



HARTNELL COLLEGE

**Hartnell College Council**  
**October 13, 2023, 1:00-3:00 p.m.**  
**E-112 and Zoom**

**Minutes**

**APPROVED 11-3-2023**

<b>MEMBERS</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
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. Kayla Valentine, Member	Administration	X	
19. VP, SS and TE (VACANT)	Administration		

**Guests:** Marianne Fontes, Dean of Academic Affairs, Jennifer Moorhouse, Faculty

**CALL TO ORDER/READ OF THE CHARGE**

Tri-Chair Kelly Locke called the meeting to order at 1:08 p.m. She read aloud the Four Pillars of Guided Pathways (GP) and the Council conducted a roundtable discussion about how their work aligns with Guided Pathways.

**MINUTES – SEPTEMBER 8, 2023**

Carol Kimbrough motioned to approve the minutes for the September 8, 2023 meeting. Delia Edeza seconded the motion. The minutes were approved with no opposition or abstention.

**SUB-COMMITTEE MEMBERSHIP APPROVAL**

Lucy Serrano motioned to approve the proposed membership to the Accreditation Subcommittee and Strategic Enrollment Planning Committee. Carol Kimbrough seconded the motion. The proposed membership for both committees was approved with no opposition or abstention.

Before the vote, Gayle Pitman provided an overview of the proposed memberships. She reported that she worked with constituent groups to identify members and she stated that more classified professionals are needed for the Accreditation Subcommittee. She also reported that the College requested and received approval to extend the deadline to submit the Institutional Self-Assessment Report to the Accrediting Commission by one year; the new submission deadline is August 2026. The first step of the Accreditation Subcommittee is to become familiar with and review the new standards to determine which areas the College is doing well, areas that are being worked on, and areas of concern.

Gayle reported that the Strategic Enrollment Management Planning Committee membership is larger and that the faculty composition aligns with a resolution adopted by the Academic Senate some time ago, and that some faculty slots remain unfilled. The Committee met and formed workgroups and were tasked to identify three enrollment strategies. There was discussion about where strategic enrollment management would live once a strategic enrollment management plan is developed and whether it is operational or governance. More discussion will follow.

#### **TASK FORCE FOR ADD PERIOD**

Gayle Pitman motioned to form a task force to explore the add period and make recommendations. Carol Kimbrough seconded the motion. The HCC gave the green light to form a task force (if needed) after meeting with the SWIM consultants and after receiving observations from the Achieving the Dream (ATD) coaches. There was no opposition or abstention to the motion. Depending on what is learned, the work could fold into an existing task force or form a new task force.

Before the vote, the Council engaged in a discussion that focused on concerns around late registration, the impact on student retention/success, and the need to explore the add period, including interdepartmental moves. Gayle wondered if this work could somehow fold into the work of Swim Digital and Achieving the Dream and suggested waiting until the College meets with Swim Digital and receives observations from the ATD coaches. Meanwhile, it was reported that Maria Ceja volunteered to serve on a task force and Kelly shared that the Academic Senate discussed and considered a motion to reduce the add period from two to one week this spring, but the motion failed.

#### **REVIEW OF CHARTER / DRAFT GOVERNANCE HANDBOOK**

At the September 8, 2023, HCC meeting, the Council agreed to three charges (tasks) to focus on this year following the Governance Charter approved last spring. One of the charges is the development of a governance handbook.

The Council received an overview of a draft handbook. Lucy Serrano presented the overview. Lucy explained that the Governance Charter contains a lot of great information such as the general operating procedures, memberships, council and member responsibilities, etc. Because the Charter covers much of the same information as a handbook would, Lucy stated that she reformatted the Charter, made minor revisions (moved some paragraphs, clarified language about the terms of appointments and student stipends), and retitled the document Governance Handbook. She also added the College commitments and statements, and the Strategic Plan Core Outcomes as well as a page for each council to list charges, receive information from, and make recommendations to. Also, Lucy pointed out that she reformatted the Governance and Decision-Making graph and plans to reformat the constituent group and governance organizational chart.

There was discussion about using this year to stagger terms and there was discussion about the terms and membership for the council subcommittees and ad hoc committees. The HCC agreed that the terms would be two years and that each council is empowered to determine the structure of membership. They also agreed that a single Hartnell College Governance Handbook to include a page for each council is more efficient, rather than each council developing its own handbook. Each year, the Handbook would need to be updated to include new council charges for the following year. Each spring, by April, the councils would need to submit their charges for the next year so that the HCC can review them at the May meeting. The next step is for the President's Office to forward the draft handbook to the other councils to gather feedback.

#### **CLOSING COMMENTS/ADJOURNMENT**

Kelly asked the Council for future agenda items and the following were identified:

- Strategic Plan refresh and timeline
- Review mission/vision/values statements
- Premortem activity

The meeting adjourned at 2:17 p.m.

#### **NEXT MEETING(S)**

November 3, 2023, 1 p.m. (rescheduled to due Holiday)

December 8, 2023, 1 p.m.