

Adopted (Revised)

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

June 3, 2008

**OPEN SESSION  
CALL TO ORDER** The Regular Meeting of the Board of Trustees of Hartnell Community College District was called to order at Hartnell College Governing Board Room (CAB-112) at 5:00 p.m., by Board President, Kari Lee Valdés.

**PRESENT** Board of Trustees  
Kari Lee Valdés, President  
Patricia Donohue, Vice-President  
Bill Freeman, Trustee (arrived at 5:02 p.m.)  
Elia Gonzalez-Castro, Trustee  
Brad Rice, Trustee

**ABSENT** Kevin Healy, Trustee  
John Martinez, Trustee

**ALSO PRESENT** Phoebe Helm, Interim Superintendent/President – Board Secretary  
Lorena Moreno, Student Trustee  
Armando Cortes, Incoming (2008-2009) Student Trustee

**ADOPT AMENDED  
AGENDA** Upon motion by Brad Rice, seconded by Patricia Donohue, and unanimously carried the Board moved to adopt the agenda as amended.

Consent Action Item IV.G., Out-of-Country Travel – the Board received a revised cover sheet that included all participants. Specific to the agenda, under Consent Action Item IV.H., Curriculum Committee Actions, the correct dates are April 3, 2008 to May 15, 2008. Lastly, a revised supplement to (HR-1 job description) Action Item V.E., Approve New Management Classifications, was given to the Board.

**PUBLIC COMMENT  
ON CLOSED  
SESSION ITEMS** Tony Anderson, Counselor, addressed the decision not to grant him tenure.  
Ron Waddy, English faculty, addressed the presidential search process.

**CLOSED SESSION** The Board Members, Dr. Phoebe Helm, Interim Superintendent/President adjourned to Closed Session at 5:08 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 6:07 p.m.

**PRESENT** In addition to those present, were representatives of the College:  
Management Staff: Allan Hoffman, Vice President, Instruction, Tamberly Petrovich, Director, Human Resources/EEO  
Academic Senate: Jennifer Lagier-Fellguth, President  
Hartnell College Faculty Association: Melissa Stave

Classified Senate: Absent

C. S E A.: Margie Wiebusch, President

Student Senate: Lorena Moreno

*The Pledge of Allegiance was recited.*

**REPORT OUT FROM  
CLOSED SESSION**

Board President Valdés reported the following:

On a motion by Board President Valdés, seconded by Trustee Rice, and carried by those present, the Board approved Dr. Phoebe Helm, Interim Superintendent/ President to bring forward administrative hires as a ratification to the July 1, 2008 Regular Meeting of the Board of Trustees.

On a motion by Trustee Donohue, seconded by Trustee Gonzalez-Castro, and carried by those present, the Board ratified the collective bargaining agreement between Hartnell College Community College District and International Union of Operating Engineers Stationary Local No. 39.

Terri Pyer, chief district representative, provided a summary of the agreement.

**PUBLIC COMMENTS**

Chris Myers, Director, Institutional Research, spoke about his experience at Hartnell College and read aloud a poem he wrote.

Aurora Mendez, Spanish faculty, asked that the Board help dispel a rumor that the Latino community wants to hire a Latino/a. She also stated that the search committee had identified a qualified Latina presidential candidate and urged that she be hired.

**ACKNOWLEDGE  
RETIREEES**

The Board acknowledged and presented Certificates of Appreciation to Dr. Stanley Crane, Speech, and Patrick McCarty, Physical Education and Athletics. Collectively, Dr. Crane (30 years) and Mr. McCarty (29 years) served the college community and its students for 59 years.

**ACKNOWLEDGE  
STUDENT SENATE**

The following outgoing Associated Student Senate members were presented with Certificates of Appreciation in recognition of their service during the 2007-2008 academic year.

President	Lorena Moreno
Vice President	Gina Rauchenstein
Secretary	Jazmin Rascon
Treasurer	Mahir Patel
Senators	Patric Aledo
	Paul Berglund
	Sarah Aguilar
	Alan Galarza
	Armando Cortes
	Lawrence Din
	Cody Lake
	Jessey Sacayanan
	Christine Savala

While Lorena Moreno was recognized as President; she has since resigned and Gina Rauchenstein now serves as President of the Student Senate.

The following in-coming Associated Student Senate members were announced:

President	Gina Rauchenstein
Vice President	Sarah Aguilar
Senators	Armando Cortes
	Sandra Fernandez
	Luciano Cerrites
	Brenda Powers
	Jazmin Rascon
	Denise Rascon
	Michael Mungia
	Jessey Sacayanan
	Paul Berglund

**SWEARING IN  
STUDENT TRUSTEE**

Board President Valdés administered the oath of office to Armando Cortes, the newly elected student representative to the Board of Trustees.

**RECOGNIZE  
STUDENT TRUSTEE**

Board President Valdés presented Student Trustee, Lorena Moreno, with a Resolution for her outstanding leadership as a Student Trustee. Dr. Helm presented Lorena with a bouquet of flowers and also thanked Lorena for her leadership.

**PRESENTATIONS**

**Shared Governance**

Dr. Ignacio Pando presented the newly developed shared governance model and Committee Handbook. In spring of 2007, and under the leadership and auspices of the Academic Senate, the college established the Shared Governance Task Force for the purpose of assessing the college's shared governance process, committee structure, and effectiveness. This task force represented the Academic, Classified and Student Senates, as well as the faculty and staff unions, including Local 39 and administration. At a recent Town Hall Meeting, the college community had the opportunity to review the model, learn about the roles and responsibilities of the committees, composition of committees, and the outcomes of each committee. In addition, they had the opportunity to sign up for committees.

