

Adopted

Revised

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
Hartnell College Board Room – CAB-112
411 Central Avenue
Salinas, California

January 19, 2010

OPEN SESSION

Meeting called to order at 5:01 p.m.

ROLL CALL

Patricia Donohue, President
Kevin Healy, Vice President
Candi DePauw
Bill Freeman (Arrived at 5:17 p.m.)
Elia Gonzalez-Castro
Ray Montemayor
Erica Padilla Chavez
Phoebe K. Helm, Superintendent-President/Board Secretary

ABSENT

Armando Cortes, Student Trustee (advisory vote per Board Policy 1030)

AGENDA

On a motion by Trustee Healy, seconded by Trustee Montemayor, vote of 6-0, the Board approved the agenda as amended. (Absent: Freeman). The agenda was amended to include discussing summer school as it relates to employees and employee contracts in Closed Session.

SUMMER SCHOOL SESSION 2010

Peter Calvert, Financial Information Subcommittee (FIS), and Dr. Ann Wright, Resource Allocation Committee (RAC), spoke about the difficult decision to recommend to the Superintendent/President to not offer Summer School Session 2010.

At the request of RAC, the FIS was asked to examine the FTES and salary expenses, and give an opinion about the financial viability of a summer session for 2010. Mr. Calvert distributed and reviewed a memorandum from the Financial Information Subcommittee regarding FTES and Revenue and Expenses (See Appendix A). Based on their extensive examination and much discussion during a RFC meeting (a combined meeting that includes members of the Financial Information Subcommittee, Resource Allocation Committee, and other members of the college) it was their recommendation to the Superintendent/President to not schedule summer session 2010. Dr. Ann Wright stated that RAC needed to ask the FIS for their review and opinion in order for the committee to fully understand the cash flow and gravity of the situation, given that the college does not know their financial situation, i.e. would there be further cuts from the State, and would the college be paid. The committee discussed, at length, the possibility of limiting summer to continuing students only and the use of alternative funding to fully support a summer session, but found that neither were possible. As a result, two motions were made at the December 9th RAC

meeting. Motion#1: To offer summer session as usual. This motion was unanimously voted down.

Motion#2: On a motion by the President of the Student Senate, seconded by the President of the Academic Senate, RAC recommends to not offer summer session 2010 with the exception of classes that Hartnell is legally obligated to offer. RAC further recommends that the district explore, if it is affordable through general funds, to offer a limited of historically high enrolled classes.

Dr. Helm clarified that the college is legally obligated to offer three classes this summer, two in Animal Health Technology and one fast track course in Administration of Justice.

Beverly Grova, Vice President, distributed proposed program offerings for summer activities supported by grants and suggested that some fee based activities may be developed. These activities could provide income for some employees and enrichment for area youth as well as some Hartnell students. Examples of a “different kind of summer” included the math academy, youth sports camps, workplace readiness, YOU*Theater Camps, and others. (See Appendix B).

Throughout the presentation, the Board asked several questions related to the FIC/RAC report and related to the proposed summer programming. At the conclusion of the Board’s questions, Trustee Donohue asked if there was anyone in the assembly that wanted to address the Board on summer session. There were none.

**OPERATION
CEASEFIRE**

Brian Contreras, Executive Director, Second Chance, and Georgina Mendoza, Attorney, City of Salinas, were present and discussed Operation Ceasefire. Operation Ceasefire is a program that the City of Salinas has adopted to help reduce violent crimes caused by gang activity. The program has been implemented and has been successful in Chicago, Boston and most recently, Stockton. The program includes law enforcement agencies, identified members of the community, and top-ranked gang members. Operation Ceasefire is aimed at reducing gang activity, and to help gang members understand the implications of their actions and to offer opportunities to better their lives through employment and/or school.

**DISCLOSURE OF
CLOSED SESSION
ITEMS**

Trustee Donohue disclosed items for Closed Session as authorized per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6:

1. Local 39, Employee Concessions
2. Side Letter Agreement, California Schools Employee Association
3. Summer school as it relates to employees and employee contracts

**PUBLIC COMMENTS
REGARDING CLOSED
SESSION**

There were no public comments regarding closed session items.

MOVED TO CLOSED SESSION The Board of Trustees, Dr. Phoebe Helm, Superintendent/President, and Terri Pyer, Associate Vice President, Human Resources, adjourned to closed session at 6:42 p.m. to consider legal, personnel, labor, and/or contract matters authorized for Closed Session per Government Code Sections, 3549.1, 54956.9, 54957 and/or 54957.6.

RECONVENED OPEN SESSION Meeting reconvened the meeting at 7:25 p.m.

PLEDGE OF ALLEGIANCE Trustee Healy led the Pledge of Allegiance.

REPORT OUT FROM CLOSED SESSION Trustee Donohue reported out two motions from closed session:

On motion by Trustee Padilla-Chavez, seconded by Trustee Montemayor, and on vote of 7-0, the Board moved to ratify the Side Letter Agreement with L-39.

On motion by Trustee Gonzalez-Castro, seconded by Trustee Montemayor, and on a vote of 6-0, the Board moved to ratify the Side Letter Agreement, with California Schools Employee Association. (Freeman left Closed Session during the vote)

PUBLIC COMMENTS ON OPEN SESSION ITEMS There were none.

PUBLIC COMMENTS ON ITEMS NOT AGENDA, BUT WITHIN THE JURISDICTION OF THE BOARD Ron Waddy, English Faculty, addressed his concern on the video cameras that were installed, but since removed, in two classrooms in the Visual Arts Facilities.

Nancy Carlisle, parent, addressed her concern on campus safety and security.

Bond Oversight Committee Report Damon Felice, Felice Consulting Services reported on the status of the district's construction projects as of January 11, 2010. The written report is housed on the college's website as indicated below: http://www.hartnell.edu/board/packets/January_2010_Board_Packet.pdf (Page 72).

Mr. Felice distributed and reviewed a document on construction delivery methods. Mr. Felice compared the differences between traditional design, bid and build, and the design-build methods of delivery of construction projects. Later that evening, the Board would consider adopting a resolution to approve the use of a design-build for the design and construction of the college administration building (CAB). The Board asked several questions on the obligations and efficiencies of the use of a design-build delivery method. Their questions addressed the processes involved as well as the types of projects and the advantages/disadvantages of this methodology.

CONSENT ACTION

On a motion by Trustee Padilla-Chavez, seconded by Trustee Healy, vote of 7-0, the Board moved to approve Consent Action Items A through H and J and K.

Trustee Healy pulled for further discussion and separate vote Consent Action Item I.

