

**HARTNELL COLLEGE**

**GOVERNING BOARD OF TRUSTEES**

**Mr. Aaron Johnson, President**

**Ms. Berna Z. Maya, Vice-President**

**Mr. William J. Freeman**

**Mr. John D. Martinez**

**Mr. Brad Rice**

**Ms. Kari Lee Valdés**

**Ms. Lorena Moreno, Student Representative**

**INTERIM PRESIDENT / SUPERINTENDENT AND  
GOVERNING BOARD SECRETARY**

**Dr. Phoebe Helm**

**HARTNELL COLLEGE MISSION STATEMENT**

*Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.*

### **VISION STATEMENTS**

- ◆ Hartnell College shall provide its diverse communities and student population with equal opportunities for educational access and success.
- ◆ Hartnell College shall implement programs and services that recognize its culturally diverse community, and provide fair and ethical treatment of its entire population.
- ◆ Hartnell College shall seek and dedicate resources to be a technologically advanced institution.
- ◆ Hartnell College shall support a learning environment that rewards creativity, innovation, and risk-taking.
- ◆ Hartnell College shall anticipate and respond to change.
- ◆ Hartnell College shall be a valuable resource and a facilitator of change for its communities.
- ◆ Hartnell College shall enhance its local and global community partnerships and outreach activities.
- ◆ Hartnell College shall excel in the recruitment, retention, and placement of students.

Adopted by the Hartnell College Board of Trustees: February 2, 1998

**MANAGEMENT**

**INTERIM PRESIDENT/SUPERINTENDENT** ..... Dr. Phoebe Helm

**VICE PRESIDENT FOR INSTRUCTION /**

**ASSISTANT SUPERINTENDENT** ..... Dr. Allan M. Hoffman  
 Dean, Math, Science, & Health Professions ..... Dr. Kathleen Schrader  
 Dean, Occupational Education ..... José Luis Fernández  
 Dean, Physical Education, Health Education, and Athletics ..... Dyan Miller  
 Interim Dean, Fine Arts, Language Arts, Social Science ..... Dr. Lisa Miller  
 Dean, Workforce and Community Development ..... Vacant  
 Interim Director, Career and Workforce Development ..... Cicely McCreight  
 Interim Director, Campus Learning Resource Ctr. & Dist Learning  
 and Center for Teacher Education ..... Denise Cook  
 Director, Western Stage ..... Jon Selover  
 Director, Education Services, South County ..... Paulette Bumbalough  
 Director, Institutional Research and Planning ..... Chris Myers  
 Director, Medical Laboratory Technician Program ..... Susan McQuiston  
 Director, Regional Health Occupations Resource Center ..... Valerie Fisher  
 Director, Nursing and Health Services Education ..... Dr. Catherine Ryan

**VICE PRESIDENT FOR STUDENT SERVICES** ..... Dr. Celia Barberena

Director, Enrollment Services ..... Mary Dominguez  
 Director, EOP&S/CARE ..... Paul Casey  
 Director, Child Development Center ..... Linda Taylor  
 Director, Student Support Services/TRIO ..... Manuel Bersamin  
 Director, Financial Aid ..... MaryHelen Dorado  
 Interim Director, Counseling, Matriculation, CalWORKs,  
 Re- Entry and Transfer Services ..... Cicely McCreight  
 Interim Director, High School Equivalency Program (HEP) ..... Denise Moss  
 Director, Soledad GEAR UP/AMERICORPS/East Campus ..... Molly Lewis  
 Interim Director, East Salinas GEAR UP/East Campus ..... Augustine Nevarez

**VICE PRESIDENT FOR ADMINISTRATIVE SERVICES /**

**ASSISTANT SUPERINTENDENT** ..... Larry Carrier  
 Director, Maintenance, & Facilities ..... Brian Adair  
 Director, Purchasing, Warehouse, Reprographics ..... Peter Lucido  
 Manager, Bookstore ..... Vacant  
 Manager, Food Services ..... Mike Cunnane  
 Coordinator, Campus Safety ..... Henry Yoneyama  
 Coordinator, Maintenance and Operations ..... Edwin Baptista  
 Controller/Chief Accountant ..... Barbara Yesnosky

