

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Adopted

Regular Meeting of the Board of Trustees
Hartnell College Board Room – CAB112
411 Central Avenue
Salinas, California

May 5, 2009

OPEN SESSION

Trustee Donohue called the meeting of Board of Trustees of Hartnell Community College District to order at 5:00 p.m. at the Hartnell College Board Room, CAB112.

ROLL CALL

Patricia Donohue, President
Kevin Healy, Vice President
Bill Freeman
Elia Gonzalez-Castro
Juan Martinez
Ray Montemayor
Brad Rice
Phoebe K. Helm, Superintendent-President/Board Secretary
Armando Cortes, Student Trustee (advisory vote per Board Policy 1030)

**ADOPTED AMENDED
AGENDA**

The agenda was amended as follows:

Action Item F, Adopt Resolution 09:11, Recognition of Classified School Employees Week, and Resolution 09:12, Designation of May as Foster Care Month was moved up on the agenda to just before Consent items to accommodate guests in attendance.

Added Action Item H., Amendment to Resolution 09:6, Golden Handshake for faculty, and Resolution 09:7, Early Retirement Incentive for Classified Employees of the Hartnell Community College District, extending the deadline for giving notice of intent to retire from May 5, 2009 to June 2, 2009. This will allow its members more time and access to retirement counselors.

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Healy, vote of 6-0 (Freeman momentarily stepped away from the table and did not vote), and advisory vote of Aye (Cortes), the Board adopted the agenda as amended.

**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. Update on Lawrence/Culver Litigation
2. Update on Negotiated Retirement Incentives

PUBLIC COMMENTS REGARDING CLOSED SESSION

There were no public comments.

MOVED TO CLOSED SESSION

The Board of Trustees of Hartnell Community College District, Terri Pyer, Interim Director, Human Resources, and Superintendent/President, Dr. Phoebe K. Helm adjourned to closed session at 5:04 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

Trustee Donohue reconvened the meeting at 6:03 p.m.

PLEDGE OF ALLEGIANCE

Trustee Montemayor led the Pledge of Allegiance.

REPORT OUT FROM CLOSED SESSION

No report.

PUBLIC COMMENTS ON OPEN SESSION ITEMS

There were no public comments.

BOARD DEVELOPMENT

Review of 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 Board reviewed policies 3200 through 3235. There were no suggested revisions at the meeting; however, the college community will have an opportunity to review policies and provide their input. This is the last of the Student Services series, and the Board decided to suspend reviewing the next series (Instructional) until fall since faculty will not be on campus to review and provide their input.

Starting with the June meeting, articles will be identified for the Board to read and discuss at their meetings over the summer.

PRESENTATIONS

Bond Oversight Committee

Damon Felice, Felice Consulting Services, reviewed an initial floor plan for the new science facility, and gave an update on the college's current construction projects. The full report and floor plan can be found at: http://www.hartnell.edu/board/packets/May_Board_Packet_2009.pdf. Trustee Donohue complimented Mr. Felice for the new lighting structures around campus.

All-USA Academic Team

All-State Academic Team

Tonya Morgan was present and recognized for her achievement as being the only California community college student to receive a silver award, 2009 All-USA Academic Team. Dr. Helm commended faculty, Janet Pessagno and Susan Hovde, Phi Theta Kappa advisors, for their exemplary leadership stating that student success in academic clubs could not happen without the hard work and guidance of good faculty.

Also recognized, but not present, was Justin Jordon. Mr. Jordon was selected to the 2009 All-California Academic Team and was nominated to the All-USA Academic Team. The Academic Team competitions are sponsored by Coca Cola Scholar's Foundation, USA Today, Phi Theta Kappa Honor Society, and the American Association of Community Colleges.

Soroptomist International of Salinas

Trustee Donohue introduced Jennifer Stimson, President of Soroptomist International of Salinas who acknowledged Monica Andrade as this year's recipient of the Women's Opportunity Award of \$3,000. Also, Ms. Andrade was recognized and awarded additional monies at the Sierra Pacific Region. Ms. Andrade shared her story and thanked Allison Paul, Counselor, for her guidance and support. Soroptomist International of Salinas is women's service organization dedicated to improving the lives of women and girls throughout local communities and the world.

