

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT REGULAR MEETING OF THE BOARD OF TRUSTEES

August 7, 2007

CALL TO ORDER The Regular Meeting of the Board of Trustees of Hartnell Community College District was called to order in the Board Room at 4:01 p.m., by Board President Aaron Johnson.

PRESENT Board of Trustees: Aaron Johnson, President; Berna Maya, Vice-President; Bill Freeman, Kari Lee Valdés, Dr. Phoebe Helm, Interim Superintendent/President and Board of Trustees Secretary

**ARRIVING AFTER
CALL OF ORDER** John Martinez arrived at 4:30 p.m.

ALSO PRESENT Student Trustee: Lorena Moreno

ABSENT Brad Rice

**ADOPT AMENDED
AGENDA** On a motion by Kari Lee Valdés, seconded by Bill Freeman, and unanimously carried, the Board moved to adopt the amended agenda with a revision on Consent Action Item 16, Personnel Matters.

**PUBLIC COMMENT
ON CLOSED SESSION
ITEMS** There were no public comments on Closed Session Items.

CLOSED SESSION The Board Members, Phoebe K. Helm, Interim Superintendent/ President, and Tamberly Petrovich adjourned to Closed Session at 4:06 p.m. to consider legal, personnel, labor, and/or contract matters authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.

OPEN SESSION Board President, Aaron Johnson reconvened the meeting at 5:22 p.m.

PRESENT In addition to those present at the Call to Order, were the following:

Management Staff: Celia Barberena, Vice President, Student Services; Larry Carrier, Vice President, Administrative Services; Allan Hoffman, Vice President, Instruction; Tamberly Petrovich, Director, Human Resources/Equal Employment Opportunity

Academic Senate: Jennifer Lagier Fellguth, President

Hartnell College Faculty Association: Melissa Stave, 1st Vice President

Classified Senate: Langston Johnson, Senator

C.S.E.A.: Margie Wiebusch, President

Student Senate: Lorena Moreno, President

The Pledge of Allegiance was recited.

**REPORT OUT FROM
CLOSED SESSION**

Board President, Aaron Johnson reported out the following closed session items.

Side-by-Side Agreement

On a motion by Kari Lee Valdés, seconded by Bill Freeman and unanimously carried, the Board approved a side-by-side, non-precedent agreement which enables faculty to receive to review and update all programs, including course outlines and student learning outcomes to meet accreditation standards and deadlines.

Interim Travel Expenses – Transitional Costs

On a motion by Berna Maya, seconded by Kari Lee Valdés, and unanimously carried, the Board approved all interim candidates travel expenses not to exceed \$1500.

On a motion by Berna Maya, seconded by Kari Lee Valdés, and unanimously carried, the Board approved documented transitional costs for Phoebe Helm, Interim Superintendent/President.

Personal Service Contracts

On a motion by Bill Freeman, seconded by Berna Maya, and unanimously carried, the Board authorized the Superintendent/President to establish a personal service contract with Esteban Soriano for district and college assessment and planning not to exceed \$200,000.

On a motion by Kari Lee Valdés, seconded by Bill Freeman, and unanimously carried, the Board moved to ratify a 90 day notice to Maas Companies pursuant to Article 6 Term and Cancellation.

On a motion by Bill Freeman, seconded by Berna Maya, and unanimously carried the Board approved to establish a personal service contract with Leon Baradet to present shared governance workshops for the Board and College leadership groups.

PUBLIC COMMENTS

Susan Sanchez, student, expressed concerns regarding the services available to evening students. She stated that evening students are not afforded the same opportunities as day students in relation to student government participation.

Bill Milward, student, thanked Dr. Helm for changes and offered data that he has collected regarding course offerings in comparison with the College catalogue.

Ruby Renteira, student intern funded by CSUMB and Hartnell College for research at the USDA/ARS, spoke about her studies at the USDA. She thanked her mentor, Dr. Carolee Bull, Plant Pathologist, USDA and Kelly Locke, Hartnell College instructor, for their dedication to the program. Ruby plans on furthering her studies this fall at Sacramento State in plant pathology.