- A. MINUTES Approved minutes of regular meeting of December 1, 2009.
- B. DISBURSEMENTS Approved disbursements from any or all of the following funds: general; debt service; bookstore; child development; capital outlay projects; scheduled maintenance; property acquisition; bond projects; cafeteria; self-insurance; retirees health benefits; associated student body; scholarship, loan, and trust; and intercollegiate athletics.
- C. CURRICULUM COMMITTEE Ratified recommendations from the Curriculum Committee.
- D. STUDENT SUPPORT SERVICES/TRIO GRANT Ratified the application for Student Support Services/TRIO Grant, and accept funds, if awarded. If awarded, the term of the grant is for five years, effective September 2010. The college would receive \$226,600 for five years, totaling \$1,133,000.
- E. FACILITIES RENOVATION AND REPAIR APPLICATION Ratified the Facilities Renovation and Repair Application, and accept funds, if awarded. The funds would support maintaining both the main and Alisal Campus Child Development Preschool Centers. The college would receive up to \$20,000, with a required match from the general fund of up to \$800.
- F. CDC FUNDING APPLICATION 2010 Ratified the Funding Application for State preschool services at Hartnell College for 2010-2011. The funds would support the Hartnell College Child Development Center preschool programs and would provide a lab program for early childhood development students and other child development related coursework. The term of the funding would be for one year, effective July 1, 2010 and the college could receive up to \$658,666.
- G. ROOFING CONTRACT FOR KING CITY EDUC. CENTER Awarded a contract to King's Roofing, the lowest responsive bidder, for an energy efficient roof for the King City Education Center. The budgeted amount is \$60,341 and paid with the Measure H bond funds.
- H. NON-RESIDENT AND FOREIGN STUDENT TUITION FEES 2010-2011 Adopted the Non-Resident and Foreign Student Tuition Fees of \$189 per unit for the 2010-2011 academic year.
- I. AGREEMENT WITH SYMMETRY DESIGN Trustee Healy stated he understood the purpose of the agreement was to update all of the college facility plans and place them on CAD, but wanted to know if this was an annual contract. Damon Felice responded no, that the college would own the data, and that once complete, he has the ability to maintain the data. The Board asked if the college could get this information from architects while renovating buildings or as new facilities are being built. Mr. Felice responded that the college does and has received this information for newer facilities.

On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, vote of 7-0, the Board moved to approve the agreement with Symmetry Design to update campus wide space documents, putting them in AutoCAD form. The cost for these services will not exceed \$10,000 and is paid from Measure H bond funds.

- J. PERSONNEL ACTIONS Approved and/or ratified personnel actions as amended. (See Appendix C)
- K. AGREEMENT WITH BUTTE-GLENN COMMUNITY COLLEGE DISTRICT Ratified an agreement with Butte-Glenn Community College District to provide two 24-hour sessions of Electric Hybrid Vehicle Maintenance Trainings, effective January 12, 2010 through June 30, 2010.

ACTION ITEMS

- A. BUDGET REVISIONS On a motion by Trustee Gonzalez-Castro, seconded by Trustee Montemayor, and on a roll-call vote of 7-0, the Board moved to approve budget revisions numbered 8514 to 8531.
- B. SUMMER SCHOOL SESSION 2010 On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, and on vote of 5-2 (Nay: Freeman, Montemayor), the Board moved to approve the recommendation to not offer summer session 2010.

Prior to the vote, each Trustee expressed their deep regret that the state's finances forced the Board to make a decision on summer school session 2010. Trustee Freeman stated he cannot support not offering summer school because the students need it. Also, Trustees acknowledged and thanked Peter Calvert and Ann Wright for their thorough report.

Dr. Helm clarified a statement that was in the written item for Summer School Session 2010. She referred the Board to a handout and stated that come July 1, the college would face a deficit of \$3.3 million because of how the 2009-2010 budget deficit was managed. If the Board approves not to hold summer session, the deficit would be reduced to \$2.3 million. Further, she stated the college would still need to deal with any new cuts from the State or decreases in other revenues such as property tax.

- C. ADOPTED RESOLUTION 10:1 On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, roll-call vote of 7-0, the Board moved to adopt Resolution 10:1, Designation of New Representatives to Various Community Colleges Joint Powers Authorities (JPAs).
- D. ADOPTED RESOLUTION 10:2 Some members of the Board expressed concern over the use of a design-build and raised the question if the college would be bound to the design-build process if the Board adopted the resolution. Mr. Felice responded that it does not, but it does allow the project to move forward with this process. The Board could opt to step back to the traditional method of design, bid, and build, but the process would have to start over and it would not be timely.

Trustee Padilla-Chavez asked that the wording of the resolution be revised to be consistent with Education Code 81700. The Board agreed with the revision and the motion was amended to use language consistent with Ed Code.

On a motion by Trustee Montemayor, seconded by Trustee Gonzalez-Castro, roll-call vote of 7-0, the Board moved to adopt Resolution 10:2, as revised, to Approve the use of a Design-Build Contract for the Design and Construction of the College Administration Building (CAB) Remodel Project.

INFORMATION ITEMS

FINANCIAL STATEMENTS

The Board received and accepted the financial statements for the month ending November 30, 2009.

CCCT ANNUAL ELECTIONS 2010

On a motion by Trustee Healy, seconded by Trustee DePauw, and on vote of 7-0, the Board moved to approve the nomination of Trustee Elia Gonzalez-Castro to the California Community College Trustees Board of Directors for 2010.

SENATE REPORTS

There were no senate reports.

PRESIDENT'S REPORT

Dr. Helm informed the Board of the following items:

- 1) Mary Davis, one of the nursing faculty, lost her husband over the holidays.
- 2) Through the action of the Board this evening, Hartnell would be providing electrical vehicle training to PG&E mechanics with the help of Val Rodriguez, faculty, in that area.
- 3) Flex Days are on January 21-22, 2010. Among the activities are two sessions on Ethics Certification. Under the accreditation guidelines, the college committed Board members and employees to be re-certified every two years.
- 4) She and four Trustees will attend the Effective Trusteeship Workshop in Sacramento.

BOARD COMMUNICATION

Trustee Montemayor shared a letter and plaque he received from Governor Schwarzenegger for his effort on the homeowner's project held at Hartnell College back in June.

Trustee DePauw stated that she is impressed with all of the work the college has done and that it's incredible to read what the employees have given up and that all should be proud.

Trustee Gonzalez-Castro reported that The Western Stage Council is planning its next Gala and that they are expanding the Council and are recruiting new members. She thanked Jackie Cruz-Ortega and Beverly Grova for their fundraising efforts. She spoke briefly about the Spring Festival and encouraged all to participate.

Trustee Padilla-Chavez thanked everyone for a great meeting and looks forward to the next four years.

Trustee Healy thanked Trustee Gonzalez-Castro for attending the Sunrise House Board Meeting as his alternate. He expressed his delight in the new Board members and welcomed Dr. Flannigan and Mr. Stephens to the college. Also, he thanked Mr. Calvert and Dr. Wright for their presentation. In closing, he expressed his appreciation to Dr. Christensen and the orchestra for their Winter Concert performance. Both he and his nine-year-old daughter enjoyed the evening.

Trustee Freeman expressed that he is troubled that he was not informed of the installation of cameras in classrooms and demanded to know who authorized the installation and why he was not informed. He stated that he asked that this discussion be placed on the agenda, but it was not. Trustee Donohue expressed her apologies, but believed the matter was put to rest based on a conversation they had and asked that the item be placed on the February agenda.