*Students in Free Enterprise
S. I. F. E.*

On behalf of their faculty advisor, Bob Maffei, students of S.I.F.E. were present and proudly stated their team has won the regional championships for three years in a row, and placed 16th in the nation last year. This year's nationals are held in Philadelphia where they plan to compete. S. I. F. E. is a student organization that gives students an opportunity to learn about all aspects of business, both public and private through educational outreach projects.

Digital Bridge Academy

Digital Bridge Academy (DBA) faculty Hermelinda Tabera-Rocha, Cheryl O'Donnell, Yvonne Reid, Melissa Stave, Larry Adams, Ann DeJesus-Riley, and students of the Digital Bridge Academy were present. Hermelinda Tabera-Rocha introduced each student, who in turn stated that they found the DBA to be life-changing, providing a sense of direction. They recommended that it be a prerequisite for all students entering college. They thanked their faculty and the college for the opportunity. The Board and community were invited to attend their research presentation on May 21, 6:00 p.m., Western Stage.

**RESOLUTION 09:11,
CLASSIFIED EMPLOYEE
WEEK AND
RESOLUTION 09:12,
FOSTER CARE MONTH**

Mr. Elliott Robinson, Director, Department of Social and Employment Services, was present as well as foster parents, Charlie and Donna Trementozzi. Mr. Robinson expressed his appreciation to the Board for their leadership in foster parenting education. Dr. Helm acknowledged Margie Wiebusch as being the leader in this program and thanked her for all of her work.

On a motion by Trustee Gonzalez-Castro, seconded by Trustee Montemayor, roll-call vote of 7-0 and advisory vote of Aye (Cortes), the Board adopted Resolution 09:11, Recognition of Classified School Employees Week and Resolution 09:12, Designation of May as Foster Care Month.

**RECESSED/
RECONVENED**

The Board recessed for a break at 6:59 p.m.

Trustee Donohue reconvened the meeting at 7:06 p.m.

CONSENT ACTION ITEMS

Trustee Martinez pulled Consent Action Item C, Curriculum, for further discussion.

On a motion by Trustee Rice, seconded by Trustee Healy, vote of 7-0, and advisory vote of Aye (Cortes), the Board approved Consent Action Items A through G.

A. MINUTES

Approved the Minutes of April 14, 2009 as submitted.

B. DISBURSEMENTS

Ratified disbursements from any or all of the following funds: general; debt service; bookstore; child development; capital outlay projects; scheduled maintenance; property acquisition; bond projects; cafeteria; self-insurance; retirees health benefits; associated student body; scholarship, loan, and trust; and intercollegiate athletics.

C. CURRICULUM COMMITTEE ACTIONS

Ratified the recommendations of the Curriculum Committee.

Trustee Martinez stated it was difficult for him to understand what type of course and/or program revisions were being made without proper backup materials. Dr. Helm reminded the Board of two things: (1) curriculum is one of the academic and professional matters wherein the Board must, in compliance with AB 1725, rely primarily on the faculty; and, 2) earlier in the year, the Board delegated approval of curricular changes to the superintendent/president; thus, this is a ratification item. Additionally, she indicated that she would look into including a link in future agenda items that would connect to the more detailed actions of the Curriculum Committee which are currently available on the College’s web site.

D. REVISED BOARD POLICIES

- Approved revised Board Policies:
- 3100, Rules Governing Student Behavior
- 3105, Grievance Policy for Students
- 3110, Exercise of Free Expression by Hartnell College Students
- 3115, Hazing
- 3120, Privacy of Student Records
- 3125, Reimbursement for Lost or Damaged Property and Collection of Delinquent Fines and Fees
- 3135, Associated Students of Hartnell College
- 3140, Funds of the Associated Students of Hartnell College
- 3145, Advisors and Sponsors for Student Clubs and Organizations

E. FOSTER CARE TRAINING AGREEMENT

Approved an agreement with the Monterey County Department of Social Services for Foster Care Training effective July 1, 2009 to June 30, 2011. Monterey County Department of Social and Employment Services will pay Hartnell College \$404,220 in 2009-2010 and \$404,220 in 2010-2011.

