Hartnell College Council
May 9, 2025, 1:00 p.m. / E-112 and Zoom Access
Minutes

APPROVED 09-12-25

MEMBERS	Constituent Group	Present	Absent
1. Kelly Locke, Tri-chair	Academic Senate	X	
2. Shawn Pullum, Tri-Chair (Adair McCall-Ortega Alternate)	Classified	X	
3. Michael Gutierrez, Tri-Chair	Administration	X	
4. Tony Anderson, Member	Academic Senate	X	
5. Marissa Avelar, Member	A.S.H.C.		X
6. Zoe Cruz Uribe, Member	A.S.H.C.	X	
7. Delia Edeza	Classified	X	
8. Lisa Fischler, Member	Classified		X
9. Carol Kimbrough, Member	Academic Senate	X	
10. Gayle Pitman, Member	Administration		X
11. Ariana Rodriguez, Member	Classified	X	
12. Nancy Schur-Beymer, Member	H. C. F. A.	X	
13. Lucy Serrano, Member	Classified		X
14. Lisa Storm, Member	Academic Senate		X
15. Ram Subramaniam	Administration	X	
16. Kayla Valentine, Member	Administration	X	
Guests: Layheng Ting IR Director; Marianne Fontes, Academic Dean; Dave Beymer, Faculty; Vinita Tiwari, Outcomes Assessment Specialist; Carolina Silveira, Program Specialist; Janet Flores, Faculty; Shantell Strickland-Davis			

CALL TO ORDER/ONE HARTNELL
Tri-Chair Kelly Locke called the meeting to order at 1:04 p.m.
President Gutierrez announced that our annual FTES is up 650 FTE (compared to last year); we are at 8,200 FTES. Additionally, the number of graduates has increased. This is excellent news, and President Gutierrez said this is because of everyone's efforts across the College.

MINUTES – April 11, 2025
Carol Kimbrough motioned to approve the minutes of April 11, 2025. Nancy Schur Beymer seconded the motion, the Council voted, and approved the minutes.

PROFESSIONAL LEARNING PROPOSAL
Marianne Fontes and Janet Flores, co-leads of the Professional Development Team (ATD Action Plan), delivered a [professional learning proposal]. The proposal is to create a Teaching Learning Center (TLC); the official name is pending. The proposal has been vetted across various groups, including a presentation at the district-wide Get Connected session held in April. The proposal received support from the Academic Affairs Success Council and the Academic Senate. Initially, the plan was for the HCC to act on the proposal at this meeting; however, Shawn Pullum, tri-chair, requested a two-reading item to learn more about the impact of the classified professional position. As such, the HCC did not act on the proposal. The HCC may call a special meeting in early June or conduct an e-vote, allowing the College to begin planning for the Fall during the summer.

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.

The proposal includes:
1) Faculty lead with 100% release time; with a three-year rotation,
2) Dedicated classified professional (100%); both positions reporting to the VP of Student Success and Teaching Excellence or designee, and
3) Dedicated space at the Castroville Education Center.

After the presentation, a lengthy discussion ensued that centered on the classified professional position and the existing Learning Innovation Center, its staff, and how this would tie into TLC. Kelly noted that much of the training previously provided by the Center focused on technology, though important; employees need different types of professional learning. The TLC proposal would give these opportunities. **OF NOTE:** On May 14, 2025, the HCC conducted an e-vote on the faculty lead position only so that the College could begin preparing for next Fall during the summer.

Motion by Kelly Locke, seconded by Lucy Serrano, to approve 100% reassigned time for a faculty member to be the faculty lead for the TLC. The motion passed by a vote of 10 yes and 1 no.

GOVERNANCE EVALUATION RECOMMENDATIONS
Kelly Locke presented the [recommendations](#) from the workgroup that the HCC formed in the Fall to evaluate the overall governance structure. The HCC received the survey results at a previous meeting. The workgroup met and developed recommendations following the presentation of results. Survey comments reveal the need for governance training for council members and the overall college community. As such, the workgroup recommended:
1. Scheduling the first Get Connected topic on Governance (Fall 2025),
2. Governance tabling at the Student Success Conference (Aug 2025) to
     • Provide Council and Subcommittee Information
     • Sign-ups for nominees (for election/appointment by appropriate groups),
3. Providing tri-chair training and ongoing development throughout the year
4. Providing council member orientation sessions early Fall
5. Clarifying roles and responsibilities of members

Recommendations for Tri-Chairs:
1. Before the Meeting
     a. Collaboration between tri-chairs in agenda building and running of meetings.
2. During the Meeting
     a. Student involvement and participation is an explicit tri-chair responsibility.
     b. Prioritize agenda - action items or presentations (first reading) in preparation for action (second reading). Information items not connected to future action items should be unusual.
3. After the Meeting
     a. Create communication methods and realistic avenues for reporting out council actions.