Dr. Helm, first reminded Mr. Freeman that she was the only employee who reported directly to the Board and thus, she is the one responsible and then stated that a policy and procedure is currently under development through the Shared Governance Process and she would report on its status at the next meeting. She stated that she had a lengthy conversation with Trustee Freeman about this matter some time ago and had sent a college-wide email on the same topic. In addition, she noted that the cameras were installed and removed, about a month later. She further noted that there is no indication that any law was violated, by the installation of silent video surveillance cameras.

ADJOURNMENT

On a motion by Trustee Healy, seconded by Trustee Padilla-Chavez, and unanimously carried, the Board moved to adjourn the meeting at 8:58 p.m.

NEXT MEETING

Regular Board Meeting on February 2, 2010, 5:00 p.m., CAB-112, Hartnell College Board Room.

Patricia Donohue
Board of Trustees President

Phoebe K. Helm
Board Secretary

MEMO TO: Hartnell Community College Board of Trustees
FROM: Financial Information Subcommittee
DATE: January 19, 2010
RE: Summer FTES Revenue and Expenses

In November the Financial Information Subcommittee (FIS) was asked by the Resource Allocation Committee (RAC) to review financial data from the summer 2009 session. We were asked to examine FTES and salary expenses, and give an opinion about the financial viability of a summer session for 2010.

The FIS estimated that the salary and variable expenses for the '09 summer session were \$1,010,000, and that revenue from FTES was \$3,500,000, with net revenue of \$2,490,000. To directly respond to the request from the RAC, it would appear that it is financially advantageous to the District to offer a summer session for 2010. The FIS felt, however, that it needed to bring three significant extra-accounting factors to the attention of the RAC, any one of which could influence the ability of the District to cover the costs of a summer session.

1. At this time any cash flow projections past January, 2010, must be considered tentative. The FIS estimates that a viable cash flow projection for June, July, and August of next year cannot be guaranteed until March, 2010, if then.
2. One of the reasons for this tentative reporting situation is that the District has no real sense of the size and effects of any expected mid-year cuts from the Chancellor's office. Although there is a \$1,200,000 mid-year cut built into the current budget in anticipation of such cuts from the Legislature, the news from Sacramento is growing more and more grim by the day, and the reaction of the Legislature is unknowable at best and unfathomable at worst. Larger cuts in January will undoubtedly mean a more restricted cash flow at the end of the '09-'10 budget year as well as at the beginning of the '10-'11 budget year, just when funds would be required to pay for a summer session.
3. A second reason for the uncertainty in any cash flow projections is the moving target which is the apportionment date. This arises when the Legislature, in an effort to better control its own cash flow, delays payment of apportionment monies to districts. Already this year, two significant dates have been moved, further tightening the District's cash flow. A significant delay at the end of this year's budget cycle would negatively impact the ease with which the District could meet its payroll for summer session instructors. The following table shows the **current best estimate** for receipt of apportionment monies for the remainder of the 2009-2010 fiscal year and for July 2010, which is actually in the 2010-2011 fiscal year.

Revised P1*	Rec'd January	Est. February	Est. March	Est. April	Est. May	Est. June	Total 09-10	Bal. Due
14,094	7,974	574	477	555	1,205	288	11,074	3,020

* All values in 000s

Additionally, the Legislature has already reduced the Full Time Equivalent Student (FTES) reimbursement cap from 7500 to 6800. The revenue from the summer '09 session was made up from almost the exact number of FTES generated as was cut by the Legislature. This means that the revenue of \$3,500,000 would not be generated in summer '10, leading to a loss of \$1,010,000, assuming equivalent enrollment year over year.

Recapping the actions taken by the District in the 2009 - 2010 year in order to bring the budget into balance:

Estimated shortfall	\$4,900,000
Direct operations savings	\$1,600,000
Redistribution of reserves (one-time)	1,600,000
Employee concessions (one year)	<u>1,700,000</u>
2009 - 2010 Budget savings	\$4,900,000

Since the original report from the FIS was prepared in November, several other concerns have been considered by the FIS and are herewith communicated to the Board.

1. The District has already had to borrow cash at 0.9% interest in the form of a Tax Revenue Anticipation Note (TRAN). The current TRAN balance of \$3,000,000 needs to be repaid by March, 2010, further eroding cash flow with no direct positive value to the District or its academic programs. Although, through careful stewardship of District cash resources, it appears that cash flow is sufficient to carry through to the end of the current year, it seems likely at this time that an additional TRAN may be required in June. Interest rates are currently rising, and there is no way of knowing what rate we will pay, among other reasons because there is no way of knowing what the rating of the State of California will be at that time. This has a direct effect on the rates that the District must pay. It is worth noting that a TRAN has a very short payback period - 12 months - so that it is not to be considered a source of revenue or funding, but rather a cash flow management tool.
2. As Adjustable Rate Mortgages (ARM) are being reset, it seems probable that there will be an increase in defaults and foreclosures in Monterey County. As home and property values decline, or at a minimum remain at their current low values, property taxes will decrease in the County. These factors combined make it probable that the District's share of property taxes will continue to decrease

over the next several years. The Monterey County Tax Collector has stated that he expects property tax revenues to decline significantly in 2010, and that the net effect on property tax revenues may be a decline of as much as 25%.

3. Projections for the 2010-2011 fiscal year will be more difficult than ever to forecast. One significant factor will be whether the Legislature will have a budget bill passed in time for an accurate District budget to be in hand for the next year. The recent history of the Legislature's schedule makes for a dubious reading at best, and a disaster for budget officers throughout the State at worst.
4. Governor Schwarzenegger's recent statements to the contrary, serious observers of the Legislature predict that it is unlikely that higher education funding in California will survive intact in the next budget cycle, especially if such funding is linked to corrections funding.

It should also be noted that eliminating the summer session has the potential of cushioning further fiscal shocks to the District in the 2010-2011 year, because this action would eliminate the cash requirements of the estimated \$1,010,000. If, as is certainly possible, the State delays passing a budget bill, further delays apportionment payments, and lowers the FTES cap once more, this cash which might have been spent might be required for use during the fall and spring semesters. It allows the FIS to more closely consider the budget year as September to June, rather than having to plan for a July to June year.

The FIS presented its findings and analysis at the December 9 RAC, FIS, and Cabinet (RFC) meeting. After substantial discussion among RFC members, it was agreed that the RAC recommend to the President/Superintendent that she recommend to the Board that a summer 2010 session not be offered.

California's Credit Cut by S&P Amid Budget Deficit - January 19, 2010

Jan. 13 (Bloomberg) -- California's credit rating on \$64 billion of general obligation bonds was cut by Standard & Poor's today as the most-populous U.S. state faces renewed strains over a \$20 billion budget deficit.

Gabriel Petek, a San Francisco-based S&P analyst, said the rating was lowered one level to A-, the seventh-highest investment grade. He said the company has a negative outlook on California debt, a sign its standing may decline further. The rating company also cut \$11.2 billion of other state debt, including that backed by lease payments.