F. MOU – MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Approved a memorandum of understanding with the Mexican-American Opportunity Foundation agreeing to the guidelines for participation in the Monterey County Central Eligibility List as required by the California State Department of Education for the Hartnell College Child Development Center.

G. PERSONNEL ACTIONS Approved and/or ratified personnel actions. (Appendix A)

ACTION ITEMS

- A. BUDGET REVISIONS** On a motion by Trustee Rice, seconded by Trustee Healy, roll-call vote of 7-0, and advisory vote of Aye (Cortes), the Board approved budget revisions numbered 8212 to 8254.
- B. QUARTERLY FINANCIAL STATUS REPORT – FOR QUARTER ENDING MARCH 31, 2009** On a motion by Trustee Healy, seconded by Trustee Martinez, roll-call vote of 7-0, and advisory vote of Aye (Cortes), the Board reviewed and accepted the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended on March 31, 2009.
- Two corrections were noted on the status report. On page 3, VII.2 and VII.3, the growth should be 3%, not 2%.
- C. BOARD POLICY REVISIONS – 1ST READING** On a motion by Trustee Rice, seconded by Trustee Gonzalez-Castro, and vote of 7-0, and advisory vote of Aye (Cortes), the Board reviewed, discussed and accepted the first reading of Board Policies:
- 3155, Fund-Raising/Solicitations on Campus
3160, Posting of Announcements
3170, Counseling Program
3175, Extended Opportunity Programs and Services
3180, Disabled Students/Programs and Services
3185, Financial Aid
3195, Tutorial Center
- D. ADOPTED RESOLUTION 09:8 AND RESOLUTION 09:9** On a motion by Trustee Rice, seconded by Trustee Gonzalez-Castro, roll-call vote of 7-0, and advisory vote of Aye (Cortes), the Board adopted Resolution 09:8 and Resolution 09:9, Authorizing the Issuance of 2002 General Obligation Bonds Series C and D.
- E. ADOPTED RESOLUTION 09:10** On a motion by Trustee Gonzalez-Castro, seconded by Trustee Cortes, roll-call vote of 7-0, and advisory vote of Aye (Cortes), the Board adopted Resolution 09:10, Designating Authorized Agents to Sign School Orders and Financial Instruments on Behalf of the District.
- F. RESOLUTION 09:11 AND RESOLUTION 09:12** The agenda was amended to accommodate guests who were in attendance and this action is noted on page 3.
- G. ADOPTED RESOLUTION 09:13** On a motion by Trustee Healy, seconded by Trustee Gonzalez-Castro, roll-call vote of 7-0, and advisory vote of Aye (Cortes), the Board adopted Resolution 09:13, California Leadership Alliance for Student Success (CLASS) Initiative.
- H. APPROVE AMENDMENT TO RESOLUTION 09:6 AND RESOLUTION 09:7** On a motion by Trustee Montemayor, seconded by Trustee Rice, roll-call vote of 7-0, and advisory vote of Aye (Cortes), the Board approved to amend 09:6, Golden Handshake for faculty, and Resolution 09:7, Early Retirement Incentive for Classified Employees of the Hartnell Community College District.

INFORMATION ITEMS

FINANCIAL STATEMENTS The Board received the Financial Statements for period ending March 31, 2009.

SENATE REPORTS Academic Senate: Nancy Schur reported on the Basic Skills Initiative Committee; the in fracture needed in non-credit courses; that the college has three teams organized for the annual American Cancer Society fundraising event, Relay for Life, scheduled on June 19-20 – college fundraisers for this event include a penny war, bake sale, car raffle, and talent show rescheduled for May 15, 2009.

Classified Senate: Langston Johnson reported that the senate continues to work on the constitution and bylaws and expect to be completed by the next meeting.

Student Senate: Jazmin Rason reported on the Cinco de Mayo celebrations – that it was well attended with free food for the students; that, due to the restructure of the senate, elections are scheduled for sometime in May; and that the water filtration system is going well and students hope to get more systems on campus.

