

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Regular Meeting of the Board of Trustees
October 1, 2013
Alisal Campus / Building C, Room 212
1752 East Alisal Street
Salinas, CA 93905

OPEN SESSION Meeting called to order at 5:02 p.m. by Trustee DePauw at the Alisal Campus, Building C, Room 212, 1752 E. Alisal Street, Salinas, CA 93905

PLEDGE OF ALLEGIANCE Trustee Montemayor led the Pledge of Allegiance.

ROLL CALL Present at roll call
Candi DePauw, President
Patricia Donohue, Vice President
Elaine Duran (Student Trustee)
Ray Montemayor
Demetrio Pruneda
Dr. Willard Lewallen, Board Secretary/Superintendent/President

Arrived during closed session
Bill Freeman, Elia Gonzalez-Castro, and Erica Padilla-Chavez

PUBLIC COMMENTS PRIOR TO CLOSED SESSION There were no public comments on closed session agenda items.

MOVE TO CLOSED SESSION The board, Dr. Lewallen, Superintendent/President, legal counsel, Tom Manniello, and Alfred Muñoz, Vice President of Administration moved to closed session at 5:04 p.m. to discuss:

- Conference with Labor Negotiator
(Government Code Section 54957.6)
Employee Unit: Hartnell College Faculty Association
- .Conference with Labor Negotiator
(Government Code Section 54957.6)
Employee Unit: Classified Schools Employee Association

RECONVENE PUBLIC SESSION / REPORT OUT FROM CLOSED SESSION Trustee DePauw reconvened the public session at 6:03 p.m. There was no reportable action.

PUBLIC COMMENTS There were no public comments.

REPORTS FROM

- F. AGREEMENT: HCCD AND COUNTY OF MONTEREY, SOCIAL SERVICES
- The board ratified the agreement between the Hartnell Community College District and Monterey County Department of Social Services for the development and implementation of an independent living program for foster youth transitioning to adulthood. The district is reimbursed \$58,978 for administrative tasks, curriculum development, event planning, and daily living skills training for fiscal year 2013-14.
- G. STRUCTURE LEASE AGREEMENT – CINGULAR WIRELESS
- The board ratified the structure lease agreement with New Cingular Wireless PPC, LLC for the installation of wireless telecommunications equipment. The agreement will generate \$776,615.50 over twenty

Trustee Pruneda asked how this travel related to the board's work. Trustee Padilla-Chavez explained a proposal was submitted to ACCT last fall, when she was board president. When she learned the proposal was accepted, she asked Trustee DePauw, as board president, if she wanted to attend to present; however, Trustee DePauw declined. The presentation will focus on the local healthcare workforce and wellness education; a partnership between the college and the California Endowment, Building Healthy Communities.

Trustee DePauw distributed professional development opportunities and available funds for board development.

**BOARD APPOINTMENTS TO
STRATEGIC PLANNING
COUNCIL**

Through a nomination process, Trustee DePauw nominated Trustees Donohue and Pruneda to the Strategic Planning Council.

Motioned (Padilla-Chavez), seconded and unanimously carried, the board moved to appoint two members to the Strategic Planning Council. Trustee Pruneda will serve a two-year term and Trustee Donohue will serve a one-year term.

was a great performance. She continues to meet with Dr. Lewallen and that she attended two city council meetings that she found interesting.

Trustee Freeman thanked Carla Johnson, HEP Director, for her work in supporting students and said she will be missed; that he is proud of the STEM students – it reminds him of his brother who works for NASA. Also, he is

The following personnel actions were approved or ratified at the October 1, 2013 Regular Meeting of the Hartnell Community College District Board of Trustees:

- I. Retirements, resignations, releases, and leave requests:
 - A. Ratify resignation of management personnel:
 - 1. Carla C. Johnson, H.E.P. Director – (#A-37), effective October 31, 2013.
 - B.

18. Phil Garcia, \$75/game (as needed), football game day equipment manager, August 19, 2013 - November 10, 2014.
19. Gladys Mondragon, \$3,500 total, assistant women's soccer coach, August 30 – November 10, 2013.

Hartnell's theater arts program/The Western Stage (TWS) provides students the opportunity to learn their craft within a professional context:

20. Norma Jean McGee, \$1,500 total, costume construction, August 12 - September 6, 2013.
21. Steven Tosh, \$2,500 total, (as needed), rehearsal accompaniment and pit musician, August 20 – September 28, 2013.