Dr. Carolee Bull stated that the program currently has 18 Hartnell College students, three of which are participating in an in-depth mentorship. She further mentioned that Ruby received commendation from the City of Salinas for her studies at the USDA.

**PRESENTATIONS
AND REPORTS**

**Bond Oversight
Committee**

Damon Felice, Townsend Management, Inc. provided the Board an update on construction projects. At present, the production piling for the CALL building will be completed in September. The Performing Arts building will be ADA compliant by June 2008. Currently, working drawings are being developed for the northeast landscape project as well as the student center. The marquee sign, as well as 4 directional signs, will be completed within four to six weeks. Fundraising efforts are underway for the athletic fields, and the East Campus facility plans will be submitted to the State Department next week.

Trustee Martinez asked when the Board might see plans for the East Campus facility. Damon responded that Board Members are invited to any user meeting or Bond Oversight Committee meeting. The next Bond Oversight Committee is Wednesday, August 8, 2007, 3:00 p.m., Board Room.

- CONSENT ACTION** On a motion by Berna Maya, seconded by Kari Lee Valdés and unanimously carried, the Board moved to approve Consent Action Items 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 16 as presented. Consent Action Items, 2 and 7 were pulled for further discussion. Consent Action Item 15 was pulled for further clarification of title.
- MINUTES** 1. The July 10, 2007 Governing Board Minutes are not available at this time.
- RATIFIED DISBURSEMENTS** 2. Ratified disbursements from college accounts: General Cafeteria, Child Development, Capital Outlay Restricted, Property Acquisition Restricted and Deferred Maintenance Funds, Revolving, Bookstore, Scholarship & Loan, Athletic, Associated Student Body. While approved, this item was pulled for further discussion. Trustee Freeman thanked Dr. Helm and Larry Carrier for providing the Board with a breakdown of legal fees. He further requested that this information be provided to the Board on a regular basis. Dr. Helm responded that she has no objection providing this information; however, would need to check with staff regarding format.
- MOU HARTNELL/ FIRST 5 MONTEREY COUNTY** 3. Approved the Memorandum of Understanding between First 5 Monterey County and the Hartnell College Child Development Center for fiscal year 2007-08 to conduct developmental screenings and assessments of the children served, and for making referrals to appropriate agencies.
- CDC PARENT GUIDE** 4. Approved Hartnell College Child Development Center 2007-08 Parent Guide. The California State Department of Education, Child Development Division requires that the Governing Board review and approve annually program policies and procedures presented in the Child Development Center Parent Guide.
- CDC SELF-EVALUATION 2006-07** 5. Ratified the Hartnell College Child Development Center Self-Evaluation Report for FY 2006-07. The California State Department of Education, Child Development Division, funding source for the Hartnell College Child Development Center, requires the Governing Board review and approve the Child Development Center Self-Evaluation Report.
- MOU HARTNELL/ SOLEDAD GEARUP PROGRAM** 6. Approved the Memorandum of Understanding between Hartnell College and Soledad Unified School District for GEAR UP Program to provide programming and support intended to create and maintain a college-going culture to 1100 students, their families, and the faculty at the Main Street Middle School and Soledad High School.
- CURRICULUM COMMITTEE ACTIONS** 7. Approved Curriculum Committee actions from February 2007 through May 2007. While approved, the Board pulled this item for further discussion on courses that were deleted or moved to inactive status. Curriculum Chair, Kathy Mendelsohn was present and helped clarify and answer questions from the Board.
- RE-APPOINTMENT BOND OVERSIGHT COMMITTEE** 8. Re-appointed Javier Aldape and Donald Young to the Independent Citizens Bond Oversight Committee for an additional two years, 2007-2009.
- CONTRACT- M. J. JOHNSON FOR 2007-2009** 9. Approved agreement with M. J. Johnson, Consultant for grant writing services for 2007-2009 not to exceed \$45,000 per fiscal year
- SURPLUS PROPERTY** 10. Declared property as surplus and authorize disposal by the Administration as agreed.
1. Sell or transfer items to other not for profit public agencies (pursuant to Article 9, Sections 81452(a) and (c) of the Education Code)
 2. Dispose of property that is of insufficient value to defray the costs of arranging a sale (pursuant to Article 9, Section 81452(c) of the Education Code)
- e-COLLEGE MANAGEMENT LICENSE** 11. Approved the Contract with e-College for on-line course software management licenses for the next three years. Funds in the amount of \$114,000 will be provided from block grant and PFE funding.

