Hartnell College Council
April 11, 2025, 1:00 p.m. / Zoom only
Minutes

MEMBERS	Constituent Group	Present	Absent
1. Kelly Locke, Tri-chair	Academic Senate	X	
2. Alternate: Jennifer Moorhouse			
3. Shawn Pullum, Tri-Chair	Classified	X	
4. Michael Gutierrez, Tri-Chair	Administration		X
5. Tony Anderson, Member	Academic Senate		X
6. Zoe Cruz Uribe, Member	A.S.H.C.		X
7. Lisa Fischler, Member	Classified	X	
8. Carol Kimbrough, Member	Academic Senate	X	
9. Marissa Avelar, Member	A.S.H.C.		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 (Alternate: M. Fontes)	Administration	X	
16. Kayla Valentine, Member	Administration	X	
Guests: Ben Grainger, Director, Jason Garrett, Director			

CALL TO ORDER/ONE HARTNELL

Tri-Chair Shawn Pullum called the meeting to order at 1:02 p.m. Shawn noted that Jennifer Moorhouse is an alternate for Kelly Locke.

Gayle Pitman shared that the SWIM Steering and Management Committee approved the strategic recruitment plan. She also stated that the first-year experience workgroup developed a framework and their work is progressing. Also, the professional development team (ATD Action Plan) presented a proposal for a teaching learning center at yesterday's Get Connected session. The proposal is being vetted and has received good feedback so far. Also, a group of employees held a black student success data summit this morning; it was well attended, and great discussions ensued.

MINUTES – March 14, 2025

Carol Kimbrough motioned to approve the minutes of March 14, 2025. Lisa Storm seconded the motion. The motion carried with one correction. Gayle Pitman was absent from the meeting, but the minutes noted that she was present.

BOARD POLICY/ADMINISTRATIVE PROCEDURES

Lisa Storm motioned to approve BP 5010, Admission and Concurrent Enrollment, AP 5010, Admissions, and AP 5011, Admissions and Dual Enrollment. Carol Kimbrough seconded the motion. The Council voted and the motion carried without any opposition.

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.

Discussion: Ben Grainger, Director of College Readiness, provided an overview of BP 5010, Admissions and Concurrent Enrollment, AP 5010, Admissions, and AP 5011, Admissions and Dual Enrollment. He noted that the HCC reviewed the documents at a previous meeting, and since that time, has vetted the documents across stakeholder groups. Ben pointed out the minor changes since the first reading. The most significant change to BP 5010 is the addition of language that allows any student whose age or class level is equal to 7th or 8th grade and at least 13 years old enroll as a special admit student. A process has been established and is outlined in AP 5011, Admissions and Dual Enrollment. Also, he pointed out other language added based on feedback from the Academic Senate. The additional language states that the College, in consultation with department faculty, will designate courses inappropriate for younger students because of content or other considerations (safety, health, liability). Additionally, language regarding College and Career Access Pathways (CCAP) agreements was revised to align with new legislation. There were no changes to AP 5010, Admissions, since the first reading.

Discussion: Jason Garrett, Director of Academic Affairs, summarized AP 7270 Student Worker Hiring, Employment, and Promotion. He explained that the president formed a workgroup to develop a student worker retention and promotion program. Among the first steps was the development of an administrative procedure, which the workgroup believes establishes precise eligibility requirements, equitable compensation, and structured professional development expectations for all student worker positions. Other work includes the development of a framework that will assist with consistent supportive and inclusive student-worker employment practices across the District. The framework includes supervisor training, centralized onboarding, progressive mentorship, tiered advancement, and data-informed oversight. A discussion ensued, and a concern surfaced about restricting students who have completed 60 units or more, stating that some programs require more than 60 units. The Council also discussed developing a hiring rubric to help with hiring decisions. After a lengthy discussion, the Council voted to table the item to allow the workgroup to revisit the 60-unit restriction and to develop a rubric and process. Jason Garrett thanked the Council for the robust discussion and said he would pull the workgroup together.

Nancy Schur Beymer motioned to table the item to allow the workgroup to revisit the AP. Lisa Storm seconded the motion. The motion carried.

OPERATIONAL MEMORANDUM (OM)
OM 105, Immigration Customs Enforcement Briefing for Staff, Faculty, and Administrators
OM 106, Hate Speech Vandalism Protocol

Tri-Chair Shawn Pullum recalled the Council reviewed the OMs at the March meeting. The OMs were vetted across groups in April and are returning to the Council for consideration of approval. At the March meeting, Lisa Strom suggested minor revisions. The OMs were revised and the Council reviewed the revisions and voted on each OM separately.

Gayle Pitman stated that the OM 105 was developed based on the model policies for higher education that the Attorney General issued. She said the College received a communication from the Chancellor's Office last November stating that colleges must follow the model policies, and the steps in the OM are from the model policies.

Carol Kimbrough moved to approve OM 105, Immigration Customs Enforcement Briefing for Staff, Faculty, and Administrators. Lisa Storm seconded the motion. The motion carried.

The Council discussed OM 106, Hate Speech Vandalism Protocol and agreed to revise the purpose of the OM as follows (italicized notes new language) as well as agreed to two other changes:

Purpose: To create an Operational Memorandum (OM) to address hate speech vandalism, a protocol for employees to follow *in order to mitigate harm,* and to provide an effective, timely, and systematic response to the presence of hate speech vandalism at all district locations.

Other revisions include adding *student* in Process Step #1, switching Steps #3 and #4, and add, *as appropriate* after the statement about notifying the Salinas Police.

Nancy Schur Beymer motioned to amend and approve the OM. Carol Kimbrough seconded the motion. The motion carried.

PRIORITY REGISTRATION
Miriam Vazquez-Gonzalez spoke about adding the UMOJA program to priority registration, priority 2. She noted that the Student Affairs Leadership Team recommended approving the request, as did the Student Affairs Success Council.

Carol Kimbrough motioned to approve priority registration (priority 2) for the UMOJA Program. Gayle Pitman seconded the motion. The motion carried.

ADVISORY RESEARCH GROUP / DATA STEERING TEAM
Gayle Pitman shared that the Advisory Research Group has not been meeting officially for some time; however, a larger data team that partly works on ADT and Swim Digital activities, oversees data governance, MIS reporting, data coaches, and other data priority projects has been meeting. The current governance structure shows that the Advisory Research Group is under the Student Affairs Success Council, and she believes this is not the right place. She would like to propose to rename the Advisory Group to Data Steering Team and that the Team report to the Hartnell College Council. The item will return as a discussion and action item.

ACCJC ANNUAL REPORT
Gayle Pitman reported that the College is required to submit an ACCJC Annual Report. The report includes college outcomes such as student headcount, success rates, type and number of awards granted, job placement, etc. She urged the Council to review the report and direct any questions to her office. The report is on the College's accreditation webpage.

ADJOURNMENT
The meeting adjourned at 2:40 p.m.

NEXT MEETING(S)
May 9, 2025, 1 p.m.

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