Dr. Pando thanked the members of the Shared Governance Task Force for all of their hard work and commitment. Members are Dr. Ann Wright, Dr. Chris Myers, Gina Rauchenstein, Dr. Jennifer Fellguth, Joanne Trevino, Dr. Kathleen Rose, Dr. Kelly Locke, Langston Johnson, Lourdes Sanchez, Margie Wiebusch, Melissa Stave, Phillip Adams, Richard McGrath, Liz Estrella, and Dr. Ignacio Pando (Chair).

Dr. Pando's presentation included an overview, key findings, key recommendations, a functional flow chart, new college committees, and listing of Academic Senate standing committees. (Appendix A)

Dr. Helm extended her appreciation to Dr. Pando for his leadership and commended the task force members for taking ownership in the future of the College.

**Educational and  
Facilities Master Plan**

Dr. Esteban Soriano, Consultant, and Augustine Nevarez, Interim Director, Facilities Planning presented a briefing on the 2008 Educational and Facilities Master Plans. In August 2007, the planning process for the plans began with a comprehensive needs assessment, Ensuring a College that Matters. Based on these data, in January 2008, the college began to review the process and requirements to update the Educational and Facilities Master Plan. Since that time, nearly 200 faculty, staff, and

administration have updated their goals, objectives, and resource requirements for disciplines, programs, and services. There are a number of reasons why the College would want to update the Educational and Facilities Master Plans: to promote institutional quality; to promote shared governance; to create new or refresh ideas; and accreditation. Further, in order for the college to remain eligible for State bond finance and recalculate Measure H funds, as needed, an updated Educational and Facilities Master Plans are required. The presentation included the major 2008-2011 plan initiatives. The complete plan can be found at:  
[http://www.hartnell.edu/accreditation/documents/HC\\_EFMP\\_Draft\\_v3.pdf](http://www.hartnell.edu/accreditation/documents/HC_EFMP_Draft_v3.pdf)

### **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/June\\_packet.pdf](http://www.hartnell.edu/board/packets/June_packet.pdf).

## **BOARD DEVELOPMENT**

### **Board Policies**

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.

The following policies were reviewed:

#### 1000 Series Governing Board Policies

##### Compensation of Board Members

##### 1100 Meeting Attendance

The sample resolution attached to this policy will be revised. The current sample is an actual resolution that was submitted to the Board in 2007 and will be revised not to include actual dates and action.

##### 1105 Mileage Allowance

##### 1106 Life Insurance Benefits for Members of the Governing Board

##### 1110 Health Benefits for Members of the Governing Board

##### 1020 Agenda and Public Notice

##### 1025 Conduct of Governing Board Meetings

##### Elections

##### 1200 Trustee Areas Defined

##### 1205 Disclaimer on Cost of Printing Candidates Statements

##### Conflict of Interest

##### 1300 District Conflict of Interest Code

Dr. Helm stated that Human Resources monitor this policy by providing the Board with the appropriate documents to complete and submit. Trustee Freeman said he would like to include a statement that it is a conflict of interest for board members to serve on two boards – specifically when one covers a high school. He is aware of a statute that addresses this. Dr. Helm asked Trustee Freeman to provide her with the statute and she will forward to other board members.

**BOARD'S GOALS  
FOR THE COLLEGE**  
**Accreditation**  
**Finances**  
**Communication**  
**Search for Supt/Pres**

Accreditation: Dr. Helm asked Dr. Kathleen Rose to give an overview of the college's accomplishments over the past eleven months. In addition, Dr. Helm asked the Board to think about the number of meetings they have attended regarding accreditation, shared governance, funding process, financial planning, and reorganization – the College is truly a wholly owned subsidiary.

Dr. Kathleen Rose proceeded to present the accomplishments. Some of the accomplishments include the college moving its status from probation to warning; the development of a professional code of ethics; employee ethics certification; the Salinas Valley 2020 plan; updated Educational and Facilities Master Plans; created and launched Institutional Transformation and Transition Plan; conducted six Town Hall meetings; developed new format for degrees and certificates; developed student learning outcomes; held two registration rallies; implemented Guarantee Schedule; implemented new software – Accuplacer, Astra and CurricuNET; and revised over 483 courses, developed 36 new courses, inactivated 241 courses, and deleted 78 courses with a cumulative total of 848. (Appendix B)

Finances: Dr. Helm reported that there is still a possibility of reaching a balanced budget on June 30 – it depends on how much the State reduces the 07-08 budget based on failure to collect property taxes or decreased revenue. There is a possibility that the State won't pass a budget for some time. Dr. Helm asked Barbara Yesnosky to look at the reserves, and determine how long the College can pay the bills without a State budget. The College should be okay for July, August, and possibly September. The College has closed a \$3 million funding gap between anticipated income and expense. Some portion of that was due to growth and some was due to increased efficiency in class size and salary savings.

Communication: Dr. Helm reported that Commencement is Friday (6/6) evening, and that on Thursday night (6/5) thirty-six (36) nursing students will be pinned – a significant increase from fourteen last year. Of those, 18 have already received employment offers from Salinas Valley Memorial. Also, as of Monday, Salinas Valley Memorial has, once again, committed \$425,000 to the nursing program. They have done this year after year. Also, the Medical Laboratory Technician (MLT) pinning ceremony for 8 graduates was last evening where SVMH, Mee Memorial, and CHOMP were there to support the program. The level of support the College has from the health community is phenomenal.