**ASSOCIATE VICE PRESIDENT - EDUCATIONAL TECHNOLOGY  
AND LIBRARY SERVICES**..... Gary Hughes

**INTERIM ASSOCIATE VICE PRESIDENT – ACADEMIC AFFAIRS** ..... Dr. Kathleen Rose

**DEAN OF ADVANCEMENT AND DEVELOPMENT** ..... Beverly Grova

**DIRECTOR, HUMAN RESOURCES** ..... Tamberly Petrovich

**MARKETING SUPERVISOR** ..... Terri Pyer

PEOPLE, PLACES, & THINGS

## **Organizational Chart**

**The Organizational Chart can be located in “R” Drive, Human Resources**

**INSTRUCTIONAL DEANS/ FACULTY / STAFF****ACADEMIC LEARNING CENTER AND DISTANCE EDUCATION**

Denise Cook .....	Interim Director	ANX 107 .....	759-6048
Maria De Leon .....	Administrative Assistant	ANX 108 .....	755-6866
Henderson, Frank.....	Coordinator Tutorial Center	ANX 108 .....	755-6738
Perez, Daniel .....	Instructor, Reading and Writing Lab	ANX 107 .....	755-6785
O'Donnell, Cheryl .....	Instructor, Computer Lab	CAB211 .....	755-6777
Riley, Jim .....	Instructor, Math Lab	ANX120 .....	755-6915

**EDUCATIONAL TECHNOLOGY AND LIBRARY SERVICES**

Hughes, Gary .....	Associate Vice President	LIBRARY .....	755-6725
Pleak, Joanne.....	Administrative Assistant/Library	LIBRARY .....	755-6870
Fellguth, Jennifer .....	Systems Technology	LIBRARY .....	759-6063
Lawson, William .....	Student Services Librarian	LIBRARY .....	759-6064
Mayfield, Peggy .....	Technical Services Librarian	LIBRARY .....	759-6064

**FINE ARTS / SOCIAL SCIENCE / LANGUAGE ARTS**

Miller, Lisa .....	Interim Area Dean	PA122.....	755-6905
Sanchez, Lourdes.....	Division Administrative Assistant	PA122.....	755-6905
Garcia, Ruby.....	Clerical Assistant	PA119.....	755-6905
Cook, Denise .....	Director, CFTE	PA124.....	755-6796
Quitevis, Ted .....	Instructional Assoc/Visual Arts	VAF112.....	755-6793
Adams, Lawrence.....	Political Science	CAB307 .....	755-6778
Beck, James .....	ESL	CAB303 .....	755-6766
Bosler, Eric .....	Art/Photography	VAF208B .....	755-6792
Christensen, Carl.....	Music	PA123.....	755-6906
DeJesus-Riley, Ann .....	History	CAB323 .....	755-6787
Gutierrez, Alejandra.....	Language Lab Specialist	CAB369 .....	755-6939
Kimbrough, Carol.....	Psychology	CAB308 .....	755-6856
King, Carol.....	ESL	CAB387 .....	755-6935
Matsushita-Arao, Yoshiko ....	Psychology	CAB316 .....	755-6781
Mendez, Aurora .....	Spanish	CAB373 .....	755-6934
Mendoza-Lewis, Rhea.....	English/Academic Systems	CAB306 .....	755-6784
Michael, Maria .....	ESL	CAB365 .....	755-6944
Nemiro, Jerri .....	Photography/Multimedia	VAF204.....	755-6797
Perez, Daniel .....	English	ANX107 .....	755-6785
Pessagno, Janet.....	English	CAB353 .....	770-6133
Petersen, Daniel .....	English	CAB364 .....	755-6953
Ramirez, Heidi .....	English	CAB355 .....	755-6942
Sanchez, Jorge.....	Anthropology	CAB314 .....	755-6780
Selover, Jon.....	Theatre Arts	PA113.....	755-6982
Smith, Gary.....	Art	VAF104.....	755-6791
Sproles, Kathy .....	Reading	CAB360 .....	755-6938
Teutsch, Maria.....	English	CAB358 .....	755-6943
Vacaflor, Aurelia .....	Spanish	CAB325 .....	755-6786
Waddy, Ron.....	English	CAB362 .....	755-6862
Yelland, Hetty .....	English	CAB357 .....	755-6779

