



HARTNELL COLLEGE

Hartnell College Council
December 8, 2023, 1:00-3:00 p.m.
E-112 and Zoom
Minutes

APPROVED 2/9/24

MEMBERS	Constituent Group	Present	Absent
1. Kelly Locke, Tri-chair	Academic Senate	X	
2. Shawn Pullum, Tri-Chair (Jess Green)	Classified	X	
3. Michael Gutierrez, Tri-Chair	Administration	X	
4. Tony Anderson, Member	Academic Senate		X
5. Gricel Briseno, Member	Classified	X	
6. Carlos Chavarin, Member	Classified		X
7. Ruben Cuna, Member	A.S.H.C.		X
8. Delia Edeza, Member	Classified	X	
9. Romero Jalomo, Member	Administration	X	
10. Carol Kimbrough, Member	Academic Senate	X	
11. Lorena Ledezma, Member	A.S.H.C.		X
12. Angel Lopez, Member	A.S.H.C.		X
13. Lupita Nunez, Member	A.S.H.C.		X
14. Gayle Pitman, Member	Administration	X	
15. Nancy Schur-Beymer, Member	H. C. F. A.	X	
16. Lucy Serrano, Member	Classified		X
17. Lisa Storm, Member	Academic Senate	X	
18. Ram Subramaniam	Administration	X	
19. Kayla Valentine, Member	Administration	X	

CALL TO ORDER/GUIDED PATHWAYS

Tri-Chair Shawn Pullum called the meeting called to order at 1:08 p.m. without quorum. The Council agreed to move forward with information items. Gayle Pitman read aloud the Four Pillars of Guided Pathways.

PROPOSED OPERATIONAL MEMORANDUM (OM) – DATA SHARING AGREEMENTS

Gayle Pitman presented an overview of a proposed OM for data sharing agreements. She learned, upon her arrival, that the College has many data sharing agreements, but no repository or clear review and approval process. In some cases, the Institutional Research Office would only learn about an agreement when asked to provide data. She stated that the proposed OM lays out how agreements get reviewed, levels of approval, and where the agreement should live so that we can keep track of them. She explained that data sharing agreements are a way to share and receive student data with external partners (university, other community colleges, or private entity) and are common with dual enrollment agreements and grants. After a brief discussion, Gayle stated that the OM will return to the HCC for a second reading after reviewed by other groups.

MINUTES – NOVEMBER 3 2023

Carol Kimbrough made the motion to approve the November 3, 2023 meeting minutes. Gayle Pitman seconded the motion. The Council voted and the minutes were approved with one abstention because of not being present (Subramaniam).

COUNCILS GOALS

The HCC reviewed the goals submitted by the Equity Assurance, Institutional Resources, and Technology Resources Councils.

Gayle Pitman motioned to separate the question and to vote separately on each councils' goals. Lisa Storm seconded the motion. The HCC voted and the motion passed with no opposition or abstention.

Technology Resources Council (TRC)

Lisa Storm motioned to accept the goals for Technology Resources Council. Gayle Pitman seconded the motion. The HCC voted and the motion passed with no opposition or abstention.

Institutional Resources Council (IRC)

Gayle Pitman motioned to recommend to the IRC modifying the second goal to say *review and update the program planning and assessment resource request process and timeline*. Lisa Storm seconded the motion. The HCC voted and the motion passed with no opposition or abstention.

Equity Assurance Council (EAC)

Gayle Pitman shared that there was some confusion on the task for councils to develop annual goals. Rather the EAC developed a new overall charge; however, Gayle believes there is a desire to replace the current overall charge in the governance handbook and that the EAC meets next week and that she will share today's action with the EAC.

Carol Kimbrough motioned to add the new description for the role of EAC to the governance handbook and ask the EAC to develop their goals for this year. Jennifer Moorhouse seconded the motion. The HCC voted and the motion passed with no opposition or abstention.

REVIEW OF STATEMENTS

Gayle Pitman stated that now is a good time for the College to look at its vision, mission, and values statements because the College is undergoing a major revision of its Strategic Plan and that BP 1200, District Vision, Mission, and Values Statements, states that the College is required to conduct a formal review and revise (if needed) the year prior to approving a new Plan. Another factor is that newly adopted Accreditation Standard I specifically cites certain elements that have to be part of the mission statement and one of those elements is equity and equity is not part of the current mission statement. The Council also discussed the equity statement adopted by the Governing Board and recognized that it also needed to be reviewed. After discussion, the Council agreed to 1) form a workgroup to review the vision, mission, and values statements, revise the statements to incorporate equity, and forward their recommendations to the Council, 2) officially form the workgroup at the next HCC meeting, and 3) Gayle will work with the Equity Assurance Council to review the equity statement, identify other statements being used, and create consistency.

STRATEGIC ENROLLMENT MANAGEMENT (SEM) PLAN

The Council received a draft of the Strategic Enrollment Management Plan. Gayle provided the overview and stated that a workgroup was formed to help develop the SEM Plan. The group met in September, formed sub-workgroups. Each group came up with goals and strategies. From that work, six themes were identified and are outlined in the Plan: data, scheduling, communication (internal/external), types of student support services needed, connection (relationships with students), and staffing. This first draft has been shared with the Academic Affairs and Student Affairs Success Councils, deans/directors, and will be shared with the Academic Senate Steering Committee. Gayle encouraged all to look at before the winter break and provide input. She will incorporate changes in January and the Plan will formally be presented to the Academic Senate and return to HCC. She stated that the development of the Plan was a collaborative effort, the group worked hard, and is proud of work that the workgroup did and Kelly Locke agreed stated that she appreciated the way Gayle facilitated the process.

CLOSING COMMENTS/ADJOURNMENT

The meeting adjourned at 2:06 p.m.

NEXT MEETING(S)

February 9, 2024, 1 p.m.