Tomorrow evening, the College will kick off the West Coast Training Site for the Construction Crafts. Those who complete the construction program, and are licensed, will be able to practice anywhere in the United States. Also, the College and CSU, Monterey Bay have met and are developing, together, a construction management degree. In addition, there is a program that connects to the ROP and goes down to the 4<sup>th</sup> grade to begin to develop interest in the construction trade.

Next week, Dr. Helm, Dr. Ryan, along with faculty will be attending Digital Bridge Academy, conducted by Diego Navarro, on how to improve the success rate of students, particularly first family members to go to college. It's the goal to have all faculty trained in 18 months. Another training is scheduled in August.

Dr. Helm recognized and thanked Dr. Chris Myers for his services and acknowledged Dr. Allan Hoffman, who has accepted a CEO position at Ottawa College in Arizona.

Search for Supt./President: President Valdés reported that the Site Visit Committee visited the College of Alameda. It was a wonderful trip and informative. Finalist, Dr. Cervantes, facilitated the visit, and the group met with approximately 17 people, and spoke to people walking around campus. The Site Visit Committee looks forward to their Chicago trip, which is planned June 8-10, 2008. They plan on visiting Truman, Kennedy-King Triton, and Morton Colleges.

There will be a Special Board Meeting on June 17, 5:00 p.m. The Board will take in all of the information they receive, discuss it, and come out with the finalist. Each site visit committee member has been asked to summarize their findings for the Board to review.

The Board anticipates to have a new Superintendent/President placed by July 1.

#### **CONSENT ACTION**

On a motion by, Brad Rice, seconded by Patricia Donohue, and carried by those present, the Board moved to approve Consent Actions Items IV.B through IV.J.

Consent Action Item IV.A., Minutes were pulled by Trustee Freeman for discussion and separate vote.

Consent Action Item IV.F, Site License Agreement with Foundation for Community Colleges for State Smog Referee and Student Technician Training Program and Consent Action Item IV.H., Curriculum Committee Actions were pulled by Trustee Freeman for discussion.

#### **MINUTES**

A. Trustee Freeman stated that he wanted, for the record, the discussions that happened in closed session at the Special Meetings May 12 and 14; however, discussions in closed session are not recorded and are not a part of the minutes. There being no actual revisions to the minutes, a motion by made by Kari Lee Valdés, seconded by Patricia Donohue, and carried, and the Board moved to approve the approve minutes of the Hartnell College Board of Trustees Regular Meeting of May 6, 2008, and Special Meetings of May 12, 13, 14, 2008. (4 yes; 1 opposed/Freeman)

#### **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.

#### **DSP&S WORKABILITY AGREEMENT**

C. Approved the renewal of the agreement with the State Department of Rehabilitation for Disabled Students Program and Services WorkAbility III Program. The term of the renewal is July 1, 2008 to June 30, 2011. This program typically generates \$103,208 in annual grant revenue for serving students with disabilities

#### **NMC AGREEMENT FOR CLINICAL EXPERIENCE AND FACILITES USE**

D. Approved an amendment to the agreement between Hartnell College and Natividad Medical Center for clinical experience and use of facilities for the Medical Laboratory Technician Phlebotomy Program effective June 3, 2008, with a six (6) month cancellation notification clause.

**5 YEAR  
CONSTRUCTION  
PLAN**

- E. Approved the submittal of the 2010-2014 Five-Year Capital Construction Plan to the California College System Office.

**SITE LICENSE  
AGREEMENT –  
SMOG REFEREE**

- F. Approved site license agreement with Foundation for Community Colleges for State Smog Referee and Student Technician Training Program for the 2008-2009 Academic Year. Hartnell College will receive \$1,000 per month in revenue.

Trustee Freeman asked for clarification on this agreement. Dr. Helm responded that this site license agreement is a continuation of an existing agreement and it's time for renewal.

**OUT OF COUNTRY  
TRAVEL –  
BORONDA STUDY  
GROUP**

- G. Approved Out-of-Country Travel to Italy for Gary Smith, faculty, Mary Ann Toney, Coordinator, and ten students as participants of the 2008 Boronda Study Group from June 7 through June 23, 2008. All costs are paid from the Boronda Scholarship Endowment.

**CURRICULUM  
COMMITTEE**

- H. Approved the Curriculum Committee Actions from period of April 3, 2008 to May 15, 2008.

Trustee Freeman asked how these recommendations were made. Dr. Helm responded that the Curriculum Committee Actions of April 3 – May 15, 2008 are determined by the Curriculum Committee. The committee includes faculty, staff, and at least one student.

**GRANT PROPOSAL:  
NATIONAL SCIENCE  
FOUNDATION**

- I. Ratified the grant proposal: National Science Foundation Course Curriculum Laboratory Improvement (CCLI): A Web-Enabled Remote Laboratory for Renewable Energy. The grant, if approved, would provide \$50,000 over a two year period.

**PERSONNEL  
ACTIONS**

- J. Ratified and/or approved current personnel actions as amended. (Appendix C).