**KING CITY EDUCATION CENTER**

Bumbalough, Paulette .....	Education Services Director	KCC218 .....	386-7100
Wood, Dustin .....	Student Services Technician	KCC/Front Desk .....	386-7100
Polio, Ligia .....	Financial Aid Technician	KCC/Front Desk .....	386-7100
Kessler, Kimberly.....	Clerical Assistant	KCC/Front Desk .....	386-7100
Rodriguez, Ariana.....	Clerical Assistant	KCC/Front Desk .....	386-7100
Moss, Chris.....	Mathematics	KCC214 .....	386-7137
Thole, Carol.....	Business Office Tech/CSS	KCC214 .....	386-7135
Vacant .....	English	KCC .....	

**MATH / SCIENCE / HEALTH PROFESSIONS**

Schrader, Kathleen.....	Area Dean	CAB253 .....	755-6875
Denning, Karen.....	Division Administrative Assistant	CAB258 .....	755-6875
Barminski, Robert.....	Geology	MER9.....	770-7056
Bates, Ronald.....	Mathematics	CAB259 .....	755-6921
Butler, James.....	Mathematics/Engineering	MER26A .....	755-6732
Contreras, Leticia .....	Mathematics	CAB256 .....	770-7053
Edens, Alex .....	Biology	MER14.....	770-7055
Hovde, Sue.....	Chemistry	MER23.....	755-6886
Hughey, Jeff .....	Biology	MER14.....	770-7054
Hussain, Mohammad.....	Mathematics	CAB256 .....	770-7052
Locke, Kelly .....	Mathematics	CAB262 .....	755-6758
McCann, Shannon.....	MESA Program Coordinator	MER22A .....	770-6131
Mercurio, Ed .....	Natural Science	MER26A .....	755-6889
Moss, Chris.....	Mathematics	MER26A .....	755-6859
Moth, Pimol.....	Math/Physics/AST	MER5.....	755-6893
Perkins, Greg.....	Mathematics	CAB283 .....	755-6705
Polo, Tito .....	Physical Science	MER11.....	755-6880
Rand, Ken.....	Mathematics	CAB264 .....	755-6902
Sword, John.....	Mathematics	MER5.....	755-6881
Weber, Mark.....	Mathematics	CAB255 .....	755-6947
Wright, Ann.....	Biology	MER14.....	770-6112
Yee, Lawrence.....	Chemistry	MER24A .....	755-6887
Vacant .....	Physics	MER10.....	755-6884

Animal Health Technology

Radel, Sharon.....	Instructor/Director	UNIT D.....	755-6855
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Medical Laboratory Technician

McQuiston, Susan .....	Director	NATV318/E. Campus	770-6152
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Nursing

Ryan, Catherine.....	Director	NATV307 .....	770-6145
Berthiaume, Valerie .....	Administrative Assistant	NATV308 .....	770-6146
Agrati, Guy.....	Nursing	NATV317 .....	770-6148
Cook, LaVerne.....	Nursing Counselor	NATV313 .....	770-6147
Cousineau, Mary .....	Nursing	NATV304 .....	770-6149
Durham, Barbara .....	Nursing	NATV302 .....	770-6151
Failano, Rachel.....	Nursing	NATV Skills Lab.....	770-6153
Kaczmar, Debra.....	Nursing	NATV301 .....	770-6140