California already had the lowest rating of any U.S. state as the national recession depressed tax revenue. The imbalance has increased the state's borrowing costs and prompted Governor Arnold Schwarzenegger to seek about \$7 billion of aid from the federal government.

S&P's cut brings its rating on California closer to that of Moody's Investors Service and Fitch Ratings. Moody's rates the state Baa1 and Fitch at BBB.

The extra yield investors are demanding on the state's 10-year bonds over AAA-rated municipal securities rose to 1.31 percentage points yesterday from a spread of 1.06 points four months ago, according to Bloomberg fair market value index data.

A taxable California bond maturing in 2039 traded today for as little as 97.90 cents on the dollar, to yield 7.73 percent. That's down from 98.67 cents yesterday, when the yield was 7.66 percent.

Schwarzenegger's plan to erase the deficit was denounced by Democrats who control both chambers of the Legislature, a signal that another prolonged battle in the statehouse could worsen California's cash flow, echoing last year.

Controller John Chiang in July resorted to IOUs to pay bills to maintain enough cash for payments given the highest priority under the law, including debt service. Budget officials have already said they may delay paying some of the state's bills in March because the cash balance will dip below the \$2.5 billion cushion they like to maintain.

Schwarzenegger's \$82.9 billion proposed budget would cut spending by \$8.5 billion. He is counting on the federal government to provide \$7 billion that Schwarzenegger said California is owed for health care, education and jail cells for illegal immigrants. The budget also siphons \$1 billion from gasoline tax revenue meant for local governments.

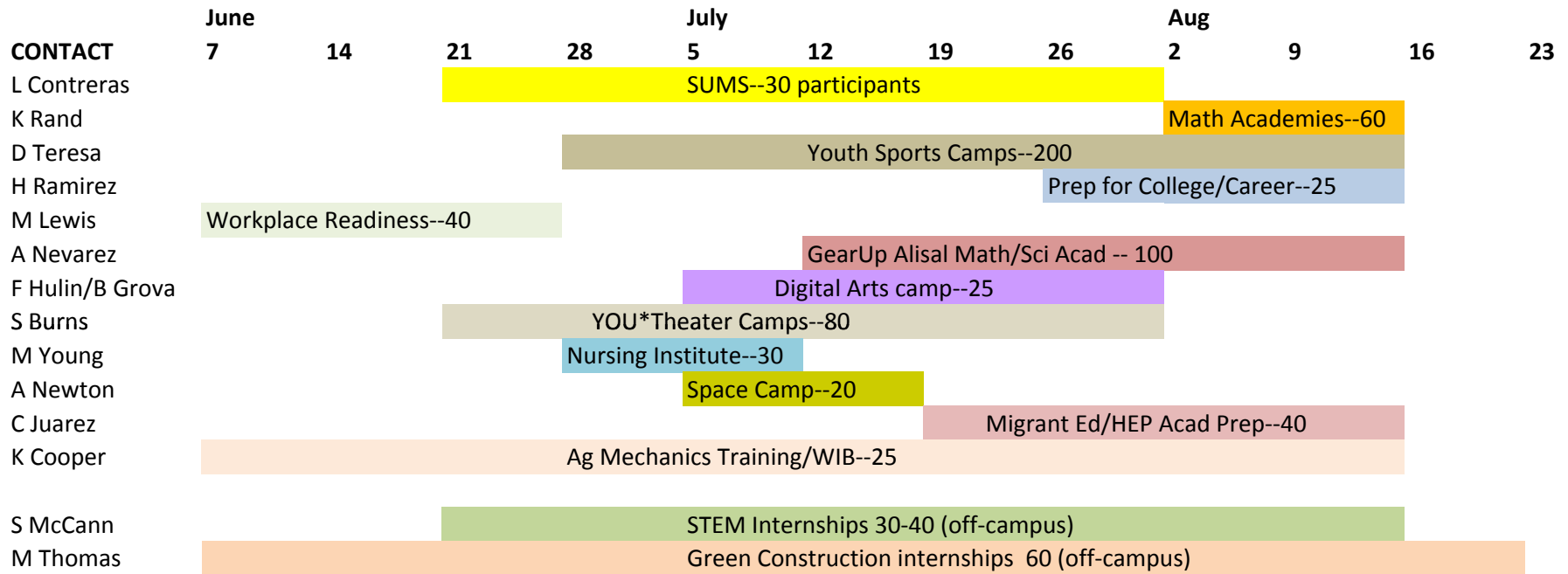
California is the largest borrower in the municipal bond market, issuing \$36 billion of debt last year. Lockyer warned last week that California may need to delay or shut down thousands of infrastructure projects if budget problems prevent it from raising additional funds from investors.

"It's going to make last year's budget cycle look not so bad," said George Strickland, who manages \$4.5 billion in municipal debt for Thornburg Investment Management in Santa Fe, New Mexico. He hasn't been buying California's state debt.

Standard & Poor's was less aggressive than its rivals in cutting California's credit rating as the state's fiscal woes worsened last year, cutting only once, in February, as the Legislature and Schwarzenegger were at an impasse.

Moody's lowered its assessment of California's debt in March and again in July, leaving it just three steps above so-called junk, or non-investment grade, according to the California Treasurer's office. Fitch reduced the state three times last year and now rates it two steps above junk, according to the Treasurer.

Hartnell College
 Summer 2010
Proposed Programming



APPENDIX C

THE FOLLOWING PERSONNEL ACTIONS WAS APPROVED AND/OR RATIFIED AT THE REGULAR MEETING OF JANUARY 19, 2010:

I. Classification and Compensation

- A. Request to reallocate existing filled Administrative Assistant – Title V position (#CC-125), Educational Technology and Library Services, from 30 hours per week to 40 hours per week, effective January 1, 2010. The increase in hours is required by the increased work load at this stage of the grant and is supported by grant funds.
- B. Request to allocate new classified position as follows: Secretary, Advanced Technologies/Community Collaboratives (#CC-175), 30 hours per week, 12 months per year, effective January – December, 2010. This position is funded through the *Linking After School Employment to Career Ladders* and *Clean Energy* grants and will have no impact on the general budget.
- C. Request to allocate new classified position as follows: Custodian, Maintenance and Operations (#CC-125), 40 hours per week, 12 months per year, effective January 5, 2010.
- D. Approve classified staff reorganization in Student Services:
This staff reorganization, already accomplished at the management level, is expected to result in a net savings to the District of approximately \$30,000, the creation of three career advancement ladders for employees in all the different areas of Student Services, and better service to students. (Side letter of agreement with the CSEA regarding these requests is Supplement HR-5, attached).
 - 1. Approve new CSEA classification of Financial Aid Lead, CSEA salary schedule range 34 (Job Description attached as Supplement HR-1).
 - 2. Approve request to allocate new classified CSEA position in Student Services: Financial Aid Lead (#CC-172) (full-time, 40 hours per week, 12 months per year).
 - 3. Approve new CSEA classification of Enrollment Services Specialist, CSEA salary schedule range 26 (Job Description attached as Supplement HR-2).
 - 4. Approve request to allocate new classified CSEA position in Student Services: Enrollment Services Specialist (#CC-173) (full-time, 40 hours per week, 12 months per year).
 - 5. Approve new CSEA classification of Admissions & Records Lead, CSEA salary schedule range 34 (Job Description attached as Supplement HR-3).
 - 6. Approve request to allocate new classified CSEA position in Student Services: Admissions & Records Lead (#CC-174) (full-time, 40 hours per week, 12 months per year).