**ACTION ITEMS**

**BUDGET REVISIONS**

- A. On a motion by Patricia Donohue, seconded by Lorena Moreno, and on a roll call vote of 4 to 0, the Board moved to approve Budget Revisions numbered 7547 to 7577. (Absent: Healy, Martinez, Freeman was not present when vote was taken)

**RESOLUTION 08:7  
AUTHORIZATION  
TO SIGN/EXECUTE  
WORKABILITY  
AGREEMENT**

- B. On a motion by Patricia Donohue, seconded by Lorena Moreno, and a roll call vote of 4 to 0, the Board moved to adopt Resolution 08:7, Authorizing the Superintendent/President to Sign and Execute the Workability III Agreement. (Absent: Healy, Martinez, Freeman was not present when vote was taken)

**NATIONAL JOINT  
POWERS ALLIANCE**

- C. On a motion by Patricia Donohue, seconded by Elia Gonzalez-Castro, and carried by those present, the Board moved to approve the membership in the National Joint Powers Alliance. There is no cost to join and participation will result in significant savings when the college purchases furniture, fixtures and equipment.

**FIRST READING OF  
REVISED BOARD  
POLICIES**

- D. On a motion by Patricia Donohue, seconded by Lorena Moreno, and carried by those present, the Board moved to accept the first readings of the following Board Policies:

1010, Annual Organizational Meeting and Officers of the Board  
1030, Student Member of the Governing Board  
1035, Minutes of the Governing Board  
1055, Ethical Conduct of the Governing Board

Trustee Donohue pointed out a correction to 1010, Annual Organizational Meeting and Officers of the Board. The word “shall” will be added to paragraph one, second sentence.

**NEW  
MANAGEMENT  
CLASSIFICATIONS**

- E. On a motion by Brad Rice, seconded by Lorena Moreno, and carried by those present, the Board moved to approve the new management classifications – delete obsolete management classifications, reclassify, voluntary transfers and voluntary demotion to implement new management structure effective July 1, 2008.

**NEW POSITION  
ALLOCATIONS /  
REALLOCATIONS  
AND DELETIONS**

- F. On a motion by Elia Gonzalez-Castro, seconded by Brad Rice, and carried by those present, the Board moved to approve position allocations, reallocations, and deletions to implement new management structure effective July 1, 2008.

**2008 EDUCATIONAL  
AND FACILITIES  
MASTER PLAN**

- G. On a motion by Patricia Donohue, seconded by Lorena Moreno, and carried by those present, the Board moved to accept the 2008 Hartnell College Educational and Facilities Master Plans. These plans were developed with input from more than 200 faculty and staff in response to the findings in the Salinas Valley 2020 Vision study and set forth priorities for resource allocation and development including general funds, grants, and state and local (Measure H Bond) capital funds.

**MONTEREY  
INSTITUTE SOCIAL  
ARCHITECTURE**

- H. On a motion by Patricia Donohue, seconded by Elia Gonzalez-Castro, and carried by those present, the Board moved to ratify a contract between Hartnell College and Monterey Institute Social Architecture to conduct an analysis of current student services processes and practices. Recommended actions will promote students’ success. Cost for these services will be \$25,000 and paid from Title V Grant.

**INFORMATION ITEMS**

**FINANCIAL  
STATEMENTS**

The Board received and accepted the financial statements for period ending April 30, 2008.

**SCIENCE BUILDING  
INITIAL PROJECT  
PROPOSAL**

The Board received the submittal of the Science Building Initial Project Proposal to the California Community College System Office.

**STUDENT SENATE  
REPORT**

Armando Cortes reported that the Senate will be meeting on June 19 go over their first official business and training for new senate members; that they had the end-of-year BBQ for all students; and that the pizza party on the roof of the parking structure went well.

**CLASSIFIED  
SENATE REPORT**

There was no report.

**ACADEMIC SENATE  
REPORT**

Jennifer Lagier-Fellguth thanked the Board for opportunity to serve and participate in the Board meetings this year; that she put together a year-end report that has been emailed to Board President Valdés and is also on the Academic Senate website. She also recognized the work of Esteban Soriano. She announced that Dr. Kelly Locke is the new incoming Academic Senate President.

**PRESIDENT'S  
REPORT**

Dr. Helm reported that she covered most of her report under Board's Goals. The Board will meet in July and develop new goals. She is proud to say that the Board has met its goals for themselves and the College: Accreditation, Finances, Communication, Search for Superintendent/President.

**BOARD  
COMMUNICATION**

Trustee Gonzalez-Castro reported that it is an exciting time, that she enjoyed her trip to the College of Alameda, and looks forward for her trip to Chicago.

Trustee Rice thanked everyone for participating and attending the groundbreaking for the Alisal Campus. Dr. Helm acknowledged Beverly Grova and her staff for their work on this event. Trustee Rice asked how much the Agriculture Community has donated thus far. Beverly responded 1.5 million this year.

Trustee Freeman reported that the groundbreaking was a nice event and that he wanted to close the meeting in memory of Noe Lopez, a construction student who recently passed.

Trustee Valdés reported that Friday is graduation; that Relay for Life is coming up; and that she has had a wonderful two and one-half years as a Trustee – she has learned a lot. She and her husband have purchased a home in Hollister and she will resign her position with the Board of Trustees. The Board will be working on a process to replace her, and that her last meeting will be in August. She thanked everyone for working together.

**FUTURE AGENDA  
ITEMS**

None stated.