**HMH ENGINEERING
CONTRACT**

12. Ratified Professional Services Contract with HMH Engineering for the P.E. Renovation Project. This project includes a topographical survey, site utility survey, and site boundary survey for the baseball, softball soccer, track, and football fields. The total cost for this professional service contract is \$36,000. Funding will be from Measure H bond funds.

**HOSPITAL COUNCIL/
MLT DIRECTOR
CONTRACT**

13. Approved contract with Hospital Council of Northern and Central California to accept funding for Medical Laboratory Technician Program Director in the amount of \$97,850 per year for the next three years.

**MLT PROGRAM-
SUSPEND ENROLLMENT
1st YEAR STUDENTS**

14. Approved suspension of enrollment for admitting first year students in the Hartnell College Medical Laboratory Technician Program in order to conduct a program review as required by the Discontinuance Process.

**REVISED BOARD
POLICY 1055 – FIRST
READING**

15. A correction to the title of this item was made to include a process for sanctions. The Board approved First Reading of Revision of Board Policy 1055, Ethical Conduct of Governing Board Members including a Process for Sanctions as recommended by the Western Association of Schools and Colleges.

PERSONNEL MATTERS

16. Ratified and/or Approved personnel actions as listed below:

I. Retirements, Resignations, Releases and Leave Requests

1. Ratified resignations of regular personnel:

- a. Resignation of Sara Alewine, Payroll Specialist, Business Services, effective August 8, 2007.
- b. Resignation of Otis O’Neal, Electronics/Video Technician, Educational Technologies & Library Services, effective July 31, 2007.
- c. Resignation of Jesus Ochoa Villicana, Instructional Specialist, Academic Learning Center, effective August 20, 2007.

2. Approved leave request:

- a. Request for extended leave of absence for Maria Michaels, ESL Instructor, Fine Arts/Language Arts/Social Sciences. Ms. Michaels was granted an unpaid leave of absence for Spring 2007 semester. Ms. Michaels requests an additional unpaid leave of absence for Fall 2007 semester, in accordance with the Education Code, laws of the State of California and Federal laws which govern pregnancy and family leave.

II. Classification and Compensation

1. Deleted obsolete Management Classification as follows:

- a. Bookstore Manager

III. Request for new position/change to existing position

1. Deleted position allocation:

- a. Delete allocation for vacant regular position (#A-11) in the Bookstore as follows: Bookstore Manager, full-time Management position. This position was recently vacated by the incumbent who was promoted to another position. Follett will now fill the Bookstore Manager position with a Follett employee.

IV. Request to hire Short-Term employees

1. Approved Short-term Staffing Requests:

- a. Data Entry, for approximately 40 hours, Business Services, to provide data entry services to establish grant information database, August 8 - 31, 2007. This or similar services will not be extended or needed on a continuing basis.

V. Appointments

1. Ratified appointment of regular classified personnel:

- a. Part-time, 30 hours per week, 12 months per year, Secretary (#CC-149), High School Equivalency Program, Step A, effective July 23, 2007. This action refills an existing vacant position. *Susan Rosales-Nava*

