



HARTNELL COLLEGE

### Institutional Resources Council

#### Minutes

February 2, 2024, 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		
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)		14	3

#### 1. Call Meeting to Order

Meeting called to order at 9:03 a.m. 2/2/2024

#### 2. Approval of Agenda

Consider approval of February 2, 2024 meeting agenda

Motion to approve agenda for December 1, 2023. Motion carried (Reyes, Almendariz) with request to allow more time for closing comments.

#### 3. Approval of Minutes

Consider approval of December 13, 2023 meeting minutes

Motion to approve minutes for December 13, 2023. Motion carried (Ainsworth, Reyes)

#### 4. Food Service Update

Lea and Ken began this FY with a budgeted deficit of \$5k. Food Service is trying to realign catering services, increase sufficiency by implanting Toast new cashier system and online

ordering. Outcome to generate more sales and reduce lines. In addition, they will be adjusting pricing. Last revision to pricing was 15 yrs. ago. Lea and Ken presented a proposal for new pricing and comparison cost analysis to small group in November and will be presented to IRC in March. Additionally, It was presented to the Student Body in Dec with full support as well as to Cabinet. Phase one has been implemented. Graciano asked for feedback and comments.

**5. Update on Emergency Trainings (Wayco)**

Graciano presented dates of training dates for volunteer participation. Three will be zoom and two will be in person. Offered slots to have space evaluated by a walkthrough to get a sense of how this would look. May 10 possible Have management encourage faculty to participate. Bldg and floor leads will be required to participate.

**6. Follow up on Proposal to create a 'stand by' Sub-Committee**

Dave B explained what the sub-committee is. Dave suggested that they be available in case Graciano and David T. needed assistance in determining the weight to move in the right direction. Dave B asked to make a recommendation and have right to call committee together as needed. Action to approve to be on March agenda. Nancy suggested to have a bigger group be part of this to have more transparency. Graciano explained that the issue can be more beneficial in a smaller group to determine the decision process. The idea is that the process will use the expertise to determine the real outcome.

**7. PPOA Rubric-Action for motion to approve (Techaira, Reyes)**

If approved at IRC it will go to Academic Senate and College Council for approval to move forward. Dave B explained the recommendations from last IRC meeting have been implemented and went over the revised rubric. Motion to approve passed. Work on hiring rubric for next meeting in March.

**8. Operational Memorandums-Develop Priority List**

Graciano explained what the purpose of OM are and asked to look at the potential list, to provide feedback, and ask to prioritize the list and then work with other departments to start creating these OM and have the be uploaded to website. Dave b gave examples of why and the purpose of OMs. Dave commented that it needs to be college wide, and division wide with efforts to keep it moving forward.

Suggested Potential Oms to be formed:

- Student Injury
- Parking pass issues
- Distribution of sharps
- Desk procedures-template

**9. Space Request from Facilities Sub Committee**

FSC met to review request from Tracy Gomez, to use space N11 for a student study room to allow student to bring their child with them to attend study groups. Graciano mentioned that Instruction is in support If IRC comes up with a recommendation then it will go to cabinet and then the President will have final decision. Joseph asked what is the long-term plan when renovations are in process for Bldg. N. for about a year. Graciano mentioned there is no plan at this time for relocating the program. Tracy is aware of the relocations but wants to move forward with the three years of utilization of the space. Limited hours 8:30-

5:30 and limited capacity at a time. Funds for furniture toys, etc. coming from Foundations Basic Needs Fund as well a grant that was applied for by Foundation for supporting students to succeed. Clarification was made that it is a space not a program request and any ongoing support would be provided by basic needs. Motion to approve carried to move forward to president (Schur-Beymer, Ainsworth).

**10. Budget 2024-25 Update**

Jan governors proposed budget deficit plan \$37.9- no reduction in funded services or cola, .76 % funded cola for cc system, .5% enrollment incentive, one-time funding directed toward expanding nursing,

**11. Closing Comments/Adjournment**

Cynthia brought concern of theft in library and asked if cameras are up and working. Graciano proposed that the area dean or director should reach out to our Public Safety Director to review footage. Joseph suggested to have in hand the date and time frame to research.

**Note:**

Invite Chelsy, to next IRC to discuss IT issues such as phones, printers and phones.

The meeting adjourned at 10:42 a.m. (Ainsworth, Schur-Beymer)

**NEXT MEETING(S)**

March 1, 2024