**NEXT MEETING**

The next regular Board of Trustees Meeting is scheduled on July 1, 2008, 5:00 p.m., Hartnell Community College, Governing Board Room (CAB-112), 411 Central Avenue, Salinas.

**ADJOURNMENT**

Upon motion by Bill Freeman, seconded by Kari Lee Valdés and carried by those present, the Board moved to adjourn the meeting at 8:17 p.m. in memory of Noe Lopez, construction student, who recently passed.

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Kari Lee Valdés  
Board of Trustees President

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Phoebe K. Helm  
Board Secretary



# Academic Senate Task Force on Shared Governance

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Findings, Recommendations,  
New Paradigm and Committees  
Dr. Ignacio Pando



# Task Force Members

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Ann Wright

Chris Myers

Gina Rauchenstein

Jennifer L. Fellguth

Joanne Trevino

Kathleen Rose

Kelly Locke

Langston Johnson

Lourdes Sanchez

Margie Wiebusch

Melissa Stave

Philip Adams

Richard Mc Grath

Ignacio Pando



# Overview

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- Assessed top down decision-making model
- Shared Governance: *A new way of thinking and acting*
- New Structures: *A work in progress*
- Implement and modify as we move forward



# Key Findings

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- Committee work not linked to resource allocation, planning and Ed. Master Plan
- Some committees had not met since the Years: 2000, 2002 and 2005
- Committee recommendations ignored/not implemented by administration
- Dysfunctional committees: lack of leadership, lack of follow-through, lack of clerical support, faculty & staff unwilling to serve (vacancies)
- Unilateral decisions made by administrative chairs-faculty window dressing
- Lack of transparency and open on-going communication
- Committees met sporadically and reacted to issues not proactive
- The 16 committees were not assessed for effectiveness since their development
- Despite challenges the curriculum, technology, & student policy committees limped along



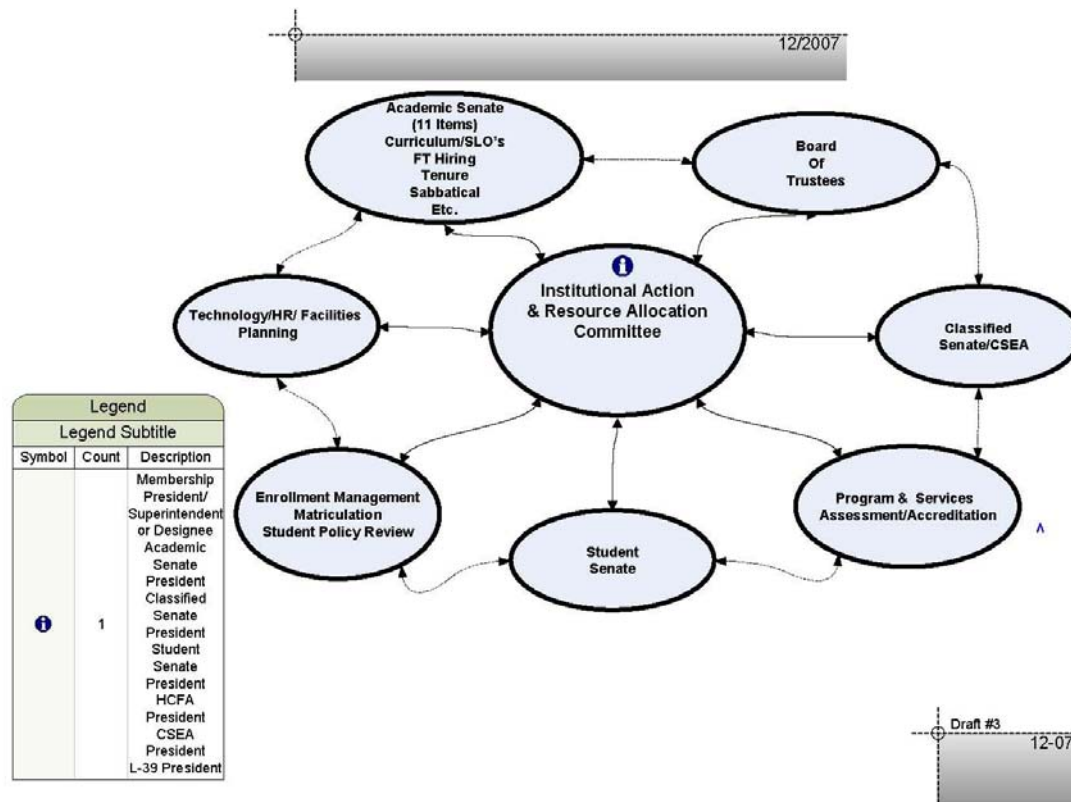
# Key Recommendations

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- Revise Board Policies # 2005 and # 2010 to Rely on the Academic Senate and Classified Employees per Title V Law
- Establish a new shared governance paradigm & committee structure
- Establish standing committees of the Academic Senate
- Redesign and reduce college shared governance committees from 16 to 4
- Establish a shared governance process tied into instructional planning, assessment, resource allocation (budget) and the College's Ed. Master Plan
- Establish a shared governance process based on open discussions and on-going communication between faculty, staff, students, administration and the board

# Functional Flow Chart

Hartnell College New Functional Governance Structure





# New College Committees

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- Institutional Action & Resources Allocation
- Technology, Human Resources & Facilities Planning
- Program Planning & Assessment
- Enrollment Management/Matriculation/Student Policy



