200,000

- Replace energy systems, heating, ventilation and air conditioning systems and related utility systems

TMI



• Sites; Site Accessibility, Safety and Security.....\$13,970,000

- Improve pedestrian access routes across campus for safety
- Improve campus safety and security by adding exterior lighting
- Implement safety upgrades to relieve traffic flow and parking congestion
- Repair or replace outdated natural gas, water, sewer, storm drain systems
- Acquire property to expand student capacity

TMI



• Information Technology and Equipment.....\$10,200,000

- Upgrade electrical systems and wiring for computer technology and Internet access
- Upgrade and replace outdated technology equipment including computers, laboratory equipment and classroom furnishings

TMI



- Successful Measure H Bond in 2002
- Provide a phasing plan
- Provide detailed overall program budget
- Provide master schedule with all major milestones, including review by College and project user group

TMI



- PHASE I (June 2003 - May 2006)
 - Learning Resource Center \$27m*
 - Parking Structure \$22m
 - Phase I Infrastructure \$3m
 - Equipment Modernization \$630k
 - Misc. Construction \$15m*
 - TOTAL \$67.6m

* INCLUDES STATE FUNDS

TMI



- PHASE II (June 2006 - May 2009)
 - CALL Building \$16.5m*
 - CAT Building \$27m*
 - PA ADA Upgrade \$1.25m
 - NE Landscape Project \$1.5m
 - Equipment Modernization \$1m
 - Misc. Construction \$14m
 - TOTAL \$61.25m

* INCLUDES STATE FUNDS

TMI



• PHASE III (June 2009 - May 2012)

- Student Center Renovation	\$7.2m
- Science Building Renovation	\$19.5m*
- PE Renovation	\$2.5m
- Misc. Construction	\$9m
- TOTAL	\$38.2m

* INCLUDES STATE FUNDS

TMI



• PHASE IV/V (June 2012 - 2018)

- Alisal Campus Education Center	\$5m
- Property Acquisition	\$10m
- Equipment Modernization	\$6m
- Contingency	\$7m
- Signage	\$2m
- CAB Remodel	\$6.3m
- VAF Remodel	\$7m
- TOTAL	\$43.8m


* INCLUDES STATE FUNDS

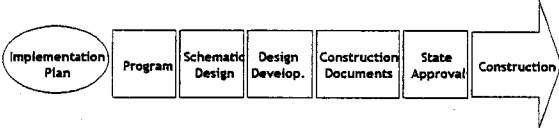
TMI



- Establish a budget and schedule on the applicable phase and then project by project
- Establish a user group
- RFQ/P for professional services (AOR, IOR, Special Inspector)
- Start implementing the plan...

TMI


 HARTNELL COLLEGE



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    graph LR
      A(Implementation Plan) --> B[Program]
      B --> C[Schematic Design]
      C --> D[Design Develop.]
      D --> E[Construction Documents]
      E --> F[State Approval]
      F --> G[Construction]
  
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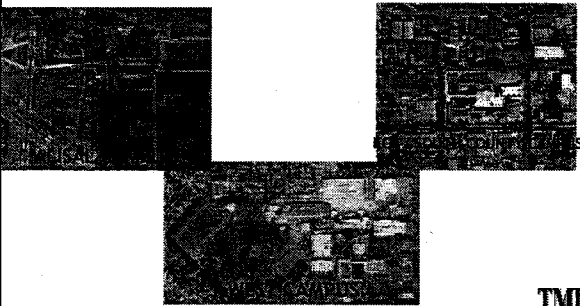
TMI

 HARTNELL COLLEGE

- Updated Education Master Plan
- Updated Facilities Master Plan
- 5-Year Construction Plan

TMI

 HARTNELL COLLEGE

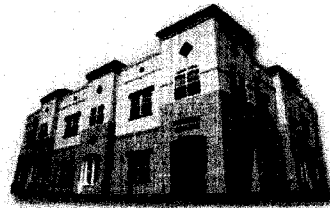


TMI



Questions and Answers

TMI



King City Education Center

**KCEC Educational & Facilities
Master Plan 2008:
4-01-08 Board Briefing**

KCEC E&FMP Board Briefing

● Rationale

- Importance of South County to District
- Growth of area
- Growth of center
- Achieving Center status