7. Approve new CSEA classification of Admissions & Records Evaluation Technician, CSEA salary schedule range 24 (Job Description attached as Supplement HR-4).
- E. Ratify reclassification of two classified staff members in Admissions & Records to new classification:
1. Ratify side letter of agreement between CSEA, Chapter 470, and the Hartnell Community College District concerning the reclassification of Roberta Ruiz-Camacho (#CC-70) and Jutta West (#CC-73), Admissions & Records Technicians, to Admissions & Records Evaluation Technicians, effective February 1, 2009 (full-time, 40 hours per week, 12 months per year). (Supplement HR-5).

II. Appointments

A. Ratify appointments to regular classified positions:

1. Mercedes Quintero, part-time, 30 hours per week, 12 months per year, Administrative Assistant – Title V (#CC-125), Educational Technology and Library Services, Step C, effective October 1, 2009.
2. Concepcion Margarito, full-time, 40 hours per week, 12 months per year, Custodian (#CL-32), Maintenance and Operations, Step A, effective January 5, 2010.

B. Approve appointment of part-time instructors for spring semester 2010:

1. Gabriel Bravo, Counseling, grant funded.

C. Ratify appointment of Professional Experts:

- a. Hartnell's theater arts program/The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context. TWS' current season ran through December 4, 2009:
 1. Bob Johannsen, \$750, musical accompaniment for Mame production.
 2. Zach Parkes, \$1225, musical accompaniment for Mame production.
- b. The High School Equivalency Program (HEP) is funded by the US Department of Education Office of Migrant Education. HEP is a migrant education program designed to assist migrant and seasonal field workers obtain their GED and either employment, military service, apprenticeship, Certificate of Skills Acquisition, Certificate of Achievement, or Associates Degree. The program runs from September 1, 2009 to September 30, 2011:
 3. Leticia Sanchez, \$12.02/hr, (20 hrs/week), Instructional Aide, grant funded.

- c. Animal Health Technology 103, Comparative Anatomy and Physiology class, uses laboratory assistants to help students with the dissection of cat cadavers and the set up of the labs, August 17 – December 18, 2009:
 - 4. Anna Smith, \$1200, RVT lab assistant.
 - d. The Foster Kinship Care Education Program (FKCE) provides advanced training for current and prospective foster, relative, and non-related extended family member caregivers, adoptive parents, and local agency employees; and support for foster home recruitment activities. This grant-funded program is a joint effort of the California Community College Chancellor's Office and the Department of Social and Employment Services (DSES). Assignments include orientation leaders, trainers, childcare and activity providers, and program coordination, and run through June 10, 2011:
 - 5. Nicole Wallace, \$100/hr, (as needed), DSES/ILP Trainer.
 - e. First 5 Monterey County provides a consultant to conduct training of Child Development Center staff outside regularly scheduled work hours in particular curriculum methods so that the CDC staff will be able to train and mentor lab students in these methods. This grant-funded program runs from January 1 – June 30, 2010:
 - 6. Janice Martinez, \$44/hr, (not to exceed 32.50 hrs/\$1430), Mentor Teacher.
 - f. Child Care Access Means Parents in School (CCAMPIS) program supports the success of parents, as college students, and their children through resources provided by Hartnell and its community partners. The CCAMPIS program provides access to a comprehensive system of services, education, and support to ensure that parents have the skills needed to support their families. This grant-funded program runs from October 1, 2009 – September 30, 2013:
 - 7. Maria del Carmen Gonzalez, \$45/hr (4 hrs/week), Mentor Teacher/Parent Ed.
 - 8. Janice Martinez, \$45/hr (4 hrs/week), Mentor Teacher/Parent Ed.
- D. Ratify appointment of student workers for fall semester 2009:
- 1. Darlena Burnett, Child Development Center, Student Worker I
 - 2. Keumhee Byeon, Nursing & Health Sciences, Student Worker III
 - 3. Hiuman Chan, Art Department, Student Worker I
 - 4. Marisela Chavez, Admissions & Records, Student Worker III
 - 5. Miriam Juarez, Admissions & Records, Student Worker III
 - 6. Mayra Martinez, Math & Science, Student Worker III
 - 7. Rohit Patel, Social & Behavioral Sciences, Student Worker I
 - 8. Adriana Rivera, Child Development Center, Student Worker II
 - 9. Joanna Romero, Admissions & Records, Student Worker III

SUPPLEMENT HR-1

HARTNELL COMMUNITY COLLEGE DISTRICT

Class Title: Lead, Financial Aid

Basic Function:

Under the direction of the Dean of Student Affairs, the Financial Aid Lead serves as the policy and regulation expert for State and Federal financial aid programs, monitoring the process for determination of student eligibility within these different programs and compliance to all associated reporting and auditing requirements.

Representative Duties:

1. Keep knowledge of financial aid regulations and procedures current through self-study and communication, and communicate changes to Dean of Student Affairs and other Financial Aid staff.
2. Ensure conformance to District policies and procedures and State and federal laws and regulations related to financial aid and scholarships; make recommendations to develop and modify work processes in response to legislative mandates and regulation changes.
3. Prepare and submit a variety of State and federal reports, State and federal audits, and institutional data requests; compose and/or edit a variety of publications including class schedules, prepare budget reports, special reports, proposals, recommendations, and other materials as requested.
4. Provide technical information and assistance to students, staff, administrators and others concerning financial aid and scholarships, interpret policies and regulation and determine appropriate courses of action in unusual and complex circumstances.
5. Oversee grant check process and disbursements.
6. Oversee student academic progress appeal process and associated eligibility determinations.
7. Ensure that Veteran students are enrolled according to Veteran's Affairs rules and regulations, monitor their attendance, progress, and their records to ensure legal compliance.
8. Process Board of Governor's Waiver (BOGG) applications according to established procedures.
9. Maintain external contacts with government agencies and other community colleges for the purpose of coordinating, obtaining and verifying information; communicate decisions to students as needed.
10. Communicate with other student services program personnel, College personnel, representatives of State and federal agencies, high schools and other educational institutions, and others to coordinate programs and activities.
11. Design and implement continuous improvement programs in all Financial Aid Office processes.
12. Assist in training new staff and student workers; oversee student workers and develop their weekly work schedules.
13. Maintain program budget and records of expenditures when assigned; provide input and recommendations regarding staffing, equipment, and supply needs.
14. Assist in training new staff and student workers; oversee student workers and develop their weekly work schedules.
15. Coordinate with Enrollment Specialist and Admissions and Records Lead regarding area changes, updates and activities.
16. Serve on campus committees as assigned.
17. Perform related duties as assigned.