Schur, Nancy ..... Nursing  
 Whitmore, Janeen ..... Nursing

NATV303 ..... 770-6150  
 NATV317 ..... 770-6141

**REGIONAL HEALTH OCCUPATIONS RESOURCE CENTER**

Valerie Fisher ..... Director  
 Vacant ..... Administrative Assistant

E. Campus ..... 755-6916  
 E. Campus ..... 755-6916

**OCCUPATIONAL EDUCATION**

Fernández, José Luis ..... Area Dean  
 Cabrera, Rosa Maria ..... Division Administrative Assistant  
 Vacant ..... Clerical Assistant  
 DeRuosi, Joe ..... School-to-College Coordinator  
 Adams, Phil ..... Business/Accounting  
 Amercupan, Ali ..... Welding/Mechanical Tech  
 Bertomen, Lindsey ..... Administration of Justice  
 Calvert, Peter ..... Business/Office Tech  
 Entekhabi, Parviz ..... Drafting/Engineering  
 Etcheverry, Fred ..... Electronics  
 Hori-Garcia, Jeanne ..... Early Childhood Education  
 Ledford, Neil ..... Agriculture  
 Maffei, Robert ..... Business  
 Mendelsohn, Kathy ..... Business/Office Tech  
 Rocha-T., Hermelinda ..... Early Childhood Education  
 Storm, Lisa ..... Administration of Justice  
 Svendsen, Christine ..... Computer Science & Info Sys.  
 Lipowski, Mareck ..... Instructional Associate/Toolroom  
 Thole, Carol ..... Business Office Tech./CSS  
 Welch, Joe (William) ..... Computer Science & Info Sys.  
 Wiese, Pamela ..... Computer Science & Info Sys.  
 Zarate, Andrea ..... Early Childhood Education  
 Vacant ..... Agriculture

TECH11 ..... 755-6960  
 TECH11 ..... 755-6960  
 TECH11 ..... 755-6960  
 TECH16 ..... 770-6118  
 CAB216 ..... 755-6741  
 TECH8 ..... 755-6964  
 CAB222B ..... 755-6742  
 CAB212 ..... 755-6746  
 TECH8 ..... 755-6966  
 TECH7 ..... 755-6965  
 TECH6 ..... 759-6065  
 TECH7 ..... 755-6941  
 CAB208 ..... 755-6744  
 CAB214 ..... 755-6743  
 TECH9 ..... 755-6750  
 CAB218 ..... 755-6745  
 CAB205 ..... 755-6851  
 TECH21 ..... 755-6959  
 CAB222C ..... 755-6852  
 CAB207 ..... 755-6747  
 CAB268 ..... 755-6918  
 TECH9 ..... 755-6885  
 TECH7 ..... 755-6941

**PHYSICAL EDUCATION / HEALTH EDUCATION / ATHLETICS**

Miller, Dyan ..... Area Dean/Athletic Director  
 Trevino, Joanne ..... Division Administrative Assistant  
 Betancourt, Stephanie ..... Clerical Assistant  
 Beymer, David ..... Athletic Trainer  
 Collins, Matt ..... PE/Football  
 Cook, LaVerne ..... Athletic Counselor  
 Love, Ellie ..... PE/Women's Soccer  
 Mankins, Larry ..... PE/Track/Self-Defense  
 McCarty, Pat ..... PE/Volleyball  
 Reid, Yvonne ..... Adaptive PE  
 Noble, Jerry ..... PE/Track/Cross Country  
 Stave, Melissa ..... Adaptive PE  
 Teresa, Dan ..... PE/Baseball  
 Toney, Mary Ann ..... PE/Women's Basketball  
 Vasher, Andrew ..... PE/Men's Basketball  
 Watt, Andy ..... PE/Softball/Asst. Football  
 Vacant ..... PE/Men's Soccer

PE134 ..... 755-6830  
 PE115 ..... 755-6830  
 PE114A ..... 755-6830  
 PE107 ..... 755-6846  
 PE103 ..... 770-6122  
 PE114B ..... 755-6848  
 PE111 ..... 755-6843  
 PE109 ..... 755-6877  
 PE105 ..... 755-6841  
 PE144 ..... 770-6187  
 PE106 ..... 755-6845  
 PE144 ..... 755-6876  
 PE107 ..... 755-6840  
 PE108 ..... 755-6842  
 PE104 ..... 755-6844  
 PE110 ..... 755-6838  
 PE113 ..... 755-6839