● Why Do a Plan

- Encourages collegiality
- Promotes innovation
- Creates shared vision
- Sets goals and actions
- Identifies resources
- Keeps eligibility for state bond and Measure H funding

KCEC E&FMP Board Briefing

- **Context/Trends**
 - 87K population today
 - 126K by 2020
 - High unemployment
 - High poverty
 - Higher HS dropout rates
 - Low ed attainment levels
 - Young population
 - 80+% Hispanic pop.
- **What People/Biz Want**
 - Skills training
 - ESL, basic skills
 - Local gen ed options
 - Convenient locations
 - Evening/weekend courses
 - Services to help students

KCEC E&FMP Board Briefing

- **EMP Goals**
 - **More general ed courses**
 - **Ability to get a degree with courses at KCEC**
 - **More credit/non credit**
 - **Hybrid courses**
 - **Science/lab capabilities**
 - **More off-center sites**
 - **Expanded student services**
 - **Full service center providing same educational experience**
- **FMP Impacts**
 - **Secure dedicated parking**
 - **Look for lecture venues**
 - **Look for lab facilities**
 - **Secure more off-center sites**
 - **Configure/add space for more student/academic and admin services (offices, bookstore)**
 - **Consider IPP and related funding strategies for expansion projects**
 - **Purchase KCEC with Measure H funds so District fully owns site**

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

I. Request to hire Short-Term employees

1. Approve Short-term Staffing Request:
 - a. Admissions and Records Technician, \$14.99/hr, Admissions and Records, provide extra help for assisting registration for Spring, Summer and Fall terms; as it is the first time Hartnell is accepting registration for three semesters at once, April 28 – June 30, 2008. Analysis of future staffing needs will be performed upon completion.

II. Classification and Compensation

1. Retitle Director of Nursing and Health Services Education classification to Assistant Dean/Director of Nursing and Health Services Education, effective March 5, 2008

III. Request for new position/change to existing position

1. Delete position allocations:
 - a. Delete allocation of grant funded classified position (#CC-63), due to lack of funds and lack of work, in Regional Health Occupational Resource Center (RHORC) effective June 30, 2008 as follows: Administrative Assistant, full-time (40 hours per week, 12 months per year) and issue notice of layoff to affected employee. This is a grant funded position and will have no impact on the general fund budget.
 - b. Delete allocation of grant funded management position (#A-26), due to lack of funds and lack of work, in Regional Health Occupational Resource Center (RHORC) effective June 30, 2008 as follows: Director - Regional Health Occupational Resource Center (RHORC). This is a grant funded position and will have no impact on the general fund budget.

IV. Retirements, Resignations, Releases and Leave Requests

2. Ratify resignation of regular personnel:
 - a. Nicolas Nestor, Counseling Data Technician, effective March 10, 2008.
3. Ratify retirement of regular academic personnel:
 - a. Patrick McCarty, Coach/Physical Education Instructor, effective June 6, 2008.
 - b. Dr. Stanley Crane, Speech Instructor, effective June 6, 2008.

V. Appointments

1. Ratify appointment of regular CSEA classified personnel:

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

- a. David Techaira, full-time, 40 hours per week, 12 months per year, Accounting Technician (#CC-16), Business Services, Step A, effective March 3, 2008. This action fills an existing vacant position.
 - b. Thuong Duong, full-time, 40 hours per week, 12 months per year, Multimedia Technician (#CC-124), Educational technology and Library Services, Step A, effective March 31, 2008. This action fills an existing vacant position.
 - c. David Fox, full-time, 40 hours per week, 12 months per year, Maintenance Specialist (#CL-9), Maintenance and Operations, Step A, effective April 1, 2008. This action fills an existing vacant position.
2. Ratify appointment of part-time instructors for Spring Semester 2008:
- a. Guy Agrati, Nursing, Vocational and Registered; Nursing and Health Services
 - b. Sharon Anderson, Counseling; Counseling Department
 - c. Jeff Arquero, Health Services, Nursing and Health Services
 - d. Barbara Bielas, Nursing, Vocational; Nursing and Health Services
 - e. Ronald Bird, Physics; Math and Science
 - f. Christopher Boyles, Physical Education
 - g. Susanne Burns, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
 - h. Fernando Cabrera, Spanish; Fine Arts/Language Arts/Social Sciences
 - i. Mary Davis, Nursing, Registered; Nursing and Health Services
 - j. Jovita Dominguez, Nursing; Nursing and Health Services
 - k. William Frisch, Speech; King City Education Center/Fine Arts/Language Arts/Social Sciences
 - l. Elvia Guzman-Garnica, Counseling; Counseling Department
 - m. William Jones, Nursing, Vocational; Nursing and Health Services
 - n. Robert Krochales Jr, Health Education, Physical Education
 - o. David Lau, English; Fine Arts/Language Arts/Social Sciences
 - p. Darren Lovecchio, Health Services, Nursing and Health Services
 - q. Ernest Mercuri, Political Science, King City Education Center/Fine Arts/Language Arts/Social Sciences