- b. Full-time, 40 hours per week, 12 months per year, Administrative Assistant (#CC-143), Nursing & Health Services, Step C, effective July 16, 2007. This action refills an existing vacant position. **Valerie Berthiaume**
2. Approved appointment of regular academic personnel:
 - a. Full-time, tenure-track, RN/LVN Instructor (#F-101), Nursing and Health Education, Column B, Step 13, effective August 17, 2007. **Mary Young**
3. Ratified appointment of short-term classified employees:
 - a. Library Technician, \$15.05/hr, Educational Technologies & Library Services, June 8 – June 30, 2007. This or similar services will not be extended or needed on a continuing basis. **Evette Torres**
 - b. Senior Library Technician, \$15.80/hr, Educational Technologies & Library Services, June 6 – June 30, 2007. This or similar services will not be extended or needed on a continuing basis. **Senetra Harris**
 - c. Computer/Telephone Technician, \$21.70/hr, Educational Technology & Library Services, June 6 – June 15, 2007. This or similar services will not be extended or needed on a continuing basis. **Nathan Swearingen**
4. Ratified appointment of substitute classified employees:
 - a. Administrative Assistant, \$14.35/hr, Academic Learning Center & Distance Education, July 2 – August 30, 2007. **Maria DeLeon**
 - b. Custodian, \$12.30/hr, Maintenance, intermittently between July 1, 2007 – June 30, 2008. **Jose Aguilar**
 - c. Custodian, \$12.30/hr, Maintenance, intermittently between July 1, 2007 – June 30, 2008. **Salome Gaitan**
5. Ratified appointment of Professional Experts:
 - a. To provide child care and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00- \$16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009. **Gloria Stephens**
 - b. To supervise Summer Health Institute students in the Nursing Skills Lab, \$15.00/hr, Regional Health Occupational Resource Center, June 25 – June 29, 2007. **Amanda Della Mora**

VI. Special Projects and Stipends

1. Ratified Special Project Agreements and/or Payments:
 - a. Guy Agrati, to provide skills lab instruction and oversight to students; assist faculty of record in conducting classes, June 18 – July 13, 2007, projected 25.5 hours @ \$56.51/hr, total not to exceed \$1,441.
 - b. Mary Cousineau, to provide skills lab instruction and oversight to students; assist faculty of record in conducting classes, June 18 – July 13, 2007, projected 9 hours @ \$56.51/hr, total not to exceed \$508.59.
 - c. Nancy Schur, to provide skills lab instruction and oversight to students and to present theory lectures; assist faculty of record in conducting classes, June 18 – July 13, 2007, projected 4 hours lecture @ \$61.43/hr and 54 hours lab @\$56.61/hr, total not to exceed \$3,297.26.
 - d. Janeen Whitmore, to provide skills lab instruction and oversight to students; assist faculty of record in conducting classes, June 18 – July 13, 2007, projected 13.5 hours @ \$56.51/hr, total not to exceed \$762.89.

ADMINISTRATIVE SERVICES

BUDGET REVISIONS

On a roll call vote and unanimously carried, the Board moved to approve Budget Revisions numbered 7099 to 7126.

RESOLUTION 7:11

On a roll call vote and unanimously carried, the Board approved Resolution No. 7:11 certifying acceptance of funds and approving the contract from State Department of Education for the Child Development Center facilities renovation and repair lottery. An award of \$18,623 will be reimbursed to the College.

RESOLUTION 7:12 On a roll call vote and unanimously carried, the Board approved Resolution No. 7:12 to establish two cash funds for use at the Hartnell College Education Center which will initiate and maintain efficient working conditions and better serve students.

INFORMATION ITEMS

FINANCIAL STATEMENTS None were received

AUDIT REPORT AND FINDINGS Dr. Helm provided an oral report regarding repeated audit findings in relation to grant funded salaries and the keeping of time and activity logs. Dr. Helm has directed the administration to ensure time and activity logs accompany all timecards paid by grant funding. It is expected that this process should be cleaned up by next year.

STUDENT SENATE REPORT Lorena Moreno, Student Senate President and Student Trustee distributed the Associated Student Body Short and Long Term Goals for 2007-2008. She further announced that the Senate is coordinating a welcoming of students for fall.

ACADEMIC SENATE REPORT Dr. Jennifer Lagier Fellguth, Academic Senate President reported that the Senate has been working on revamping their webpage; identifying vacancies on shared governance committees; orientation of new senators; working with the classified senate and union on a shared governance workshop, and revising the shared governance handbook.