# Academic Senate Standing Committees

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- Curriculum
- Faculty Development
- Full-time Hiring
- Sabbatical Leave
- Student Learning Outcomes & Assessment
- Tenure



# Summary of Actions

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- Developed a Plan of Action to complete task w/ Timelines
- Developed a survey for data gathering
- Held Town Hall meeting for faculty/staff input
- Developed Findings Matrix
- Developed a New Shared Governance Paradigm & Structure
- Formulated New Shared Governance Committees
- Revised & adopted Board Policies 2005 & 2010 Shared Governance (classified & academic)
- Established New Standing Committees of the Academic Senate
- Created a web site for Shared Governance
- Held a SG Committee Faire/Orientation



# Conclusion

## Leadership is....

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- “Leadership is the capacity to translate vision into reality.” W. Bennis
- “Leadership is being big enough to admit mistakes, smart enough to profit from them, and strong enough to correct them.” J. Maxwell
- “Failing organizations are usually over-managed and under-led” Bennis
- “Leadership only functions on the basis of trust” J Maxwell
- Senates, Unions, Administration, Task Force & Board
- Web site:  
[http://www.hartnell.edu/academic\\_senate/shared\\_governance.html](http://www.hartnell.edu/academic_senate/shared_governance.html)



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# *Accreditation: Institutional Accomplishments*

*Presented by*

*Dr. Kathleen Rose*

*Interim Associate Vice President, Academic Affairs*

*June 3, 2008*

# Institution

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- ❑ WASC moved HC from Probation to Warning status
- ❑ Developed a Professional Code of Ethics for all employees
- ❑ College personnel completed Ethics training and received Certification
- ❑ Conducted Salinas Valley Vision 2020 Survey
- ❑ Updated Educational Master Plan – Instruction, Student Services & Administrative Services
- ❑ Created and launched an Institutional Transformation and Transition Plan
- ❑ Revised and updated the Facilities Master Plan and Five Year Construction Plan
- ❑ Developed King City Education Center Education and Facilities Master Plan



# Academic

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- ❑ All degrees and certificates have been revised or inactivated
- ❑ Developed new formats for Degrees and Certificates for inclusion in catalog
- ❑ Developed Student Learning Outcomes (SLO)
- ❑ All new and revised courses have SLO's
- ❑ New SLO Website
- ❑ Developed Institutional Core Competencies
- ❑ Mapped Core Competencies to Courses
- ❑ Piloting the assessment of Communications competency



# Academic

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- ❑ Initiated and conducted 6 Town Hall meetings
  - ❑ Initiated Blogs on HC Web site to distribute information and gather comments for college community
  - ❑ Implementing and utilizing Guaranteed Scheduling
  - ❑ Held registration rally at Main Campus and King City Ed Center
  - ❑ Installed new student assessment tool - *Accuplacer*
  - ❑ Installed and utilized new room scheduling software - *Astra*
  - ❑ Installed and implementing CurricUNET software
  - ❑ Installed Program Review Module on CurricUNET
  - ❑ Updating and publishing college catalog-first since 2006-07
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# Courses and Course Outlines

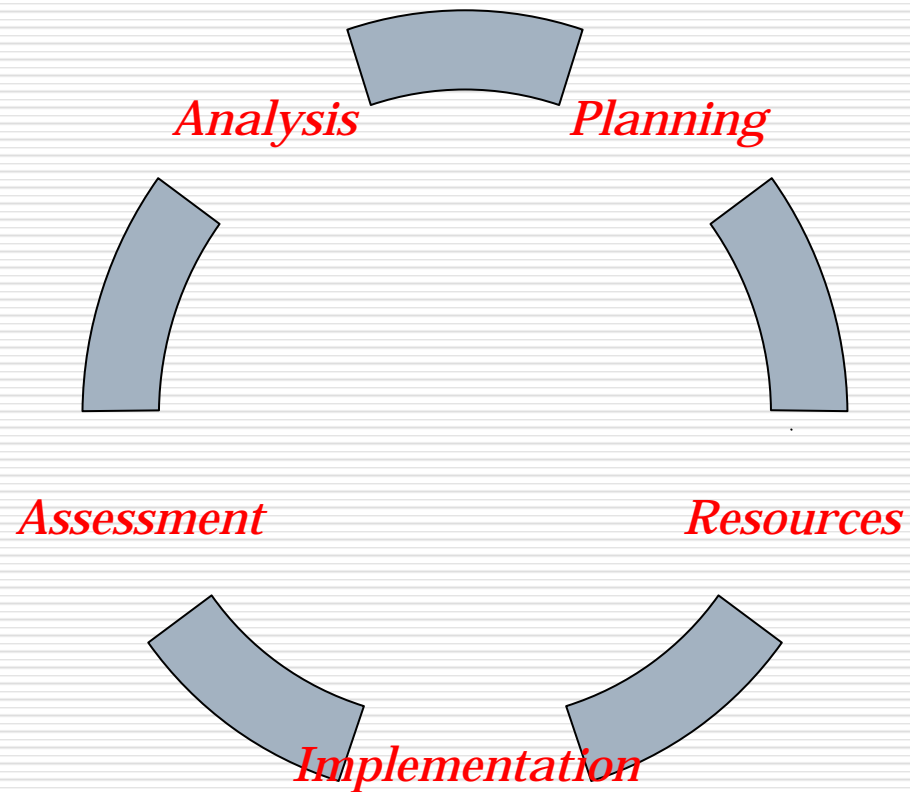
<b>Actions</b>	<b>As of October 2007</b>	<b>As of April 2008 (Cumulative)</b>
<i>New</i>	2	36
<i>Revised</i>	143	483
<i>Inactivated</i>	88	241
<i>Deleted</i>	74	78
<b>Total</b>	<b>307</b>	<b>848</b>