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

- r. Victor Morales, Auto Collision; Occupational Education
 - s. Jennifer Pagliaro, Art, Fine Arts/Language Arts/Social Sciences
 - t. Milena Strong, Nursing, Vocational; Nursing and Health Services
 - u. Donald Sullivan, Chemistry; Math and Science
 - v. Tracy Villanueva, Health Services; Nursing and Health Services
 - w. Noshir Wadia, Mathematics; Math and Science
3. Ratify appointment of short-term classified employees:
- a. Christine Huerta, Secretary, \$14.28/hr, Workforce and Community Development, February 7 – June 30, 2008. This or similar services will not be extended or needed on a continuing basis.
4. Ratify appointment of substitute classified employees:
- a. Jenny Calantas, Human Resources Technician, \$17.33/hr, Human Resources March 10 – May 10, 2008.
 - b. Thuong Duong, Multimedia Technician, \$21.62/hr, Library/AV Department, March 3 – March 28, 2008.
 - c. Serina Zuniga, Clerical Assistant, \$13.59/hr, Nursing and Health Services, January 2 – 31, 2008.
5. Ratify appointment of Professional Experts:
- a. Mariann Jimenez, to provide childcare activities that are age appropriate for potential and existing resource families, \$13.00/hr, Office for Instruction, March 11, 2008 – June 10, 2009.
 - b. Pam Murakami, to teach Pathways Hand Building With Clay Class, 40% of gross dependent upon enrollment, Workforce and Community Development, April 14, 2008 – August 15, 2010.
 - c. Sherrie Simmons, to provide supplemental instruction for Biology, \$11.92/hr, Academic Learning Center, January 28 – June 6, 2008.
 - d. Julia Mena, to teach CBEST and Teacher Classes, 40% of gross dependent upon enrollment, Workforce and Community Development, September 22, 2007 – August 15, 2008.
 - e. Miguel Zuniga, to provide supplemental instruction for Math, \$14.42/hr, Academic Learning Center, January 28 – June 6, 2008.

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

- f. Maria Mendoza, to provide translation services for teens attending Independent Living Program (ILP) classes, \$50.00/hr, Office for Instruction, January 11, 2008 – June 10, 2009.
- g. Kaelys Navario, to provide ROOTS Caregiver training, \$25.00/hr, Foster and Kinship Care Education, February 1 – June 10, 2008.
- h. Maria Ochoa, to provide supplemental instruction for ESL, \$14.42/hr, Academic Learning Center, January 28 – June 6, 2008.
- i. Sarah Reitmayer, to provide supplemental instruction for English, \$14.42/hr, Academic Learning Center, January 28 – June 6, 2008.
- j. Sara Ramon, to provide supplemental instruction for Math and Physics, \$14.42/hr, MESA/Math and Science, February 19 – June 6, 2008.
- k. Janice Spence-Sharpe, to provide resources to participates of Department of Social & Employment Services Contract recruitment activities throughout the county, \$22.00/hr, Office for Instruction, January 11, 2008 – June 10, 2009.
- l. Kimberly Batiste, to provide training for Independent Learning Program (ILP), \$45.00/hr, Independent Learning Program (ILP), February 1 – June 10, 2008.
- m. Susan Burnell, to assist with student safety at clinical site, \$47.86/hr, Nursing and Health Services, January 28 – June 6, 2008.
- n. Kim Khanh Vu, to provide supplemental instruction for Math, \$14.42/hr, Academic Learning Center, January 28 – June 6, 2008.
- o. Maxine Clark, to teach Cake Decorating class, 50% of gross dependent upon enrollment, Workforce and Community Development, February 25, 2008 – August 15, 2009.
- p. Shirley Millico, to provide ROOTS training, \$35.00/hr, Foster and Kinship Care Education, February 1 – June 10, 2008.
- q. Catherine Bruno, to provide emotional counseling to Hartnell students; to maintain appropriate records; to attend supervision sessions and committee meetings; and to provide student outreach, \$20.00/hr, Crisis Counseling Services, January 14, 2008 – January 13, 2010.
- r. Kiell Holmes, to interpret for deaf students in class, \$28.00/hr, Disabled Student Programs and Services, January 28, 2008 – June 30, 2010.
- s. Genoveva Jimenez, to provide childcare activities that are age appropriate for potential and existing resource families, \$13.00 – 16.00/hr, Office for Instruction, January 11, 2008 – June 10, 2009.
- t. Bree Nakashim, to provide Individualized Education Programs (IEP) training, \$45.00/hr, Foster and Kinship Care Education, February 1 – June 10, 2008.

