



**College Planning Council  
Minutes**

**November 16, 2022, 3 p.m. / E-112**

<https://cccconfer.zoom.us/j/87885035575>

**APPROVED 12/7/2022**

<b>MEMBERS</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
1. Jason Hough, Co-Chair	Academic Senate	X	
2. Michael Gutierrez, Co-Chair (non-voting)		X	
3. David Beymer	Faculty	X	
4. Mostafa Ghous	Administration	X	
5. Delia Edeza	CSEA		X
6. Ben Grainger	Administration	X	
7. Guy Hanna	CSEA	X	
8. Romero Jalomo	Administration	X	
9. Brenda Jones	CSEA	X	
10. Debra Kaczmar	Administration		X
11. Carol Kimbrough	PT Faculty	X	
12. Brian Lofman	Administration	X	
13. Daniel Lopez	Faculty	X	
14. Graciano Mendoza	Administration	X	
15. Cheryl O'Donnell	Faculty	X	
16. Shawn Pullum	CSEA President	X	
17. Apolonia Preciado Castillo	Associated Students	X	
18. Elijah Ruelas	Associated Students		X
19. Nancy Schur Beymer	HCFA President		X
20. Cathryn Wilkinson	Administration	X	

**Guests:** Marianne Fontes, Dean of Academic Affairs

**1. Call Meeting to Order**

Co-Chair Dr. Jason Hough called the meeting to order at 3:02 p.m.

**2. Approval of Agenda**

David Beymer motioned to approve the agenda as amended. Carol Kimbrough seconded the motion, and the Council voted. The motion passed and the agenda was approved as amended with no opposition or abstentions. Agenda item #4, BP 4042 was tabled to the next CPC meeting.

**3. Approval of Minutes – October 19, 2022**

David Beymer motioned to approve the meeting minutes of October 19, 2022. Shawn Pullum seconded the motion and the Council voted. The motion passed, and the minutes were approved with no opposition or abstentions.

#### **4. BP 4042, Open Educational Resources and Low-Cost Textbooks**

Through action of the CPC, this item was tabled to the next CPC meeting.

#### **5. Operational Memorandum (OM): Milestones and Memoriam**

Dr. Hough presented an overview of a draft Milestones and Memoriam operational memorandum. After presenting the proposed document, he opened the floor for discussion and input.

Suggestions

- Birth or adoption of a child
- Death of a parent/guardian
- Dean of a retired employee, consider how long since retired
- Electronic birthday card as opposed to a written card
- An opt-out option; make part of the new employee onboarding process
- A tiered system for honoring retired employees (less than 5 years, 10 years, 20 years, etc.)
- Encourage the development of OMs across the District
- Send a district-wide communication about the OM System

Dr. Hough clarified that the OMs can be updated as needed. President Gutierrez noted that OMs are intended for practices that have a college-wide impact and suggested numbering the OMs by topic. There was a discussion about whom to notify about milestones or memoriam; the system would require the assistance of immediate supervisors and others such as HR and the President's Office. President Gutierrez will review with the President's Cabinet and Dr. Hough will incorporate suggestions from the CPC.

#### **6. College Governance Redesign**

Dr. Hough recalled that earlier this semester, President Gutierrez formed an ad hoc task force to assess the current governance structure, review the proposed governance redesign presented last spring, and to provide recommendations for a new governance model. To guide the process, the following questions were the guiding principles for the task force:

- Can governance at Hartnell College be more efficient?
- Can governance at Hartnell College better support Guided Pathways?
- Can governance at Hartnell College be more representative?

Dr. Hough stated that the task force met several times over the last several weeks and developed a draft of a new governance structure. He provided an overview of a draft proposal and the Council broke into three groups. This provided an opportunity for each group to review the proposal and ask questions or present concerns when the Council reconvened.

Comments:

- Accreditation should be a sub-council of HCC or have its own council
- Encourage participation across the District
- Allow the students to determine their own selection process
- Training on Robert's Rules of Order
- Clarify the appointment of part time faculty
- Ensure the work of the councils is student centered/focused

- Provide a clear understanding of the responsibilities for councils; how will the existing work of councils be handled
- Ensure that the handbooks contain similar information as existing council handbooks (send/receives information)
- Clarify that council actions are recommendations to the superintendent/president

Dr. Hough stated that is the first phase for the new structure and that the proposal will continue to get vetted by existing councils, committees, students, Senate, and other groups as needed. Additionally, President Gutierrez will host a forum to further gather input.

Dr. Hough will upload the documents he presented in Google Docs so that members can see changes as they develop. He thanked the members of the governance redesign task force for their work last spring because it helped with the development of the new proposal.

President thanked Dr. Hough and the other members of the task force for their work and stated that each of the councils will have equity work and he thanked the Council for their engagement this afternoon.

#### **7. Closing Comments/Adjournment**

The meeting adjourned at 5:02 p.m.

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

December 7, 2022