



**Hartnell College Council**  
**February 28, 1:00 p.m.**  
**E-112 and Zoom**  
**Minutes**

**APPROVED 3/14/2025**

<b>MEMBERS</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
Kelly Locke, Tri-chair	Academic Senate	X	
Shawn Pullum, Tri-Chair	Classified	X	
Michael Gutierrez, Tri-Chair	Administration	X	
Tony Anderson, Member	Academic Senate	X	
Carlos Chavarin, Member	Classified		X
Zoe Cruz Uribe, Member	A.S.H.C.	X	
Lisa Fischler, Member	Classified		X
Carol Kimbrough, Member	Academic Senate	X	
Marissa Avelar, Member	A.S.H.C.		X
Gayle Pitman, Member	Administration		X
Ariana Rodriguez, Member	Classified	X	
Nancy Schur-Beymer, Member	H. C. F. A.	X	
Lucy Serrano, Member	Classified		X
Lisa Storm, Member	Academic Senate	X	
Ram Subramaniam	Administration	X	
Kayla Valentine, Member	Administration	X	
<b>Guests:</b> Marianne Fontes, Dean of Academic Affairs, Chelsy Pham, VP of IT, and Richard Morales, Director of Communications			

**CALL TO ORDER/ONE HARTNELL**

Chair Kelly Locke called the meeting to order at 1:09 p.m.

Chelsy Pham and Richard Morales provided the One Hartnell update, which included the newly created intranet. The intranet is built around One Hartnell and will launch soon. Each division will have its pages, and Richard will work with the divisions to develop their content. The overall goal is to create a one-stop shop for employees.

**MINUTES – December 13, 2024**

Carol Kimbrough motioned to approve the minutes of December 13, 2024. Lisa Storm seconded the motion, and the Council moved to approve the minutes with no opposition or abstention.

**AP 3720 COMPUTER, ELECTRONIC COMMUNICATION, AND NETWORK USE**

Lisa Storm motioned to table the approval of revised AP 3720, Computer, Electronic Communication, and Network Use until reviewed by the Academic Senate and ASHC. Carol Kimbrough seconded the motion. The Council voted, and the motion passed.

**CARING CAMPUS COMMITMENTS:** Ten-Foot Rule, Nametags, Cross-Department Awareness, Warm Referrals, Welcoming Students

**VISION STATEMENT:** A place where dreams become possibilities.

**MISSION STATEMENT:** We advance social and economic justice through the transformation of education.

**VALUES STATEMENT:** Our core values reflect our deeply ingrained beliefs that guide everything that we do. When we practice these values, we put students first. Education, Connection, ¡Si se puede! Cultural Wealth, Impact.

Before the motion, Chelsy Pham provided an overview of proposed revisions to AP 3720, Computer, Electronic Communication, and Network Use. The revisions are primarily related to email communications. She stated that legal counsel reviewed the proposed changes and provided recommendations, which she incorporated into the AP. The revisions include deleting employee emails after one year (best practice), language that states messages on personal devices are subject to public records and/or litigation, the creation of a life-cycle for email accounts (no current written practice in place) for employees separating from the District, and for students who are no longer enrolled after one year up to 36 months. Some members expressed concern about deleting emails after one year and the Council considered voting on the proposed changes, except for the one-year deletion of emails. However, the Council learned through further discussion that the Senate and students had not fully vetted the proposed changes. As such, the Council decided to table its decision and Lisa Storm made the motion to table the decision.

#### **SURVEY – GOVERNANCE STRUCTURE AND COUNCILS**

Chair Kelly Locke provided an update on the governance structure surveys. She shared that the response rate was good for the overall governance structure survey; 200 responses were received. She noted that the response rate for the individual council surveys was not as good, and the work group decided to extend the deadline. Carol Kimbrough stated that employees who serve on two councils could not complete surveys for both councils; this might be a reason for a low response. Additionally, some did not understand there were two different surveys, having completed one, but not the other.

The next step is to compile the results and share with the HCC and other councils. A next step for the HCC governance workgroup is a review of council minutes and agendas and provide feedback on agenda items (operational versus governance). The HCC will review the survey responses at its next meeting, and the responses will be provided to the individual councils shortly after.

#### **OPERATIONAL MEMORANDUM**

President Gutierrez addressed two new operational memorandums (OMs), OM 105, Immigration Customs Enforcement Briefing for Staff, Faculty, and Administrators, and OM 106, Hate Speech Vandalism Protocol. He stated that the College is currently operating under the new OMs because of the nature of the topics but is seeking review and input. Lisa Storm suggested minor changes to both OMs, and the suggestions will be incorporated into the OMs. The documents will return to the HCC in April 2025 to allow time for constituent groups to review.

#### **ADJOURNMENT**

The meeting adjourned at 1:53 p.m.

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

March 14, 2025