**STUDENT SERVICES**

Barberena, Celia.....	Vice President	CAB151 .....	755-6822
Summers, Rachell .....	Executive Assistant	CAB151 .....	755-6822
Bersamin, Manuel.....	Director, Student Support Serv/TRIO	ANX .....	755-6036
Uribe-Cruz, Gemma .....	Secretary, Student Support Serv/TRIO	ANX .....	755-6013
Casey, Paul .....	Director, EOP&S/CARE	EOP&S Modular .....	755-6860
Tapia, Marlene.....	Secretary, EOP&S/CARE	EOP&S Modular .....	755-6860
Davis, Wayne .....	Coordinator, DSP&S/Counselor	HCC102.....	755-6760
Dominguez, Mary .....	Director, Enrollment Services	CAB150 .....	755-6714
Wiley, Ann .....	Technician	CAB150E.....	755-6711
Dorado, MaryHelen .....	Director, Financial Aid	CAB172 .....	755-6806
Lewis, Molly .....	Director, Soledad GEAR-UP/ AMERICORPS	East Campus.....	759-6095
Edeza, Delia .....	Secretary, Soledad GEAR-UP	East Campus.....	759-6094
Lewis, Molly .....	International Students	ANX .....	755-6829
McCreight, Cicely .....	Interim Director, Counseling, Matriculation, CalWORKs, Re-entry & Transfer Serv.	CAB160 .....	755-6723
Vacant .....	Secretary, Counseling	CAB163 .....	755-6731
Perez, Sharon.....	Student Dev/CalWORKs Program Resources Assist.	MER3.....	770-6101
Rodriguez, Mona Lisa.....	CalWORKs Assistant	MER3.....	755-6739
Moss, Denise	Interim Director, High School Equivalency Program (HEP)	ANX .....	770-7077
Rosales-Nava, Susan.....	Secretary, High School Equivalency Program (HEP)	ANX .....	770-7077
Nevarez, Augustine .....	Interim Director, East Salinas GEAR-UP	East Campus .....	759-6096
Vacant .....	Secretary, East Salinas GEAR-UP	East Campus .....	759-6096
Rasmussen, Irene .....	Coordinator, Student Activities/ Veterans Affair	HCC101 .....	755-6825
Taylor, Linda.....	Director, Child Development	CDC.....	755-6946
Mini Corps Program.....		MER 27.....	755-6927

**COUNSELORS**

Anderson, Tony. ....	Counselor, Matriculation, Articulation	CAB158 .....	755-6963
Bravo, Gabriel.....	Counselor, Soledad GEAR-UP	Main St Middle Sch....	678-6463
Carbajal, Theresa .....	Counselor, Learning Disabilities	ANX 125 .....	759-6081
Castillo, Maria.....	Counselor, Transfer Cntr, Bilingual	HCC119.....	759-6034
Cook, LaVerne.....	Counselor, Sports, Nursing	PE114B .....	755-6848
Emanuel, LeeAnn .....	Counselor, DSP&S	HCC102.....	755-6760
Estrella, Liz .....	Counselor, Soledad GEAR-UP/CalWORKs		755-6820/755-6925
Locci, Stelvio .....	Counselor, Matriculation, ESL	CAB157 .....	755-6926
Madrigal, Millicent.....	Counselor, EOP&S	EOP&S Modular .....	759-6017
Noble, Cathy.....	Counselor, DSP&S	HCC102.....	755-6760
Nohr, Mitzi .....	Counselor, EOP&S, CARE	EOP&S Modular .....	755-6067
Pando, Ignacio.....	Counselor, All Majors, Nursing	MER21.....	759-6057
Paul, Alison.....	Counselor, Bus, Computers, Vet	CAB159 .....	755-6827
Spier, Robert .....	Counselor, Soc Sci, Bus, Occ Ed	CAB155 .....	755-6828
Szamos, Aron .....	Counselor, Transfer	CAB163 .....	755-6821