PRESIDENT'S REPORT Dr. Helm reported that the accreditation site visit went well and the college should hear from the Commission by June 30; she announced that graduation is June 4 and on June 5, for the first time ever, there will be a recognition ceremony for our High School Equivalency Program; that after doing some investigating on college boards, she discovered that Brad Rice and his father, Bob Rice, are the only father and son team serving simultaneously in the nation, and at this year's graduation there will be a special recognition in their honor; and that she spoke to Rotary today and showcased Hartnell. Students, faculty, and staff were present and students spoke on their respective programs. She thanked Beverly Grova, Rachell Summers and Jackie Cruz-Ortega for all of their work on the Rotary Program.

BOARD COMMUNICATION Trustee Montemayor stated that it's great that Hartnell is the heart of the community; and that he is working with the individuals on a homeowner's program sponsored by the Governor that is scheduled on campus on June 6, 2009.

Trustee Gonzalez-Castro reported on the success of Family Science Day – the events is sponsored by Hartnell College and the Alisal Union School District – there were more than 2,000 in attendance, and she thanked everyone for attending and for working the event. She also announced that she is doing a cooking demonstration at the Family Fiesta BBQ on May 16 at Toro Park.

Trustee Freeman stated he was proud of the students receiving awards this evening; that he was moved by the DBA student testimonies; that the men's track team won the coast conference title; that he would like to meet and discuss the learning labs with individuals; that he went to high school with foster parents in attendance this evening; that he believes the committee

composition for the distinguished alum needs to be different—Trustee Donohue agreed to work with Trustee Freeman on this; and that he wants to create a Hall of Fame for the college.

Trustee Healy reported he loved hearing all of the positive comments in the student presentations and their successes this evening. Also, he extended the Sunrise House as a source of data to the DBA students for their social justice research to be presented at an upcoming event scheduled on May 21 and that he is available to help in any way.

Trustee Martinez reported he attended the Party in the Library, that it was a great party with a great turn-out, and recommended that the Board be given ten tickets to sell.

Trustee Donohue reported she was unable to attend the Party in the Library because she attended the Soroptomist Conference where she had the privilege watching Monica Andrade receive the Women’s Opportunity Award.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

On a motion by Trustee Rice, seconded by Trustee Montemayor, vote of 7-0, and advisory vote of Aye (Cortes), the Board adjourned the meeting at 8:00 p.m.

NEXT MEETING

The next regular Board of Trustees Meeting is scheduled on June 2, 2009, 5:00 p.m., Hartnell College, CAB112, Board Room.

Patricia Donohue
Board of Trustees President

Phoebe K. Helm
Board Secretary

THE FOLLOWING PERSONNEL ACTIONS WERE APPROVED AND/OR RATIFIED AT THE MAY 5, 2009 BOARD MEETING:

- I. Retirements, resignations, releases, and leave requests
 - A. Ratify retirement of regular personnel:
 - 1. Stephanie Betancourt, Institutional Research Assistant (#CC-41), effective March 20, 2009.

- II. Appointments
 - A. Ratify appointment of full-time academic personnel:
 - 1. John Anderson, full-time, tenure-track, Construction Technology Instructor/Program Coordinator (#F-103), Column A, Step 20, effective March 16, 2009.

 - B. Ratify appointment of regular classified personnel:
 - 1. Kathrine Cagat, part-time, 30 hours per week, 12 months per year, Administrative Assistant (Title V) (#CC-125), Step A, effective May 4, 2009.

 - C. Approve appointment of regular management personnel:
 - 1. William Yates, Jr., Director of Business Assistance Center (BAC) (#A-39), Step C, effective May 11, 2009.

 - D. Ratify appointment of part-time instructors for spring semester 2009:
 - 1. Lovevasia Bey, Nursing
 - 2. Brian Brady, English as a Second Language
 - 3. Mary Jane DiGirolamo, Counseling
 - 4. Marie Perucca-Ramirez, English as a Second Language
 - 5. Infanta Rogers, Nursing

 - E. Ratify appointment for part-time instructor for summer session 2009:
 - 1. Ron Danko, Speech

 - F. Ratify appointment of substitute classified employee:
 - 1. Maria Teresa Guerrero, Division Administrative Assistant, \$16.52/hr, 40 hrs/week, Developmental Education, March 30, 2009 – June 8, 2009.