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

6. Ratify appointment of student workers for Spring Semester 2008:
 - a. Yesmin Arevalo, Academic Learning Center, Student Worker I
 - b. Samantha Barnhouse, Academic Learning Center, Student Worker II
 - c. Deonna Barth, Math & Science, Student Worker I
 - d. Diana Camacho, High School Equivalency Program, Student Worker I
 - e. Jennifer Contreras, Child Development Center, Student Worker I
 - f. Miriam Juarez Hernandez, Admissions & Records, Student Worker I
 - g. Unduk Kang, Academic Learning Center, Student Worker II
 - h. Monica Lara, Child Development Center, Student Worker I
 - i. Raul Lopez, Maintenance & Operations, Student Worker I
 - j. Florence McAtee, Academic Learning Center, Student Worker II
 - k. Lauren McCallon, Academic Learning Center, Student Worker II
 - l. Marisol Mosqueda, Administrative Services Office, Student Worker I
 - m. Juan Ramirez, Academic Learning Center, Student Worker II
 - n. Melissa Rojas, Fine Art/Social Science/Language Arts, Student Worker I
 - o. Melissa Rojas, Academic Learning Center, Student Worker I
 - p. Bulmaro Romero, Cafeteria, Student Worker I
 - q. Toren Stoudt, Academic Learning Center, Student Worker II
 - r. Monica Uribe, Math & Science, Student Worker I
7. Ratify volunteers:
 - a. Juan Sandoval, Physical Education
 - b. Sierra Weese, Physical Education
 - c. Lyle Weese, Physical Education
 - d. Geronimo Volpini, Physical Education
 - e. Joe Marinello, Physical Education

VI. Special Projects and Stipends

1. Ratify Special Project Agreement Payments:
 - a. Guy Agrati, to attend mandatory meetings required by BRN, and to assist primary faculty in conducting Nursing Skills laboratory sessions/testing, provide oversight for practice sessions, act as proctor for testing sessions, January 28 – June 6, 2008, projected 62 hours @ \$49.78/hr, total not to

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

- exceed \$3,000.
- b. Jeff Aquero, to assist primary faculty in conducting EMT Skills laboratory sessions/testing, provide oversight for practice sessions, act as proctor for testing sessions, January 28 – June 6, 2008, projected 54 hours @ \$47.86/hr, total not to exceed \$2,584.44.
 - c. Barbara Bielas, to assist primary faculty in conducting Nursing Skills laboratory sessions/testing, provide oversight for practice sessions, act as proctor for testing sessions, January 28 – June 6, 2008, projected 62 hours @ \$47.86/hr, total not to exceed \$3,000.
 - d. Mary Davis, to assist primary faculty in conducting Nursing Skills laboratory sessions/testing, provide oversight for practice sessions, act as proctor for testing sessions, January 28 – June 6, 2008, projected 62 hours @ \$47.86/hr, total not to exceed \$3,000.
 - e. Mary Gustus, to assist primary faculty in conducting Nursing Skills laboratory sessions/testing, provide oversight for practice sessions, act as proctor for testing sessions, January 28 – June 6, 2008, projected 62 hours @ \$47.86/hr, total not to exceed \$3,000.
 - f. William Jones, to assist primary faculty in conducting Nursing Skills laboratory sessions/testing, provide oversight for practice sessions, act as proctor for testing sessions, January 28 – June 6, 2008, projected 62 hours @ \$47.86/hr, total not to exceed \$3,000.
 - g. Tracy Villanueva, to assist primary faculty in conducting EMT Skills laboratory sessions/testing, provide oversight for practice sessions, act as proctor for testing sessions, January 28 – June 6, 2008, projected 54 hours @ \$47.86/hr, total not to exceed \$2,584.44.
 - h. Eric Bosler, \$150, for revising the ART 3 course outline
 - i. Eric Bosler, \$150, for revising the ART 6A course outline
 - j. Eric Bosler, \$150, for revising the ART 6B course outline
 - k. Eric Bosler, \$150, for revising the ART 6C course outline
 - l. Maria Castillo, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
 - m. Carl Christensen, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
 - n. Carl Christensen, \$200, for attending the February 28, 2008 Curriculum Committee Extra Meeting
 - o. Leticia Contreras, \$400, for working as the Co-Principal Investigator for the National Science Foundation Scholarship Grant, March 15, 2007-

