



HARTNELL COLLEGE

### Institutional Resources Council

#### Minutes

December 1, 2023, 9am-11am

E-112

Zoom Link: <https://hartnell-edu.zoom.us/j/83970537054>

Meeting ID: 839 7053 7054

MEMBERS	Constituent Group	Present	Absent
1. Graciano Mendoza (Tri-Chair)	Administration	x	
2. Joseph Reyes	Administration	x	
3. Jackie Cruz	Administration	x	
4. Moises Almendariz	Administration	x	
5. David Techaira	Administration	x	
6. Marlene Hernandez (Tri-Chair)	Staff	x	
7. Daniel Oviedo	Staff	x	
8. Maria Marin	Staff		x
9. Dina Hayashi	Staff	x	
10. Jessica Mora-Martinez	Staff	x	
11. David Beymer (Tri-Chair)	Faculty	x	
12. Cynthia Ainsworth	Faculty	x	
13. Steve Ettinger	Faculty	x	
14. Nancy Schur-Beymer	Faculty	x	
15. Vacant	Faculty		
16. Ella Mendonsa	Associate Student	x	
17. Wilfred Angel Martinez	Associate Student		x
18. Cesar Cruz	Associate Student		x
19. Brian Resendiz	Associate Student	x	
Total Members (Quorum)		15	3

#### 1. Call Meeting to Order

Meeting called to order at 9:07 a.m. 12/1/2023

#### 2. Approval of Agenda

Consider approval of December 1, 2023 meeting agenda

Motion to approve agenda for December 1, 2023. Motion carried (Reyes, Almendariz)

#### 3. Approval of Minutes

Consider approval of November 3, 2023 meeting minutes

Motion to approve minutes for November 3, 2023. Motion carried (Reyes, Almendariz)

#### 4. Review of Administrative Services Prioritized Resources Request List

Graciano asked if they all had a chance to review and had a comment or question. No comments or questions were posed and Motion to approve list as presented by Admin Services carried (Ainsworth, Schur-Beymer)

## 5. Review Member Terms and Sub Committee Membership

Correction needed on sub committee for Facilities to add Steve Ettinger. Question to refill Jason Hough's position is in the request to the senate and a reminder will be nudges. Cynthia Ainsworth will move to permanent positions rather than a two-year term. Motion to accept with correction (Ettinger, Reyes)

## 6. Proposal to create 'stand by' Sub- Committee

Proposed a small sub committee to be the deal breaker on the funding of rubric if there is a toss up between item of prioritization or if something is unclear. Background on the way these lists are processed and funneled and approved by IRC. The IRC is a clearinghouse in terms of determine which item get funded. Steve requested more time to take in the concept and absorb the proposal to see how it fits in with the rubric. Cynthia agreed seconded the request to revisit this in February '24.

## 7. PPOA Request Rubric

**Dave suggest added points to the rubric item by item.**

1. Student Impact- this is a priority scale and based on accumulative points
2. Linkage -guided pathways, mission and student impact- one category or divided?  
Data regarding the linkage of how it is connected to the mission of the college.
3. Equity based on groups of disproportion or equity in general? More concrete definition to be more specific and detailed, does it address gaps that exist in the college- identify groups and equity gaps-Data
4. Safety-in term of just that with a point of 1-3 based on degree of impact. Steve would like examples of safety scenarios to get a better picture of the scale- Graciano gave an example of food service having rubber mats and over time it will wear and tear and could be deemed unusable at a 3.
5. Time since first request-if an item has been on there for 5 years, as an example then this would need be revisited and address as to why its continuing to be asked for or if there is another item that the requester does not know about that is preventing this from moving forward. David T. proposed a 1-5-year time line
6. Compliance- sliding scaled example used if situations change and new equipment is needed depending on regulations and laws such as new accreditation standards.
7. Alternate funding-if there is another source of funding then that needs to be researched. Suggest do not have a scale but a posed solution, because alternate sources can be they have partial funds, or funds were taken but the items is still needed. Steve suggested to add a comment to be added if a PPA item is rejected but this is a long-term goal.
8. FTEs increase—this is a position of 2 points
9. Ongoing funding requirements – take points off but is an ongoing and maybe if we get extra money then maybe these can be funded later on.

## 8. Operational Memorandums

Graciano proposed an OM that would be ideal to streamline processes. Example is Travel auth. OM is like a form needed. A list to differentiate the two.

## 9. Budget 2023-24 Update

-Graciano said this would be an itemized update as a standard moving forward. Cynthia asked her list of question in regards to the boards part in reviewing the budget and how much understanding they actually have on the financial health of the college.

**Booklet-** went over covid funds and one-time funds for scheduled maintenance. Cynthia had questions on fund 12- questions the amounts listed for various fiscal years. David responded that it's a catchall fund.

**10. Closing Comments/Adjournment**

The meeting adjourned at 11:13 a.m. (Ainsworth, Schur-Beymer)

**NEXT MEETING(S)**

February 2, 2024