[http://www.hartnell.edu/accreditation/master\\_course\\_list.html](http://www.hartnell.edu/accreditation/master_course_list.html)

# Assessment and Planning Model

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THE FOLLOWING PERSONNEL ACTION WAS APPROVED AND/OR RATIFIED  
AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JUNE 3, 2008:

I. Request to hire Short-Term employees

1. Approve Short-term Staffing Request:
  - a. Artistic Program Director, \$29.95/hr, to provide services as The Western Stage's Artistic Program Director until completion of the transition of The Western Stage into Hartnell, July 1 – December 31, 2008.

II. Classification and Compensation

1. Adopt short-term hourly rate effective July 1, 2008 as follows:
  - a. Artistic Program Director, \$29.25/hr

III. Retirements, Resignations, Releases and Leave Requests

1. Ratify resignation of regular personnel:
  - a. Alena Matsui, Clerical Assistant (#CC-24), Math and Science/Occupational Education, effective May 1, 2008.
2. Ratify release of probationary personnel:
  - a. Michael Juarez, Administrative Assistant (#CC-59), King City Education Center, per HCCD agreement with CSEA, Chapter 470, Article 20, Section I, effective May 23, 2008.

IV. Appointments

1. Ratify appointment of part-time instructors for Spring Semester 2008:
  - a. Ed Barber, Physical Education
  - b. Don Dally, Theater Arts; Western Stage/Fine Arts/Language Arts/Social Sciences
  - c. Anne Hunter, Theater Arts; Western Stage/Fine Arts/Language Arts/Social Sciences
  - d. Gino Sigala, Physical Education
  - e. Michael Ward, Physical Education
  - f. James Williamson, Physical Education
  - g. Pat Young, Physical Education
2. Ratify appointment of part-time instructors for Summer Session 2008:
  - a. Don Dally, Theater Arts; Western Stage/Fine Arts/Language Arts/Social Sciences
  - b. Anne Hunter, Theater Arts; Western Stage/Fine Arts/Language Arts/Social Sciences

THE FOLLOWING PERSONNEL ACTION WAS APPROVED AND/OR RATIFIED  
AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON JUNE 3, 2008:

3. Ratify appointment of short-term classified employees:
  - a. Mary Pearl Melendrez, to assist registration for Spring, Summer, and Fall Terms, Short-Term, \$14.99/hr, Admissions & Records Technician, April 28 – June 30, 2008.
4. Ratify appointment of substitute classified employees:
  - a. Esteban Flores, Substitute Clerical Assistant, \$13.59/hr, Occupational Education, May 1, 2008 – May 13, 2008.
  - b. Christian Regalado, Substitute Financial Aid Technician, \$14.99/hr, Financial Aid & Scholarship, May 5 – June 30, 2008.
  - c. Carlos Garnica, to assist registration for Spring, Summer, and Fall Terms, Substitute Accounts Receivable Technician, \$14.99/hr, Substitute Admissions & Records Technician, April 28 – June 30, 2008.
5. Ratify appointment of Professional Experts:
  - a. Maria DeLeon, to translate HEP letters, announcements, flyers, and materials into Spanish, \$1000/Flat, HEP, April 1, 2008 – September 30, 2008
  - b. Diana Maciera, LVN for DSES Special Event, \$30/hr, Office of Instruction, March 11, 2008 to June 30, 2009.
  - c. Patricia Ortiz, to teach TEAM Training, \$40/hr, FKCE, February 1, 2008 – June 6, 2008.
  - d. Stephen Otero, to teach foster youth basic computer skills, YESS-ILP Instructor, \$50/hr, Foster & Kinship Care Education Program, February 1, 2008 – June 10, 2008.
  - e. Daniel Torres, to teach Pathway Value Added and Ag Classes, \$60/hr, Workforce & Community Development, May 1, 2008 – August 15, 2010.
  - f. Tracy Villanueva, to teach Pathways Health & Safety Training Classes, \$50.00/hr, Workforce and Community Development, May 24, 2008 – August 15, 2010.
  - g. Claire Vincent, to accompany the 2-day choir, \$20/hr, Fine Arts, March 24, 2008 – June 6, 2008.
6. Ratify appointment of student workers for Spring Semester 2008:
  - a. Tiana Dias, Math & Science, Student Worker III
  - b. Galdino Guijosa, Information Systems, Student Worker III
  - c. Rosa Hernandez, Financial Aid Office, Student Worker III
  - d. Hilario Lopez, Occupational Education, Student Worker I
  - e. Rebeca Ortega, Child Development Center, Student I

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- f. Aleksandra Shabanova, Fine Arts, Student Worker I
- g. Chadd Tate, Animal Health Technician, Student Worker III