**Hartnell Calendar**

**The 2007-08 Academic Calendar can be located on the “R” Drive, Office of Instruction,  
Academic Calendar**



<b>ACADEMIC LEARNING CENTER</b>	Office, 755-6866
<b>AUDIO VISUAL EQUIPMENT</b>	755-6869
<b>BOOKSTORE</b>	755-6775
<b>CAFETERIA</b>	Mike Cunnane, 755-6772
<b>CAMPUS SECURITY</b>	(Office), 757-4302 (Radio) 755-6888
<b>COMPUTER LAB</b>	755-6777
<b>COMPUTER SERVICES</b>	Juana L. Montelongo, 755-6789
<b>COUNSELING</b>	Cicely McCreight, 755-6723
<b>EDUCATIONAL TECHNOLOGY</b>	Gary Hughes, 755-6725
<b>EMERGENCY PROCEDURES – DAY</b> (See inside front cover)	Campus Safety, (Office), 757-4302 (Radio) 755-6888
<b>EMERGENCY PROCEDURES - EVENING</b>	Campus Safety, 755-6888
Office of Instruction (Report location & aid needed) or call 8-911	755-6721
<b>FACULTY RESOURCE CENTER</b>	755-6868
<b>FINANCIAL AID</b>	Mary Helen Dorado, 755-6806
<b>HARTNELL FOUNDATION</b>	Beverly Grova, 755-6810
<b>HUMAN RESOURCES / BENEFITS</b>	Tamberly Petrovich, 755-6706
<b>LIBRARY SERVICES</b>	Gary Hughes, 755-6725
<b>LIBRARY REFERENCE</b>	759-6078
<b>MATH LAB</b>	755-6915
<b>MEDIA CENTER</b>	759-6091
<b>MESSAGES (after 5:00 p.m.)</b>	Office of Instruction, 755-6721
<b>OFFICE OF INSTRUCTION</b>	755-6720
<b>OFFICE SUPPLIES</b>	Division Administrative Assistants
<b>PAYROLL</b>	Abel Del Real, 755-6993
<b>READING &amp; WRITING LAB</b>	759-6018
<b>REGISTRAR</b> Evening	Mary Dominguez, 755-6714 Carol Caraccioli, Irene Haneta 755-6711
<b>REPROGRAPHICS</b>	Jaime Villarreal, 755-6970
<b>TUTORIAL CENTER</b>	Frank Henderson, 755-6738
<b>WORKFORCE &amp; COMMUNITY DEVELOPMENT</b>	755-6800

**OFFICE AND CENTER HOURS**

*During semester breaks, administrative offices are open from 8:00am - 5:00pm.*

<b><u>ACADEMIC LEARNING CENTER OFFICE</u></b>		<b><u>755-6866</u></b>
Monday - Friday	8:00am – 5:00pm	
Computer Lab, Language Lab, Math Lab, Reading & Writing Lab, Tutorial Center, East Campus Reading & Writing Lab and King City Center Study Skills Lab hours vary by semester.		
<b><u>ADMISSIONS &amp; RECORDS</u></b>		<b><u>755-6711</u></b>
Monday - Thursday	8:00am - 7:00pm	
Friday	8:00am - 5:00pm	
<b><u>AUDIOVISUAL</u></b>		<b><u>755-6869</u></b>
Monday - Friday	8:00am - 5:00pm	
Weekends by appointment		
<b><u>BOOKSTORE</u></b>		<b><u>755-6775</u></b>
Monday - Thursday	7:45am - 7:00pm	
Friday	7:45am - 2:00pm	
Summer hours vary		
<b><u>BUSINESS OFFICE</u></b>		<b><u>755-6983</u></b>
Monday - Friday	8:00am - 5:00pm	
<b><u>CAFETERIA</u></b>		<b><u>759-6000</u></b>
Monday – Thursday	7:30am - 8:30pm	
Friday	7:30am - 2:00pm	
Summer hours vary		
<b><u>CASHIER</u></b>		<b><u>755-6998</u></b>
Monday – Thursday	8:15 am – 6:45pm	
Friday	8:15pm – 4:45pm	
<b><u>COUNSELING</u></b>		<b><u>755-6820</u></b>
Monday – Friday	8:00am – 5:00pm – Counseling Office	
Monday – Thursday	8:00am – 7:00pm – Counselors available	
Friday	8:00am – 3:30pm – Counselors available	