Knowledge and Abilities:

KNOWLEDGE OF:

- Policies, procedures, rules, and regulations related to Federal and State Student Financial Assistance programs, including grant and loan programs; scholarships, and Veteran's Affairs chapter benefits.
- Interpersonal skills that encourage collaboration and conflict resolution.
- Financial and income tax documents.
- Methods and terminology of financial record-keeping.
- District organization, operations, policies and objectives.
- Oral and written communication skills.

ABILITY TO:

- Ensure timely, efficient and effective delivery of services to students regarding financial aid, scholarships, and Veteran's benefits.
- Interpret and communicate complex rules, regulations, policies and procedures effectively.
- Analyze systems and processes, identify gaps or breakdowns, and identify solutions to address deficiencies.
- Organize and prioritize and to manage a workload both independently and as part of a team.
- Establish and maintain effective working relationships with others.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Train and provide work direction to others.
- Maintain confidential and complex records and files.
- Operate a computer at a high level of proficiency and quickly learn new programs.
- Work with a diverse student population and communicate with non-English speaking communities.

Education and Experience:

Any combination equivalent to: an Associate's degree and five years of increasingly responsible experience in financial aid or a related function.

Working Condition:

ENVIRONMENT:

Office environment.
 Constant interruptions.
 Ability to travel within district; valid driver's license
 Ability to work with many students in sometimes stressful circumstances.

PHYSICAL DEMANDS:

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

SUPPLEMENT HR-2

HARTNELL COMMUNITY COLLEGE DISTRICT

Class Title: Enrollment Services Specialist

Basic Function:

Under the direction of the Dean of Student Affairs, the Enrollment Services Specialist serves as the main resource to students and public relating to Admissions and Records, Financial Aid, Assessment, Cashiering, and other matriculation components and student services. The Enrollment Services Specialist is critical in creating a welcoming, positive atmosphere for all students and visitors to the College.

Representative Duties:

Admissions & Records Duties: 50%

- Respond to student inquiries regarding admissions, registration, grades, etc. in person, by phone or via email.
- Collect enrollment-related forms and review for completeness, including concurrent enrollment, course repetition, prerequisite clearance/challenge, late add, and grade change requests.
- Process student requests for transcripts, registrations, etc. as needed.
- Coordinate role of student workers in assisting students with applying, registering, and answering student questions using the online PAWS system.
- Oversee training of student workers in Admissions and Records and Financial Aid areas.

Financial Aid Duties: 35%

- Respond to student inquiries regarding financial aid in person and by phone.
- Answer questions on a variety of financial aid topics including: all federal, state and institutional financial aid programs, the financial aid application process, required documents and deadlines, the disbursement process, and the status of current year awards.
- Collect and review financial aid forms and required documents for completeness.
- Make appointments with Financial Aid staff as necessary.

Other Duties: 15%

- Serve as a resource for information about the campus, available services and activities.
- Aid students in the use of computer stations to access online student information and services.
- Foster culture emphasizing student use of online self-service options.
- Help coordinate student access to services such as career and transfer counseling, assessment, cashiering, veteran's services, scholarships, DSPS, and EOPS.
- Capture data on the use of all services provided by Student Ambassadors and Front Counter and create monthly reports on this data.
- Serve as part of the core support team in the Enrollment Services area.
- Other duties as assigned.

Knowledge and Abilities:

KNOWLEDGE OF:

Admissions and Records processes and forms, including admissions, registration, and grading.

Community college courses, curriculum, graduation, and transfer requirements.
Community college evaluation policies and procedures
Financial Aid programs, processes, and timelines and tax documents.
The matriculation process, including assessment, counseling, and cashiering, as well as EOPS and DSPS.
Applicable sections of State Education Code and other laws and regulations.
Interpersonal skills that encourage collaboration and conflict resolution.

ABILITY TO:

Interpret and explain rules, regulations, procedures, policies and catalogs regarding student registration, transcript evaluation, graduation, degree and transfer requirements, and financial aid.
Perform difficult and technical records evaluation duties.
Maintain confidential and complex records and files.
Make arithmetic calculations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Use excellent organizational skills, prioritize, and manage a workload both independently and as part of a team.
High level of computer proficiency and ability to quickly learn new programs, as well as familiarity with the Internet and email programs.
Work in a fast-paced environment and support multiple functions with fluctuating priorities.
Train and provide work direction to others.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Work with a diverse student population and communicate with the Spanish-speaking community.
Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Any combination equivalent to: an Associate's degree and three years of increasingly responsible experience involving a student services or related function.

Working Condition:

ENVIRONMENT:

Office environment.
Constant interruptions.
Service-counter helping students with various pressing needs.

PHYSICAL DEMANDS:

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

SUPPLEMENT HR-3

HARTNELL COMMUNITY COLLEGE DISTRICT

Class Title: Lead, Admissions & Records

Basic Function:

Under the direction of the Dean of Student Affairs, the Admissions and Records Lead serves as a policy and reporting expert for Federal, State, and institutional policies and procedures related to admissions, registration, student records, and international students.

Representative Duties:

1. Keep knowledge of regulations and procedures related to student admissions and records, including matriculation, current through self-study and communication, and communicate changes in those regulations and procedures to Dean of Student Affairs and other Enrollment Services staff.
2. Ensure conformance to District policies and procedures and State and federal laws and regulations related to student enrollment, registration collection and accounting of fees, and maintenance of student records; make recommendations to develop and modify work processes in response to legislative mandates and regulatory changes.
3. Prepare and submit a variety of State and institutional statistical and narrative reports; compose and/or edit a variety of publications including class schedules, prepare budget reports, annual recap data and special reports, proposals, recommendations, and other materials as requested.
4. Provide technical information and assistance to students, staff, administrators and others concerning college admission, registration and the collection and accounting of fees; interpret policies and regulations and determine appropriate courses of action in unusual and complex circumstances.
5. Serve as a liaison between Enrollment Services and the Business Office regarding the coordination of services to students.
6. Ensure that international students are enrolled according to I.N.S. laws, rules, and regulations; monitor their attendance, progress, and records to ensure legal compliance.
7. Maintain external contacts with government agencies and other community colleges for the purpose of coordinating, obtaining, and verifying information; communicate decisions to students as needed.
8. Communicate with other student services program personnel, College personnel, representatives of State and federal agencies, high schools and other educational institutions, and others to coordinate programs and activities.
9. Design and implement continuous improvement programs in all Admissions and Records processes.
10. Maintain program budget and records of expenditures when assigned; provide input and recommendations regarding staffing, equipment, and supply needs.
11. Assist in training new staff and student workers; oversee student workers and develop their weekly work schedules.
12. Coordinate with Enrollment Specialist and Financial Aid Lead regarding area changes, updates, and activities.
13. Serve on and attend assigned committees.
14. Perform related duties as assigned.

Knowledge and Abilities:

KNOWLEDGE OF:

- Policies, procedures, and regulations related to admissions, including related state and federal immigration laws; registration, the collection and accounting of fees, transcript evaluation, and the maintenance of student academic records.

