HARTNELLCOLLEGE

IRC Council
September 5, 2025, 9 am- 11 am, Room E112
Minutes

MEMBERS	Constituent Group	Present	Absent
1. Graciano Mendoza (Tri-Chair)	Administration	x	
2. Joseph Reyes	Administration	x	
3. Christopher Padgett	Administration	x	
4. Laura Zavala, HSI	Administration		x
5. David Techaira	Administration	x	
6. Marlene Hernandez (Tri-Chair)	Staff		x
7. Daniel Oviedo	Staff	x	
8. Dina Uribe	Staff	x	
9. Dina Hayashi	Staff		x
10. Jessica Mora Martinez	Staff	x	
11. David Beymer (Tri-Chair)	Faculty	x	
12. Steve Graham	Faculty		x
13. Steve Ettinger	Faculty		x
14. Nancy Schur-Beymer	Faculty	x	
15. Vacant	Faculty		
16. Kaylie Perz-Rodriguez	Associate Student	x	
17. Natalie Meza Ferro	Associate Student	x	
18. Ulyses Urias Rivas	Associate Student		x
19. vacant	Associate Student		
Quorum 18 (14-total)		11	6

Guests: Paul Chin and Jacob Jun

1. **Call Meeting to Order**
   Meeting called to order at 9:03 a.m., Oct 3, 2025

2. **Approval of Agenda**
   Consider approval of Oct 3, 2025, meeting agenda (Techaira, Reyes)

3. **Approval of Minutes**
   Consider approval of Sept 5, 2025, meeting minutes.
   Motion to approve minutes for Sept 5, 2025. Motion carried (Reyes, Padgett)

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.

4. **Budget Presentation**

- David presented the budget projections.
- 82% of the budget is allocated to salaries and benefits.
- Projected revenue increase of $6.4 million
- Expense increases include:
    - $1.7 million for medical benefits
    - $700,000 for fixed costs
- Emphasis on monitoring economic volatility
- Concern about potential impact on future budgets

5. **Course Dog**

- Introduction of the college's scheduling system by Paul and Jacob
- CourseDog has been in the development stages for two years.
- The system is intended to manage class schedules and curriculum.
- Focus on streamlining event bookings for the college community.
- Plans to enhance event scheduling with preliminary billing.
- Current manual financial processes targeted for automation.
- Collaboration with the business office for system improvements
- Importance of gathering stakeholder input on potential event fees
- Upcoming system launch scheduled for the end of October.
- Communication strategy includes notifying AdAstra users.
- Training sessions to cover the approval process and conflict resolution.
- Tutorial videos to be provided as additional resources.

6. **Space Request**
- The space request process has changed significantly over the summer.
- A draft operational memorandum outlines the new process (not yet board-approved).
- Faculty office space is not included in this process; it pertains to departmental space.
- Previous process: The Department filled out a form.
  Sent to Administrative Services → Facilities Work Group → This Council → President.
- New proposed process adds several steps:
  Department fills out form → Admin Services → Facilities for preliminary review→
  Goes to Cabinet for initial consideration.
- If applicable, HR consults with CSEA (classified employee union). Then, to the Facilities Work Group and IRC for feedback (not recommendation).
- Final decision by Cabinet.
- Red text in the draft document shows proposed changes.
- Motivation for changes: prior CSCA concerns about how space was allocated.
- A student membership is available on the committee; student feedback is welcome.
- Two space moves already in progress (Ben's and Yvonne's offices to/from Castroville).
- The committee involved is Ad hoc, not regularly scheduled.

7. **PPA Overview**

- PPA is accreditation-driven, used to assess campus operations and drive budgeting.
- Note: the PPA calendar is non-traditional: Spring = assessment, Fall = planning/budgeting.
- Goal: Align planning with budget cycle to fund requests 6 months before fall semester.
- Last cycle was the most successful to date in funding and execution.
- Annual PPA fund is $400,000, but over $3 million was spent last year using other funding sources (e.g., grants).
- New 4-year cycle begins now, including: Instructional PPAs, Service Area PPAs, New: Administrative PPAs
- Base questions/themes for PPAs are standardized across groups.
- Each department submits budget requests tied to PPA plans.
- Requests are prioritized: Dept → Dean → VP → Business Office
- From over $35 million in requests, $3.5 million was funded last year.
- Grants help cover costs when appropriate; David plays a key role in grant matching.
- Standardized forms and process improve consistency across departments.
- Faculty hires are not part of PPA.
- Full-time Faculty Hiring Committee manages requests and prioritizes.
- Currently well above FON (Faculty Obligation Number).
- Goal is to advertise in winter for best candidate pools.
- Accreditation through ACCJC requires this integrated planning and budgeting process.
- ICER (Institutional Self-Evaluation Report) due by early spring.
- PPA supports the evidence base for accreditation.
- Calendar deadline change: PPA deadline moved from Sept 15 → Sept 19.
- Students encouraged to provide feedback and raise questions in meetings.
- PPA handbook requested to document the process in writing.

The meeting adjourned at 10:45 a.m.

Next Meeting(s)
October 3, 2025