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

September 15, 2007

- p. LaVerne Cook, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
- q. LaVerne Cook, \$200, for attending the February 28, 2008 Curriculum Committee Extra Meeting
- r. Wayne Davis, \$150, for revising the COU 80 course outline
- s. Wayne Davis, \$150, for revising the COU 81 course outline
- t. Jeanne Hori-Garcia, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
- u. Jeanne Hori-Garcia, \$200, for attending the February 14, 2008 Curriculum Committee Extra Meeting
- v. Jeanne Hori-Garcia, \$200, for attending the February 28, 2008 Curriculum Committee Extra Meeting
- w. Jeanne Hori-Garcia, \$150, for revising the ECE 1 course outline
- x. Jeanne Hori-Garcia, \$150, for revising the ECE 2 course outline
- y. Jeanne Hori-Garcia, \$100, for revising the ECE 101 course outline
- z. Jeanne Hori-Garcia, \$150, for revising the FCS 14 course outline
- aa. Wanda Guibert, \$1500, for reading STAAR* essays for English Assessment from January 1 – March 31, 2008
- bb. Carol Kimbrough, \$150, for revising the PSY 22 course outline
- cc. Carol Kimbrough, \$150, for revising the PSY 33 course outline
- dd. Carol Kimbrough, \$150, for revising the SOC 5 course outline
- ee. Carol Kimbrough, \$150, for revising the SOC 41 course outline
- ff. Robert Maffei, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
- gg. Kathy Mendelsohn, \$200, for attending the December 13, 2007 Curriculum Committee Extra Meeting
- hh. Kathy Mendelsohn, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
- ii. Greg Perkins, \$150, for revising the MAT 4 course outline
- jj. Greg Perkins, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
- kk. Greg Perkins, \$200, for attending the February 14, 2008 Curriculum Committee Extra Meeting

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

- ll. Daniel Petersen, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
- mm. Daniel Petersen, \$200, for attending the February 14, 2008 Curriculum Committee Extra Meeting
- nn. Yvonne Reid, \$150, for revising the HED 1 course outline
- oo. Yvonne Reid, \$50, for revising the PE 1.180 course outline
- pp. Yvonne Reid, \$33, for revising the PE 1.204 course outline
- qq. Yvonne Reid, \$75, for revising the PE 3.530 course outline
- rr. Yvonne Reid, \$75, for revising the PE 3.531 course outline
- ss. Ann Riley, \$150, for revising the HIS 17A course outline
- tt. Ann Riley, \$150, for revising the HIS 17B course outline
- uu. Ann Riley, \$150, for revising the HIS 46A course outline
- vv. Ann Riley, \$150, for revising the HIS 46B course outline
- ww. Ann Riley, \$150, for revising the HIS 49A course outline
- xx. Ann Riley, \$150, for revising the HIS 49B course outline
- yy. Jorge Sanchez, \$150, for revising the ANT 2 course outline
- zz. Jorge Sanchez, \$150, for revising the ANT 3 course outline
- aaa. Jorge Sanchez, \$150, for revising the ANT 15 course outline
- bbb. Gary Smith, \$150, for revising the ART 50 course outline
- ccc. Gary Smith, \$150, for revising the ART 51 course outline
- ddd. Gary Smith, \$100, for revising the ART 150 course outline
- eee. Melissa Stave, \$50, for revising the PE 1.146 course outline
- fff. Melissa Stave, \$33, for revising the PE 1.204 course outline
- ggg. John Sword, \$900, for working as the Principal Investigator for the National Science Foundation Scholarship Grant, March 15, 2007-September 15, 2007
- hhh. MaryAnn Toney, \$100, for revising the PE 1.170 course outline
- iii. MaryAnn Toney, \$100, for revising the PE 1.171 course outline
- jjj. MaryAnn Toney, \$100, for revising the PE 1.172 course outline
- kkk. MaryAnn Toney, \$150, for revising the PE 1.198 course outline
- lll. MaryAnn Toney, \$34, for revising the PE 1.204 course outline
- mmm. Joe Welch, \$400, for working as the Co-Principal Investigator for the