- Community college courses, curriculum, graduation and transfer requirements.
- Interpersonal skills that encourage collaboration and conflict resolution.
- Budget preparation and administration.
- District organization, operations, policies, and objectives.
- Oral and written communication skills

ABILITY TO:

- Ensure timely, efficient and effective delivery of services to students regarding admission, registration, academic records, graduation, and student fees.
- Interpret and communicate complex rules, regulations, policies and procedures effectively.
- Analyze systems and processes, identify gaps or breakdowns, and identify solutions to address deficiencies.
- Organize and prioritize and to manage a workload both independently and as part of a team.
- Establish and maintain cooperative and effective working relationships with others.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Train and provide work direction to others.
- Maintain confidential and complex records and files.
- Operate a computer at a high level of proficiency and quickly learn new programs.
- Work with a diverse student population and communicate with non-English speaking communities.

Education and Experience:

Any combination equivalent to: an Associate's degree and five years of increasingly responsible experience in admissions and records or a related function.

Working Condition:

ENVIRONMENT:

- Office environment.
- Constant interruptions.
- Ability to travel within district; valid driver's license.
- Ability to work with many students in sometimes stressful circumstances.

PHYSICAL DEMANDS:

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

SUPPLEMENT HR-4

HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMISSIONS & RECORDS EVALUATION TECHNICIAN

BASIC FUNCTION:

Under the general supervision of the Dean of Student Services, perform a variety of technical and complex analytical duties involved in the admissions, registration, records maintenance, transcripts, residency, registration records, instructor records, cashiering, and other major functions of the Admissions and Records Office, including prerequisite clearances and challenges, transcript evaluation, and course-to-course evaluation.

REPRESENTATIVE DUTIES:

Process admissions applications and register students; review transcripts and interpret course descriptions for courses and units completed; verify level, content, unit value and grading system from catalogues, telephone and written communication and other appropriate reference materials; prepare and maintain student files; send transcripts to counseling. *E*

Give courteous and accurate direction to students on how to register, petition for graduation, file various petitions, and finalize registration.

Receive and analyze transcripts from other institutions and review coursework for equivalencies using online college and university catalogs and ASSIST.

Perform prerequisite checking, clearing, and processing challenges, as close in time to initial registration attempts as possible.

Work with counselors to ensure that proper and consistent attribution of course equivalencies are being made for prerequisite purposes.

Make residency determinations according to State requirements. *E*

Receive, verify and coordinate semester grades, credits and incompletes for computer processing; distribute instructors' grade sheets; receive, process, verify and post grades to file; post grade corrections to permanent records; post student activities and honors to permanent records. *E*

Assure compliance with District, County and State laws, rules, regulations and guidelines related to assigned areas. *E*

Receive and process transcript requests including copying, affixing seals, receiving fees and mailing to appropriate locations; maintain records of transcripts sent utilizing student release of records notification. *E*

Evaluate transcripts for graduation and determine student eligibility for graduation in degree and certificate programs; perform complex and technical duties involved in the evaluation of student records and transcripts. *E*

Provide technical information and assistance to students, staff, counselors, faculty and administrators in the interpretation and clarification of registration, graduation and transfer policies, requirements and procedures. *E*

Interpret college requirements for degrees and certificates, and stay up to date on new programs; explain basis of evaluations made and provide information to students and staff on evaluations and college requirements. *E*

Compute statistical data for graduation and verify completion of final semester courses; prepare, verify and certify cumulative grade point average (GPA).

Compile and maintain graduation lists each semester with accompanying demographic, status, and honor reports.

Establish schedule for printing and distribution of class rosters and distribute as appropriate; provide updated class lists for instructors as needed. *E*

Verify, calculate and scan positive attendance hours for instructor records; make changes as needed; monitor attendance accounting procedures to assure accurate data for the College's apportionment funding and statistical reporting. *E*

May train and provide work direction to student assistants; coordinate and schedule student hours for employment; recruit, test and interview students for employment; check work and assist with work problems, assign work, and review and prepare timesheets for monthly payment. *E*

Provide technical assistance and guidance concerning admissions and records computer programs; enter a variety of data into the computer to update student information; compile information, generate reports and create computer files as needed; operate scanning and other office equipment as assigned. *E*

Analyze records of unique student populations, such as nursing applicants, to evaluate transfer credit work to determine eligibility for both LVN and RN programs.

Provide lead direction during registration process as assigned; assure the timely processing of registration documents including the adding and dropping of students. *E*

Prepare and maintain a variety of records, reports and files related to students and assigned activities; maintain confidentiality of student information. *E*

Perform registration duties for courses throughout the school year both on and off campus. *E*

Assist with the planning and organization of the college's graduation ceremony. *E*

Serve on campus committees; attend community events as assigned.

Perform other office activities and related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Admissions and Records rules, regulations, policies and procedures.
Community college courses, curriculum, graduation and transfer requirements.
Community college credit evaluation policies and procedures.
Regulations governing the community college registration procedures.
CSU and UC general education requirements.
Transcript evaluation methods to determine equivalencies
Prerequisites for Hartnell courses
Electronic data processing.
Modern office practices, procedures, and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies and objectives.
Applicable sections of State Education Code and other laws.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:

Interpret and explain rules, regulations, procedures, policies and catalogs regarding student registration, transcript evaluation, graduation, degree and transfer requirements.
Perform difficult and technical records evaluation duties.
Perform complex analysis of various application materials, including transcripts from other schools and colleges on the spot.
Coordinate evaluation activities with other staff members and departments.
Operate a variety of equipment including a computer, scanner and others as assigned.
Maintain confidential and complex records and files.
Make arithmetic calculations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.
Make independent judgments with limited supervision.
Work confidentially with discretion.

Communicate effectively both orally and in writing.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work and five years of increasingly responsible experience involving public contact and computer operation, ideally including two years of directly related student services experience.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to possess a valid California driver's license and use of a personal vehicle.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work as assigned by position.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist or kneeling to file and retrieve records.

Hartnell Community College District
and
California School Employees Association, Chapter 470

Side Letter of Agreement

December 8, 2009

The Hartnell Community College District (District) and the California School Employees Association, and its Chapter #470 (CSEA), mutually agree to reorganize the Student Affairs Division (Student Services) resulting in three career ladders that allow existing employees to promote and that will more efficiently serve students. The elimination of one management position in this division created the savings which will fund the implementation of this Agreement. CSEA and the District agree to the following:

Admissions and Records – Main Campus Table of Organization

Classification	Salary Range	Current # Positions	New # Positions
Lead, Enrollment Services	34	0	1
Enrollment Services Coordinator	31	0	1
Enrollment Services Specialist	26	0	2 <i>J</i>
Evaluation Technician	24	0	1 <i>J</i>
Student Services Technician **	20	2 **	2 **
Admissions and Records Technician	18	8	*
Total Positions		10	10

T. P. [Signature] 12.9.09

* Number dependent upon which current employees promote. Total number of positions shall not increase.
** Student Services Technicians are a part of the A & R Career Ladder, but are not eligible to apply for the new positions created by this reorganization.