V. Special Projects and Stipends

- 1. Ratify Special Project Agreement Payments:
  - a. Carl Christensen, \$150, for revising the MUS 45 course outline
  - b. Leticia Contreras, \$400, for participating as the Co-Principal Investigator for the National Science Foundation Scholarship Grant, October 15, 2007-March 15, 2008
  - c. Stan Crane, \$150, for revising the SPE 45 course outline
  - d. Stephen Crowell, \$150, for revising the PHL 2 course outline
  - e. Stephen Crowell, \$150, for revising the PHL 15 course outline
  - f. Dawn Flood, \$200, for revising the MUS 127 course outline
  - g. Dawn Flood, \$200, for revising the THA 101 course outline
  - h. Dawn Flood, \$200, for revising the THA 102 course outline
  - i. Dawn Flood, \$200, for revising the THA 127 course outline
  - j. Dawn Flood, \$150, for revising the THA 128 course outline
  - k. Dawn Flood, \$200, for revising the THA 140A course outline
  - l. Dawn Flood, \$200, for revising the THA 140B course outline
  - m. Dawn Flood, \$200, for revising the THA 140C course outline
  - n. Jeanne Hori-Garcia, \$150, for revising the ECE 198 course outline
  - o. Jeanne Hori-Garcia, \$150, for revising the ECE 199 course outline
  - p. Kelly Locke, \$200, for attending the November 29, 2007 Curriculum Committee Extra Meeting
  - q. Kelly Locke, \$200, for attending the December 13, 2007 Curriculum Committee Extra Meeting
  - r. Kelly Locke, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
  - s. Kelly Locke, \$200, for attending the February 14, 2008 Curriculum Committee Extra Meeting
  - t. Kelly Locke, \$200, for attending the February 28, 2008 Curriculum Committee Extra Meeting
  - u. Kelly Locke, \$200, for attending the February 29, 2008 Curriculum Committee Extra Meeting
  - v. Kelly Locke, \$150, for revising the EGN 4 course outline

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- w. Kelly Locke, \$200, for revising the EGN 6 course outline
- x. Jeff McGrath, \$200, for revising the THA 174 course outline
- y. Jeff McGrath, \$200, for revising the THA 176 course outline
- z. Jeff McGrath, \$200, for revising the THA 177 course outline
- aa. Aurora Mendez, \$150, for revising the SPA 35 course outline
- bb. Kathy Mendelsohn, \$200, for attending the November 29, 2007 Curriculum Committee Extra Meeting
- cc. Kathy Mendelsohn, \$200, for attending the February 14, 2008 Curriculum Committee Extra Meeting
- dd. Kathy Mendelsohn, \$200, for attending the February 28, 2008 Curriculum Committee Extra Meeting
- ee. Kathy Mendelsohn, \$200, for attending the February 29, 2008 Curriculum Committee Extra Meeting
- ff. Cheryl O'Donnell, \$200, for attending the November 29, 2007 Curriculum Committee Extra Meeting
- gg. Cheryl O'Donnell, \$200, for attending the December 13, 2007 Curriculum Committee Extra Meeting
- hh. Cheryl O'Donnell, \$200, for attending the January 31, 2008 Curriculum Committee Extra Meeting
- ii. Cheryl O'Donnell, \$200, for attending the February 14, 2008 Curriculum Committee Extra Meeting
- jj. Cheryl O'Donnell, \$200, for attending the February 28, 2008 Curriculum Committee Extra Meeting
- kk. Cheryl O'Donnell, \$200, for attending the February 29, 2008 Curriculum Committee Extra Meeting
- ll. Melissa Parker, \$150, for revising the THA 45 course outline
- mm. Melissa Parker, \$200, for revising the THA 91A course outline
- nn. Melissa Parker, \$200, for revising the THA 91B course outline
- oo. Melissa Parker, \$200, for revising the THA 91C course outline
- pp. Melissa Parker, \$200, for revising the THA 92C course outline
- qq. Daniel Perez, \$100, for revising the ENG 123L course outline
- rr. Daniel Perez, \$100, for revising the ENG 184 course outline
- ss. Daniel Petersen, \$200, for attending the February 28, 2008 Curriculum Committee Extra Meeting
- tt. Daniel Petersen, \$200, for attending the February 29, 2008 Curriculum Committee Extra Meeting

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- uu. Elizabeth Ramirez, \$500, for developing and finalizing a Transfer Center Plan in cooperation with the other counselors, January 2, 2008-April 15, 2008
- vv. Elizabeth Ramirez, \$300, for providing Customer Service Training to and develop customer service guidelines with the Counseling, Transfer Center, CalWorks and assessment staff, February 1, 2008-April 30, 2008
- ww. Ken Rand, \$100, for revising the MAT 121L1 course outline
- xx. Ken Rand, \$100, for revising the MAT 121L2 course outline
- yy. Ken Rand, \$100, for revising the MAT 121L3 course outline
- zz. Ken Rand, \$100, for revising the MAT 121L4 course outline
- aaa. Hermelinda Rocha-Tabera, \$150, for revising the ECE 12A course outline
- bbb. Hermelinda Rocha-Tabera, \$150, for revising the ECE 18 course outline
- ccc. Hermelinda Rocha-Tabera, \$150, for revising the ECE 19 course outline
- ddd. John Sword, \$900, for participating as the Co-Principal Investigator for the National Science Foundation Scholarship Grant, October 15, 2007-March 15, 2008
- eee. Gary Smith, \$150, for revising the ART 45 course outline
- fff. William Joe Welch, \$400, for participating as the Co-Principal Investigator for the National Science Foundation Scholarship Grant, October 15, 2007-March 15, 2008
- ggg. Andrea Zarate, \$150, for revising the ECE 10 course outline

Budget Implications:

Funds for the above personnel actions are included in the 2007/08 Budget.