APPENDIX B

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR
RATIFIED AT THE APRIL 1, 2008 BOARD OF TRUSTEES REGULAR MEETING:

National Science Foundation Scholarship Grant, March 15, 2007-
September 15, 2007

HARTNELL COMMUNITY COLLEGE DISTRICT

APPENDIX C

CLASS TITLE: SENIOR PROGRAMMER ANALYST

BASIC FUNCTION:

Under the direction of the Associate Vice President of Educational Technology and Library Services, in addition to the functions performed by a Programmer Analyst, serve as a project leader for assigned projects; perform multi-tiered programming; perform system administration on the college's integrated information system; support related third party software maintenance and integration; train and provide technical assistance to other programming staff.

REPRESENTATIVE DUTIES:

Perform the duties of a Programmer Analyst

Plan, organize and schedule projects and work assignments; train and provide work direction to other programming staff.

Serve as a project leader for assigned projects; coordinate with software vendors to develop software to enhance established functions.

Perform system level studies of IDEs (Integrated Development Environments) to determine appropriate IDEs.

Oversee and install software changes/patches and customizations.

Consult with users to determine systems and program requirements and objectives and to identify and resolve problems in existing programs and systems.

Provide information necessary to produce systems and program documentation and procedures.

Troubleshoot problems with hardware, software and networks and assist in resolutions.

Coordinate with the District and other colleges to implement functional and procedural changes in assigned systems.

Write, debug, test and document various programs, assigned languages, databases, data warehouses and utilities.

Prepare reports and documentation on inputs, outputs, database, and document control methods.

Coordinate problem resolutions and training with vendors.

Plan for business continuity, security, and disaster recovery.

Use higher programming languages to write and modify programs, system and databases to meet design specifications; test and debug programs as necessary.

Troubleshoot problems with hardware, system and application software and networks and assist in resolutions.

Perform related duties as assigned.

SENIOR PROGRAMMER ANALYST - Continued

KNOWLEDGE AND ABILITIES:

All of the knowledge and abilities required of a Programmer Analyst and the following.

KNOWLEDGE OF:

Designated programming/database/system interfaces and languages and how they are used and inter-relate within the current web, Tomcat, DMI, Uniobjects and Datatel environments.

Principles and techniques of systems and programming work including analysis, design, documentation and project management.

Research and analysis techniques as related to computer programming and system integration.

Techniques of testing and debugging computer programs.

Operation, capabilities and limitations of computer equipment.

Principles of training and providing work direction to others.

Principles and techniques of systems and programming work including research, analysis, design and documentation.

Techniques in disaster recovery, network and database security.

ABILITY TO:

Serve as a project leader for assigned projects and provide work direction and technical assistance to programming staff.

Teach programming staff related to new programs and systems.

Use standardized, multi-tiered programming languages.

Analyze user needs and develop effective systems and programs.

Map workflows.

Perform programming duties in the development of computer applications and maintenance of existing programs and systems.

Demonstrate capability to integrate system development across platforms, languages, databases and networks.

Design, code, compile and implement structured computer programs.

Test, debug and document programs.

Meet schedules and time lines.

Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

SENIOR PROGRAMMER ANALYST - Continued

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in computer science or related field and two years of computer programming/system maintenance experience on a relational database system (such as Oracle). Experience beyond two years may be applied toward the education requirement on a two years experience for one year of coursework basis.