**DISABLED STUDENT PROGRAMS & SERVICES (DSP&S) 755-6760**

Monday & Wednesday	8:00am - 6:00pm
Tuesday, Thursday, Friday	8:00am - 5:00pm

**EAST CAMPUS 755-6093**

Monday - Friday	8:00am - 5:00pm
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**EOP&S/CARE 755-6860**

Monday, Tuesday, Wednesday	8:00am - 5:30pm
Thursday - Friday	8:00am - 5:00pm

**FACULTY AND STAFF RESOURCE CENTER 755-6868**

Monday - Friday	8:00am - 5:00pm
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**FINANCIAL AID OFFICE 755-6806**

Monday - Thursday	8:00am - 7:00pm
Friday	9:00am - 5:00pm

**HARTNELL FOUNDATION 755-6810**

Monday - Friday	8:00am - 5:00pm
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**HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY 755-6706**

Monday - Friday	8:00am - 5:00pm
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**KING CITY EDUCATION CENTER 386-7100**

Monday - Thursday	8:00am - 7:00pm
Friday	8:00am - 5:00pm

**LIBRARY 755-6872****MEDIA CENTER 759-6091**

Monday - Thursday	8:00am - 9:00pm
Fridays	8:00am - 4:00pm
Saturday	10:00am - 2:00pm
Sunday	CLOSED
Summer hours vary.	
Closed on holidays and semester breaks.	

**OFFICE OF INSTRUCTION** **755-6720**

Monday - Friday 8:00am - 9:15pm  
Saturday 8:30am - 1:00pm

**PUBLIC INFORMATION** **755-6810**

Monday –Friday 8:00am – 5:00pm

**REGIONAL HEALTH OCCUPATIONS RESOURCE CTR.** **755-6916**

Monday – Friday 8:00am – 5:00pm

**SCHOLARSHIP OFFICE** **755-6811**

Monday – Tuesday 9:00am – 4:00pm (Closed 12-1)  
Wednesday - Thursday 12:00pm – 7:00pm (Closed 3-4)  
Friday 8:00am – 3:00pm (Closed 12-1)

**STAAR\*/ASSESSMENT OFFICE** **759-6054**

Monday - Friday 8:00am - 5:00pm

**WORKFORCE AND COMMUNITY DEVELOPMENT CTR.** **755-6800**

Monday - Friday 8:00am - 5:00pm

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**EMERGENCY PROCEDURES – EVENING / WEEKEND**

Hartnell has an extensive and current disaster preparedness plan, which should be read by all faculty and staff.

However, the Hartnell Disaster Preparedness Plan does not delineate procedures for evening or weekend emergencies, so some mention here is appropriate. The last page of this Handbook is an emergency guide. Please refer to it for specific phone numbers of Hartnell personnel to be notified.

**MEDICAL EMERGENCY RESPONSE**

When a person on campus is overcome by sudden illness or sustains an injury--CARE FOR THE VICTIM FIRST THEN GET HELP:

1. Call Campus Security at Ext. 6888 OR 755-6888. They will respond to the scene and call 911 if the situation warrants. Use a cell phone, send a student to use a public phone or to the Office of Instruction.
2. Then, follow the **ACT** form posted in the classroom or see below.
3. During the hours of 8:00 a.m. – 5:00 p.m., call Ext. 6995 – An Administrative Services Office staff member will respond to assist. After hours Call Ext. 6721 to report the incident to the Office of Instruction or the Evening/Weekend Manager who will respond to assist.
4. Clear the classroom for a 15 minute class break. Any student with pertinent information should remain in the classroom.
5. Provide assistance to the Administrative Services Staff or the Evening/Weekend Manager in completion of the Medical Emergency Report and other forms.
6. Resume class. Generally most emergencies are clear within 15 minutes.

