



HARTNELL COLLEGE

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

Minutes

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

Guests: Jason Hough, faculty, Marianne Fontes, Dean of Academic Affairs

MEETING CALLED TO ORDER/READ OF THE CHARGE/INTRODUCTIONS

President Gutierrez called the meeting to order at 1:13 p.m. Jason Hough stated that the participatory governance commitment to Guided Pathways should be read aloud after calling the meeting to order as a way to remind council members to center and ground upcoming discussions through a deliberate Guided Pathways focus. Jason read aloud the four pillars of Guided Pathways, and a round-table of introduction ensued. Lucy will remind the other councils to include the reading of the Guided Pathways commitment on council agendas.

APPROVAL OF AGENDA

Gayle Pitman motioned to approve the agenda. Delia Edeza seconded the motion. The Council voted and the agenda was approved with no opposition or abstention.

ROBERT’S RULE OF ORDER – BASICS

Jason Hough led a basic overview of Robert’s Rules of Order. He encouraged the tri-chairs to identify which would open the meeting and facilitate discussions and which would manage conversations and questions. Jason will create a video of the training, and forward it to Lucy to push out to tri-chairs to share with student representatives and new members. Also, he recommended the tri-chairs reach out to the student representatives to encourage their participation.

REVIEW OF CHARTER / DRAFT HCC HANDBOOK / ROLE OF THE MEMBER

President Gutierrez projected the Participatory Governance Charter and Kelly Locke read aloud the charge of the Hartnell College Council (HCC). Also, President Gutierrez pointed out the home page for the HCC on the College's website and noted the archive of the former governance councils. The discussion moved to the charges for the HCC and for the other councils and the HCC agreed that they would work in consultation with councils to develop annual charges for each as noted in the Charter. The goal is to do this work in the next couple of meetings with final approval by the end of fall for implementation in spring. The next step is to ask the councils to develop draft charges and share their list with the HCC by November.

The HCC agreed to the following initial charges for itself 1) develop a governance handbook, 2) develop charges for other councils, and 3) identify a process to review council work.

The Council received a rough draft of the HCC handbook which was developed by reviewing the College Planning Council's handbook (former governance structure).

Suggestions were to:

Include the mission, vision, values, and equity statements

Include caring campus commitments

Staggered terms (1- and 2-year terms)

Clarify that councils are working councils

The HCC talked about the role members and how to best communicate actions and information to constituent groups. The HCC acknowledged there would be items that would require vetting/discussion across the College and that it would help to be intentional about communicating decisions when decisions are made by the HCC, at the time a decision is made.

Revisions to the handbook will be made and the handbook will return to the October meeting for further review/discussion.

TASK FORCE FOR ADD/DROP PERIOD

The HCC engaged in a lengthy discussion about the add/drop period because the College needs to address the issue surrounding students enrolling into courses after the class has started. As such, the HCC would like to form a task force to research and make recommendations. The first step is to notify constituent groups about the task force, gather feedback, and learn about concerns. Ideally, the goal would be to implement a new process in Spring 2025. In the meantime, President Gutierrez asked that the tri-chairs for Student Affairs Success and Academic Affairs Success Councils discuss at their October meetings and make a recommendation to the HCC about reducing the add/drop period from two to one week for Spring 2024. It was suggested that a presentation to the Associated Students about the task force would help gather student feedback.

NOVEMBER 2023 MEETING DATE

The HCC voted to adjust its meeting date in November because of the Veterans Day Holiday. Gayle Pitman motioned to change the November 10, 2023 meeting date to November 3, 2023, 1-3 p.m. Kelly Locke seconded the motion. The Council voted and the motion was approved with no opposition or abstention.

CLOSING COMMENTS/ADJOURNMENT

The meeting adjourned at 2:43 p.m.

NEXT MEETING(S)

October 13, 2023, 1 p.m.

November 3, 2023, 1 p.m.

December 8, 2023, 1 p.m.