CLASSIFIED SENATE REPORT Langston Johnson, Classified Senate Senator reported that the Senate had its first meeting with newly elected senators on July 26, 2007; working with others on a shared governance workshop and looked forward to renewed institutional involvement.

PRESIDENT’S REPORT Dr. Helm commended Ruby Renteira, Dr. Carolee Bull for their presentation and acknowledged Dr. Kelly Locke for her efforts on the USDA internship program.

She also thanked Beverly Grova and John Bosio for organizing the construction trade breakfast and reported that the construction program is being further developed.

She spoke of the CHISPA Open House of which she attended and commended Ben Turner, the students and other partners in this project.

She reported on two of the Board’s four goals (Accreditation; Finances; Communication; New President) and asked that the goals become a standing item under Presentations and Reports.

Goal 1: Accreditation – with the Board’s approval of faculty stipends for the revising and updating course curriculum, and the approval of Consultant, Esteban Soriano, and Leon Baradet, the Board and College are on target to meet this goal.

Goal 2: Finances – Summer 2007 FTEs enrollment was up by 3% and the Fall 07 enrollments are up 8.8% compared to the same date last year. The goal is to achieve a balanced budget and begin restoring reserves.

The Board has completed two workshops: 1) on goal setting and 2) ethics and processes for sanctions and has approved the development of a third on shared governance.

Dr. Helm informed the Board that a written response to Trustee Freeman’s request for information on the Student Ambassador Program and Science Fairs is available in their mail packet. His request regarding library cards for high school students will be ready next month.

She asked that standing reports of Senates, Superintendent/President and the Bond Oversight Committee Report be presented in written form so that they can be posted on the College website after the Board Meeting.

Dr. Helm invited the Board to Fall Convocation scheduled on August 20th. The day’s events begin at 7:45 a.m. with light refreshments and BBQ lunch at 11:30 a.m.

In closing, she reminded the Board to contact Lucy to sign up for the Ethics Certification compliance training on September 6 or September 12, 2-5 p.m., PAF125.

**BOARD
COMMUNICATION**

Trustee Freeman stated that he appreciated all of the positive energy and thanked Ruby Renteira for her presentation.

Trustee Valdés reported that she participated in a two-day food safety course; she suggested students be given an incentive for recycling; as a member of the Western Stage Auxiliary Board, she commended Dr. Kathleen Rose on her presentation regarding accreditation; she solicited support for the September 13 Mixer and September 15 Gala Event sponsored by the Western Stage Auxiliary Board; and stated she is pleased the board agenda and packet are available online.

Trustee Martinez reported he is pleased that the construction industry is developing partnership with Hartnell College. He further stated this concept (partnerships) has been in place with Salinas Valley Memorial Healthcare System for some time. He hopes that other industries will come forward with their support. In addition, he thanked student Susan Sanchez for sharing her concerns regarding evening students and the services available at Hartnell College.

Trustee Maya thanked Ruby Renteira for her fine presentation and thanked Dr. Helm for allowing Ruby to present.

Chairman Johnson reported that after much consideration, he has decided not to run for re-election for the Hartnell College Trustee to represent District 3.

**HUMAN RESOURCES
AND EQUAL
EMPLOYMENT
OPPORTUNITY**

None

**FUTURE AGENDA
ITEMS**

Trustee Freeman asked for additional information on evening students and the services available. Dr. Helm will extend that to include Saturdays and other sites.

Trustee Valdés requested a presentation on the Western Stage performances and partnerships with the College.

Trustee Valdés inquired about a meet and greet for potential board member candidates. Dr. Helm responded that she is working with the senates/unions to plan a public forum for candidates.

NEXT MEETING

The next Board of Trustees Meeting is scheduled for September 11, 2007, 4:00 p.m. in the Hartnell College Board Room, 156 Homestead Avenue, Salinas, CA.

ADJOURNMENT

On motion of Bill Freeman, seconded by Kari Lee Valdés and unanimously carried, the meeting was adjourned at 7:30 p.m.

Aaron Johnson
Board of Trustees President

Dr. Phoebe K. Helm
Interim Superintendent/President; Secretary
Board of Trustees