In support of the USDA-NIFA grant, support movement of newly designed courses through college approval process; promote new program options to current and incoming students; work with advisory committee and other industry reps to secure internship and work experiences for enrolled students; assure compliance with all other grant objectives during the funding period:

22. Violeta Mendoza Wenger, \$35/hr (20 hrs/week), coordinator, July 1, 2013 – June 30, 2014.

Tutorial development, training and provision of DLA access to instructors and students. Training of faculty in Etudes setup and use of DLA's for student access. Completion of 35 DLA's from paper to electronic format:

23. Karina Young, \$17,500 total, developer, August 1, 2013 – Febru

54. Leonel Munoz, MESA, Student Worker IV
55. Teresa Munoz, Math & Science, Student Worker IV
56. Maria E. Murillo Villicana, Tutorial/Title V/ Math Academy, Student Worker III
57. Khanh Nguyen, Math & Science, Student Worker II
58. Rommel Niduanza, Title V/S. Crane/Tutorial, Student Worker III
59. Rommel Niduanza, CSIT-IN-3, Student Worker IV
60. Mezairah Niduaza, Library/Media, Student Worker I
61. Rexavalmar Niduaza, Tutorial/ Title V STP, Student Worker III
62. Rexavalmar Niduaza, MESA, Student Worker IV
63. Annie O, MESA, Student Worker IV
64. Luis Oropeza, Library/Circulation, Student Worker I
65. Frank Osorio, Tutorial/Title V/Math Academy, Student Worker III
66. Frank Osorio, MESA, Student Worker IV
67. Miguel Padilla, Chemistry, Student Worker IV
68. Vanessa Padilla, EOPS, Student Worker II
69. rmen Pena Tirado, Child Development Center, Student Worker II
70. Guadalupe Perez Castro, Child Development Center, Student Worker I
71. Christopher Perez, Tutorial/Title V/Math Academy, Student Worker III
72. Edmundo Perez, Tutorial/Title V STP, Student Worker III
73. Gabriela Perez, Child Development Center, Student Worker II
74. Laura Quiroz, Financial Aid, Student Worker II
75. Lisset Ramirez, SI, Student Worker III
76. Jhanic Ramos, Tutorial/Title V, Student Worker III
77. Samantha Reyes, Admission & Records, Student Worker III
78. Shantel Reynolds, Math/Science/Engineering, Student Worker I
79. Alicia Rivera, PC Lab, Student Worker II
80. Markanthony Rivera, MESA, Student Worker IV
81. Maria Elena Rodriguez, Child Development Center, Student Worker I
82. Sara N. Rodriguez, Tutorial/Title V STP, Student Worker III
83. Mary Rubio, Tutorial Center, Student Worker II
84. Andrea Ruiz, Tutorial, Student Worker II
85. Justin Sahdeo, MESA, Student Worker IV
86. Marisol Sanchez, MESA, Student Worker IV
87. Brenda Santana, Tutorial/Title V/Math Academy, Student Worker III
88. Juan Serrano, MESA, Student Worker IV
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90. Luis Silva, Tutorial/Title V, Student Worker III
91. Keandra Simms, Athletic, Student Worker III
92. James Stephens, Tutorial/Political Science, Student Worker II
93. Maria Stokes, Child Development Center, Student Worker I
94. Raul Tapia, Academy for College Excellence, Student Worker III
95. Liliana Tenorio Castillo, CDC-Alisal, Student Worker II
96. Ariel Torres, Counseling, Student Worker II
97. Juan Tovar, Maintenance, Student Worker I
98. Reina Tovar, Tutorial/SI, Student Worker IV
99. Maria Trujillo, Tutorial/ESL, Student Worker II
100. Edna Valdez, Counseling, Student Worker II
101. Ramiro Valdez, MESA, Student Worker IV
102. Jesus Verduzco, Tutorial/SI Math, Student Worker III
103. Claudia Zarate, Academy for College Excellence, Student Worker III
104. Mandy Zavala, Art, Student Worker IV
105. David Zendejas, Tutorial/Title V STP, Student Worker III

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HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE ADMINISTRATIVE ASSISTANT I

SALARY RANGE 7

SUPERVISOR Director, or other administrator in assigned area

DESCRIPTION:

Under direct supervision of a director or other administrator, perform a variety of responsible administrative support activities related to an operational department or program. Perform a wide range of office support activities including reception, filing, typing, and maintaining records; exercise good judgment and tact; provide information on procedures, standards, and requirements where applicable; establish and maintain good public relations with staff, students, and the community at large.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant I is the entry level position in this administrative support series of positions. Incumbents in this classification are expected to be able to perform reception and clerical duties such as answering phones, directing calls, seeing guests, typing, and filing to keep an office running smoothly, and to carry out office support tasks as requested. They may report to a director or supervisor.