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: April 2008

CLASS DATA

EEO Category:

Bargaining/EE Unit: CSEA

FLSA: Eligible

HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE/HELP DESK ASSISTANT

BASIC FUNCTION:

Under the direction of a the Associate Vice President of Educational Technology and Library Services,, perform a wide variety of secretarial and clerical duties; relieve the Director of a variety of administrative details; serve as the first point of contact for troubleshooting and triaging computer and telephone trouble reports..

REPRESENTATIVE DUTIES:

Perform secretarial, clerical duties for Associate VP and other staff who report to the Associate VP, relieving them of a variety of clerical and routine administrative duties. *E*

Receive Help Desk calls/emails from users; assist users in identifying and determining source of computer and/or telephone hardware or software problem; research possible cause and recommend/suggest solution; maintain database of work orders, route work orders to appropriate technician, prepare related reports. *E*

Receive, respond to and/or refer inquires, complaints and concerns from College employees and others regarding a variety of information services issues; serve as a liaison between the Associate VP and staff, students, the public or other District or campus officials. *E*

Develop, type, copy and distribute, forms, letters, reports, memoranda or other correspondence. *E*

Arrange and schedule a variety of meetings and conferences; prepare agendas, take minutes of meetings; prepare and distribute copies of minutes as appropriate. *E*

Maintain budget balances; monitor expenditures of funds, prepare and process expenditure transfers and purchase requisitions; maintain budget records and files; gather and compile information for use in budget projections. *E*

Receive quotes from vendors and maintain equipment price lists.

Develop and update reference sheets to assist with troubleshooting. *E*

Make reservations and travel arrangements; process a variety of travel and expense forms. *E*

Take notes for letters and prepare letters and other material of a confidential or sensitive nature as needed. *E*

Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. *E*

Compose correspondence; report information in person or by telephone where judgment, knowledge and interpretation of policies may be necessary. *E*

Collect and compile statistical and financial data and other information for inclusion into special and periodic reports; revise schedules, reports, records, and other information as necessary. *E*

Provide information and assistance in person or on the telephone on a variety of department matters; answer routine questions and respond to requests for information in person or by enclosing materials or sending form letters. *E*

Collect, open and distribute mail; identify and refer matters to staff member in order of priority. *E*

Receive visitors, schedule appointments, screen visitors and phone calls and refer to appropriate staff members. *E*

Receive, review, and disseminate informational emails from various departments to campus wide email users.

Review computer/telephone account requests for completeness; route to appropriate technician for creation of accounts; inform users when accounts created; maintain records and files. *E*

Order and maintain office supplies; schedule maintenance and repair of equipment. *E*

Train, provide work direction and guidance to others as assigned. *E*

Operate a variety of office machines and equipment including typewriters, computers and copy machines. *E*

Coordinate the duplication and distribution of a variety of materials; establish and maintain files. *E*

Operate a computer to enter and retrieve data, maintain records and generate reports; utilize word processing, spreadsheet, data base and other software required by position. *E*

Establish and maintain positive staff and public relations image. *E*

Disseminate information and schedules to staff as necessary to assure effective coordination of department or program functions. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization, policies and rules of assigned department or program.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Computer terminology/technical aspects of troubleshooting.
- Common personal computer applications and operating systems.
- District organization, operations, policies and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Code.
- Technical aspects of assigned department or program.

ABILITY TO:

- Perform responsible secretarial and clerical work of average difficulty with speed and accuracy.
- Type at 55 net words per minute from clear copy.
- Learn and apply the rules and regulations of the AIS department.
- Interpret and convey information systems terms to end users.
- Learn and apply District policies, rules and regulations.
- Work with minimal supervision and make valid judgment decisions whenever appropriate.
- Meet deadlines and timelines and work on multiple projects efficiently with constant interruptions.
- Prepare, log, maintain, and evaluate Help Desk/work orders database.
- Operate a variety of office equipment such as typewriter, computer, calculators and copiers.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by courses in secretarial skills and computer applications and operating systems and three years of increasingly responsible secretarial and clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or reaching to retrieve and file records.

CLASS HISTORY

Established: March 2008

CLASS DATA

EEO Category:
Bargaining/EE Unit: CSEA
FLSA: Eligible