Lead, Enrollment Services:

This classification shall be adopted and established at range 34 of the classified salary schedule. This classification complements the new Lead position in Financial Aid and will serve as a policy and reporting expert for Federal, State, and institutional policies and procedures related to admissions, registration, student records, and international students, requirements that were assigned to the eliminated management position. The employee who holds this position shall provide leadership in the department as well as technical assistance.

Only classified employees who currently hold positions in Admissions and Records on the main campus shall be eligible to apply for this one new position, a promotional opportunity.

Enrollment Services Coordinator:

This classification shall be adopted and established at range 31 of the classified salary schedule. The job description for this classification shall be negotiated between CSEA and the District no later than April 2010.

This position shall not be filled during 2009-2010. However, when funds become available to hire, only classified employees who hold positions in Admissions and Records on the main campus shall be eligible to apply for this one new position, a promotional opportunity.

Evaluation Technician:

This classification shall be adopted and established at range 24 of the classified salary schedule. This classification shall provide technical and complex analytical duties involved in the admissions, registration, records maintenance, transcripts, residency, registration records, instructor records, cashiering, and other major functions of the Admissions and Records Office, including prerequisite clearances and challenges, transcript evaluation, and course-to-course evaluation.

Two employees who currently hold positions as Admissions and Records Technicians, Jutta West and Roberta Ruiz-Camacho, shall be reclassified to Evaluation Technician, range 24, step E. This reclassification shall be effective retroactively to February 1, 2009 as a result of a properly filed reclassification application, investigation, and negotiations between CSEA and the District. Retroactive wages due to Ms. West and Ms. Ruiz-Camacho shall be paid no later than February 28, 2010.

If one of these two employees applies for and is promoted to the Lead position, the retroactive pay shall be paid and the Evaluator position shall be posted. Only classified employees who currently hold positions in Admissions and Records on the main campus shall be eligible to apply.

Enrollment Services Specialist:

This classification shall be adopted and established at range 26 of the classified salary schedule. This classification shall serve as the main resource to students and the public related to Admissions and Records, Financial Aid, Assessment and other matriculation components and student services. Employees in these positions shall work together in the "front desk" area both coordinating and providing direction to Student Ambassadors (student workers) and assisting students and the public.

Only classified employees who currently hold positions in Admissions and Records on the main campus shall be eligible to apply for this position that is one of two; the second shall be a part of the Financial Aid ladder.

Student Ambassador Program:

The Student Ambassador program is intended to become a part of the core support team in Student Services while fostering a culture emphasizing student self-help and student mentorship. Ambassadors will be responsible for greeting students and visitors who come to the Student Services Center, assisting students in completing the application and registration process online using PAWS, assisting students in locating student services, and providing general information about financial aid, assessment, and admissions, and providing tours of the campus as needed. Student Ambassadors shall not have access to confidential information including transcripts, personal contact information, social security numbers, and other student record information as defined by FERPA.

District will not increase the current level of student worker support in the Student Affairs Division without also increasing the classified staff. Student workers may be assigned as Student Ambassadors. It is CSEA's goal that the ASB of Hartnell Community College adopts the Student Ambassador component, in part, as a volunteer student service.

CSEA and the District shall meet together no later than June 30, 2010 and then again during May 2011 to review the status of this component and, by mutual agreement, to adjust staffing as necessary.

Student Services Technician, Admissions and Records Technician, and Assessment Technician:

These classifications shall continue at the same salary rates. However, the scope of work shall be re-evaluated and the job descriptions shall be revised as appropriate prior to April 2010, with particular attention to be paid to the difference between the primary functions that are now a part of the new Evaluator job description and existing Admissions and Records Technician job description.

Financial Aid – Main Campus Table of Organization

Classification	Salary Range	Current # Positions	New # Positions
Lead, Financial Aid	34	0	1
Financial Aid Specialist	31	5	*
Enrollment Services Specialist	26	0	1
Accounting Assistant	21	2	*
Scholarship Assistant	18	1	1
Financial Aid Technician	18	4	*
Total Positions		12	12

* Number dependent upon which current employees promote. Total number of positions shall not increase.

Lead, Financial Aid: This classification shall be adopted and established at range 34 of the classified salary schedule. This classification complements the new Lead position in Admissions and Records and will serve as a policy and reporting expert for Federal and State financial aid programs, monitoring the process for determination of student eligibility within these different programs and compliance to all associated reporting and auditing, requirements that were assigned to the eliminated management position. The employee who holds this position shall provide leadership in the department as well as technical assistance.

Only classified employees who currently hold positions in Financial Aid on the main campus shall be eligible to apply for this one new position, a promotional opportunity.

Enrollment Services Specialist:

This classification shall be adopted and established at range 26 of the classified salary schedule. This classification shall serve as the main resource to students and the public related to Admissions and Records, Financial Aid, Assessment and other matriculation components and student services. Employees in these positions shall work together in the "front desk" area both coordinating and providing direction to Student Ambassadors (student workers) and assisting students and the public.

Only classified employees who currently hold positions in Financial Aid on the main campus shall be eligible to apply for this position that is one of two; the second shall be a part of the Admissions and Records ladder.

Financial Aid Specialist, Accounting Assistant, Scholarship Assistant, and Financial Aid Technician:

These classifications shall continue at the same salary rates. However, the scope of work shall be re-evaluated and the job descriptions shall be revised as appropriate prior to April 2010. Accounting Assistants and the Clerical Assistant (Business) will be a part of the Student Services Division in that they will coordinate with student enrollment activities and be located in the Student Services center. However, the employees shall remain a part of the Business Office with their primary evaluator remaining the Controller.

Administrative Support – Student Services Division

Employees in this area shall become a part of the Student Services Division, responsible to the Dean of Student Affairs or Vice President of Student Affairs & Athletics. However, no changes are proposed except to include the Assessment Technicians as a part of the following career ladder. These job classifications and the scope of work shall be re-evaluated and the job descriptions shall be revised as appropriate prior to April 2010.

Classification	Salary Range	Current # Positions
Instructional Operations Specialist	28	1
Instructional Operations Technician	28	1
Division Administrative Assistant	22	2
Administrative Assistant	18	1
Secretary	16	1
Counseling Data Technician	15	2
Assessment Technician	15	2
Clerical Assistant	14	2
Total Positions		12

Filling New Vacancies

All new positions created by this reorganization shall be filled by posting the positions among the employees in the same department as the vacancy. The posting period shall be according to the collective bargaining agreement. Applicants shall fill out a full application form provided by Human Resources.

The Lead positions shall be posted first. When those positions are filled, the next lower vacancies shall be posted and so forth until the total number of positions in each department is filled as indicated on the charts above. At least one CSEA representative shall serve on each hiring committee. All applicants shall be offered an interview if they meet the minimum qualifications of the classification/position(s) applied for.

This Agreement is subject to the terms of the current collective bargaining agreement, is non-precedent setting, and shall not alter the terms of the current collective bargaining agreement except as expressly stated above, and shall become effective upon ratification.

For the District:

Eric Lynn

For CSEA Chapter 470:

Margie Wiebusch

Stephan De

Valerie Davis, AR2