REPRESENTATIVE DUTIES:

Performs

Maintains files and/or matters in progress; audits for accuracy

Compiles and assembles

HARTNELL COMMUNITY COLLEGE DISTRICT

CLASS TITLE ADMINISTRATIVE ASSISTANT I

SALARY RANGE 20

SUPERVISOR Director, dean, or other administrator in assigned area

DESCRIPTION:

Under general supervision, plan, coordinate and participate in a variety of complex and responsible administrative support activities related to the responsibilities of a department or program. Perform complex and varied administrative support duties such as typing, filing, creating reports, creating and maintaining records relating to budgets, personnel, and assignments; exercise sound judgment in the application and follow-through of departmental decisions; provide detailed information on college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students and the community at large.

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant II is the intermediate level classification among this administrative support series. Receiving general supervision, the AA usually reports to a director or dean relieving them of a variety of clerical and routine administrative functions and is distinguished from Administrative Assistant I by the increased level of independence and initiative expected, the increased knowledge of the programs or departments required, and the complexity of problem solving needed. The incumbents in this classification provide highly competent clerical and administrative support assigned administrators and departmental staff, including other administrative assistant staff and perform some assignments independently. The incumbent also may perform any of the duties contained in lower levels of this classification.

REPRESENTATIVE DUTIES:

Performs complex office assistance and administrative detail work for assigned supervisor area, including typing, filing, creating reports and other documents, making travel arrangements, creating and maintaining accurate records relating to budgets, personnel, and assignments.

Process administrative details not requiring the immediate attention of the supervisor which may include, but is not limited to: organizing and maintaining calendars, arranging and scheduling meetings and meeting support; opening and routing mail and ensuring that program and departments are fully staffed to provide a high level of service.

Maintain a thorough working knowledge of the assigned department or program, and provide accurate and responsible information regarding the department's policies and procedures for instructors, classified and management staff, students and the community.

Consider and analyze situations carefully and correctly and adopt an effective course of action; use diplomacy, tact, friendliness and poise.

Compose, prepare, and distribute a variety of both paper and electronic documents including email, contracts, letters, meeting minutes, time forms, statistical reports, resolutions, manuals, final reports and purchase requisitions.

Prepares bulk mailings for flyers, brochures, and other materials for projects in assigned area, observing District procedures for the approval processes (e.g., supervisor approval and approval from the district's public information officer when needed)

Builds and maintains budget spreadsheet and database programs as necessary

Sets up and maintains files on projects of assigned area; coordinates and monitors special projects, assignments, and activities

ABILITIES

Ability to:

- x type at 55 words net per minute from clear copy;
- x understand and independently carry out oral and written instructions;
- x prioritize tasks and do several tasks in quick sequence
- x accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job;
- x learn and successfully use new software programs as required to fulfill the requirements of the job;
- x apply office policies, procedures, rules and regulations;
- x use good judgment in recognizing the scope of authority as delegated;
- x analyze situations and make decisions on procedural matters without immediate supervision;
- x

Provides administrative support to the administrative office in all matters relating to the business of the area, which may include the areas of: accreditation; grant development; staff development; various review and certification procedures; specialized programs relating to student operations; special course and program develop

Creates and maintains spreadsheets and/or databases for area projects as needed; prepares reports and final documents; oversees the establishment and maintenance of filing systems.

Makes and tracks budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submits budget reports as required by the District

Serves as liaison between and among the department or division, students, the college, and the community

- x learn and successfully apply office policies, procedures, rules and regulations;
- x use good judgment in recognizing the scope of authority as delegated;
- x analyze situations and make decisions on procedural and detail matters without immediate supervision;
- x analyze projects under pressure of time;
- x maintain security and confidentiality of records and information;
- x communicate effectively in both oral and written form;
- x use appropriate and correct English spelling, grammar and punctuation;
- x perform arithmetical calculations with speed and accuracy;
- x operate efficiently a variety of office equipment