 - G. Ratify appointment of professional experts:
 - 1. Ben Jimenez, \$57.75/hr, 7 hrs/week, to provide defense tactics, Career & Economic Development, February 17, 2009 – May 7, 2009.
 - 2. Debra Keller, a post-graduate intern, \$20.00/hr, 20 hrs/week, to provide emotional and personal counseling to Hartnell students, Crisis Counseling Department, March 25, 2009 – June 30, 2011.
 - 3. Kim Khanh Vu, \$11.92/hr, 10 hrs/week, to provide supplemental instruction, Chemistry Department, February 11, 2009 – June 4, 2009, grant funded.

H. Ratify appointment of student workers for spring semester 2009:

1. Nathan Brown, Warehouse, Student Worker I
2. Nancy Galindo, Developmental Education, Student Worker II
3. Noemi Gomez, Cafeteria, Student Worker I
4. Tavar McKissic, Cafeteria, Student Worker I
5. Marlyn Padilla, Library, Student Worker I
6. Christopher Smith, DSP&S, Student Worker III

II. Special projects and stipends

A. Ratify special project agreement payments:

1. Larry Adams, \$260, to develop a plan to coordinate Digital Bridge Academy activities into the daily schedules of the Math Academy, April 24 – 25, 2009, grant funded.
2. Guy Agrati, \$49.78/hr (not to exceed \$99.56), to provide evaluation of the supplementary program report for BRN accreditation, Nursing Department, January 29, 2009 – February 5, 2009.
3. Clara Anderson, \$47.86/hr (not to exceed \$6,891.84), to assist primary faculty in conducting nursing skills laboratory sessions/testing, to provide oversight for practice sessions; and to act as proctor for testing sessions that follow instructor to student ratio requirements, Nursing Department, March 12, 2009 – June 4, 2009.
4. Leticia Contreras, \$64.21/hr (for 159 hours for a total compensation of \$10,209.39), to support the National Science Foundation (NSF) Science Talent Expansion Program (STEP) as Lead Instructor throughout the 2008-2009 academic year as well as summer 2009, October 15, 2008 – August 31, 2009, grant funded.
5. LaVerne Cook, \$3,500, to develop Transfer Pathways for each of the five STEM majors through articulation and transfer agreements between Hartnell College and CSU Monterey Bay, November 1, 2008 – March 25, 2009, grant funded.
6. Brooke Haag, \$200, to participate in STEM internship preparation course instructional activity, March 3 – 10, 2009, grant funded.
7. Jeff Hughey, \$5,000, to facilitate an increase in STEM transfer rates to CSUMB through brochures, recruitment, internships, field trips, laboratory tours, faculty exchanges, and identifying STEM students to support with student laptops, all in collaboration with CSUMB, November 1, 2008 – April 15, 2009, grant funded.
8. William Ntow, \$780, to create a comprehensive curriculum and activity plan for the Math Academies, April 24 – 25, 2009, grant funded.
9. Greg Perkins, \$780, to create a comprehensive curriculum and activity plan for the Math Academies, April 24 – 25, 2009, grant funded.
10. Ken Rand, \$780, to create a comprehensive curriculum and activity plan for the Math Academies, April 24 – 25, 2009, grant funded.
11. Jim Riley, \$780, to create a comprehensive curriculum and activity plan for the Math Academies, April 24 – 25, 2009, grant funded.
12. Rachel Sage, \$5000 (\$2,500 to be paid out in March and the balance in June), to provide veterinary care for colony animals and monitor controlled substance, Animal Health Technology, January 26, 2009 – June 30, 2009.
13. Steven Triano, \$4,300, to continue to develop a long-term Ag Program recruiting model through coordination with CSUMB, June 10 – August 17, 2008, grant funded.

14. Steven Triano, \$5,000, to coordinate the “Greater Vision III Conference” on Sustainability in Agriculture and the “Industry Technology Day,” November 1, 2008 – March 31, 2009, grant funded.
15. Tracy Villanueva, \$57.75/hr (not to exceed \$1,039.50), to maintain all appropriate HES 53 documentation requirements for the county and state, and to serve as contact point for students and faculty regarding HES programs, Nursing Department, January 26, 2009 – June 4, 2009.
16. Andrew Washburn, \$780, to create a comprehensive curriculum and activity plan for the Math Academies, April 24 – 25, 2009, grant funded.