**Remember to ACT**

**ASK THE VICTIM** Are you okay? What's wrong? DO NOT MOVE VICTIM

**ASSESS THE SITUATION** It will be either #1 or #2 below:

**A**

- 1.) **SERIOUS OR LIFE-THREATENING?**  
(Example: bleeding, not breathing, unresponsive)
- 2.) **MINOR/NOT LIFE-THREATENING?**  
(Example: fall not involving head or neck)

**CALL FOR HELP**

If #1 – CALL 911 IMMEDIATELY if not already called by Campus Security.

***Give exact location and situation***

If #2 – Call Ext. 6888 if not already on the scene.

**C**

Ask victim if they would like to be transported by ambulance or have a friend or family member take them to the doctor or hospital. See letter T below.

If you are unsure of seriousness, call 911 immediately.

There is no charge for services that are not used. (fire, ambulance, etc.)

**CARE FOR THE VICTIM** – DO NOT MOVE THE VICTIM

Tell victim that help is on the way. BEGIN FIRST AID WHEN POSSIBLE.

COOPERATE with emergency services when they arrive.

**TAKE INFORMATION**

**T**

Administrative Services staff or Evening/Weekend Manager will complete the Medical Emergency Report and other necessary forms. Assist with any pertinent information.

**TRANSPORT** – DO NOT TRANSPORT VICTIM YOURSELF

DO NOT ALLOW ANY EMPLOYEE TO TRANSPORT VICTIM

## **EMERGENCY ALARM RESPONSE**

Hartnell College does not generally hold fire drills. **The emergency alarm (fire alarm) is always meaningful.** It may signify a fire, bomb threat, or false alarm. Never assume the latter  
- RESPOND IMMEDIATELY.

- 1. Evacuate the building with an orderly haste.** Evacuation routes are posted at exits. Your example of calm and authority will be extremely important. Have your students take their belongings with them (to avoid the possibility of theft), and be sure to take your class roster with you.
- 2. If you have a wheelchair-bound student** who cannot be safely brought down the stairs of the CAB building, a student may volunteer to remain with that student on the Homestead Avenue balcony until the necessity of evacuation is established, at which time emergency response staff will assist. Elevators should not be used in emergencies.
- 3. Assemble** with your class outside the nearest ground floor exit; **ensure** that everybody is accounted for and **await instructions.**
- 4. You will be informed** as soon as it is determined either that it is safe to return, or that classes should be dismissed.
- 5. Custodial staff and Campus Safety Officers** are versed in alarm response, and your cooperation with them is requested.

## **EARTHQUAKE RESPONSE**

In the case of a significant earthquake tremor, the following actions should be taken:

- 1. During the tremor,** take cover under a desk, along an inside wall or in a structural doorway. Stay away from glass.
- 2. After a serious tremor,** especially if there is building damage or power failure; evacuate the building with all orderly haste. **Your example of calm and authority will be extremely important.** Have your students take their belongings with them (to avoid the possibility of theft). With the aid of student volunteers, evacuate any handicapped students immediately. Do not attempt to use the elevator.

3. **Assemble the class outside in the staging areas posted at exits**, away from buildings, trees, power poles, utility lines, etc.
4. **Call roll** to establish the whereabouts of each student.
5. **Report to the Emergency Operations Center (EOC)**, which will be located in the quad in front of the College Center. The Evening or Weekend Manager will be there to receive your roll and give whatever emergency status information is available. Custodial Staff and Campus Safety personnel have specific authority during earthquake emergencies; cooperation with their directives is requested.
6. **If the Evening or Weekend Manager deems the situation serious** enough to close the College (such as a long term power shutdown), return and so inform your students. Any students lacking transportation may go to the parking lot by the Gym on Alisal. Any students willing to give others rides home may pick up students needing rides in that lot. Be aware that in any area-wide earthquake, the roads will be jammed with traffic. Students are responsible for their own transportation.
7. **After reporting** to the Emergency Operations Center and dismissing your students, you are free to leave. However, should you consider the traffic impassable, and your family obligations permitting, you would be a welcome help at the Emergency Operations Center. If you wish to stay, report to the Evening or Weekend Manager for assignment.
8. **In cases of major community catastrophe**, Hartnell College is designated a community resource, and may be called upon to act as a community shelter, first aid station and/or morgue. Our cooperation with official emergency personnel is unquestioned.