Kelly shared two survey comments: *fewer councils could increase the effectiveness of the HCC, and consideration should be given to whether councils should meet due to the lack of significant agenda items and/or a lack of quorum*. Both comments suggest that a discussion about the number of governance councils is needed. Kelly also shared 90 faculty appointments are required in order to cover various councils and committees, including Academic Senate standing committees. This does not account for task forces and workgroups that may be formed along the way.

The HCC also revisited the merging of the Academic Affairs Success (AASC) and Student Affairs Success Councils (SASC). Kelly recalled that, in the spring of 2024, the HCC heard concerns about the logistical challenges of the two councils meeting bi-monthly and that it was difficult to maintain momentum. At that time, the HCC decided to conduct a survey to determine how to move forward; hence, the recommendation presented to the HCC.

Recommendation
- Implement Model 1 as presented to the campus in March 2023 by the workgroup that developed the current governance structure.
- Membership would include three tri-chairs, five faculty members, five classified professionals, five administrators, and four students; each constituent group would appoint and determine the best combination of individuals, further recommending half from academic affairs and half from student affairs.

Carol Kimbrough motioned to approve the merger of the Student Affairs and Academic Affairs Success Councils, forming a single Student Success Council, and to approve all other recommendations. Nancy Schur Beymer seconded the motion. The motion carried.

NAME CHANGE AND REPORTING OF – DATA GOVERNANCE COMMITTEE
Layheng Ting, Director of IT, presented a proposal to rename the Advisory Research Group to the Data Governance Committee. The Committee would better align and support college initiatives (Swim, ATD) as well as college reporting (MIS) and operations (Colleague) and overall data governance at Hartnell College. Additionally, the proposal included changing the reporting line from the Student Affairs Success Council to the Hartnell College Council.

Nancy Schur Beymer motioned to approve the name and reporting change of the advisory research group, seconded by Zoe Cruz Uribe. The motion carried.

PROGRAM PLANNING AND ASSESSMENT (PPA)
Dave Beymer presented the updated program planning and assessment process that will be implemented this Fall. He provided an overview of the program review, followed by the new process, which spans over four years and is divided into smaller chunks, making it more manageable. The method also includes an assessment of service areas, administrative unit outcomes, and an annual review of action plans that link to resource requests. The goal is to have more meaningful PPAs, enable the College to close the loop, and provide better guidance throughout the overall process.

EQUITY ASSURANCE COUNCIL ACCOMPLISHMENTS
The HCC received updates on the accomplishments of the Equity Assurance Council over the academic year. Kayla Valentine stated that a document listing all achievements is available on the HCC webpage. Of particular note, Kayla highlighted the establishment of employee resource groups.

BOARD POLICIES/ADMINISTRATIVE PROCEDURES
BP 2360, Permanent or Semi-Permanent Works of Art
The Council discussed deleting BP 2360 because the language is restrictive, not legally required, and is operational. Additionally, the BP has not been reviewed in several years and is obsolete. The College would need a process, and an operational memorandum (OM) would be a better fit. An OM will be developed over the next academic year.

Carol Kimbrough motioned to delete BP 2360. Nancy Schur Beymer seconded the motion. The motion carried. The next steps are to forward the recommendation to the Board and to develop an operational memorandum in place of the policy.

AP 3720, Computer, Electronic Communication, and Network Use
AP 3720 was discussed by the HCC earlier this spring and was tabled due to concerns about the language regarding record retention for employee emails. Since then, the AP was amended, removing the section regarding email retention and deletion. A new AP will be created to address records retention, deletion, and destruction.

Ariana Rodriguez motioned to approve amended AP 3720. Kayla Valentine seconded the motion, and the motion carried.

ADJOURNMENT
The meeting adjourned at 3:05 p.m.

NEXT MEETING(S)
Fall Semester