



IRC Council

October 3, 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:

1. Call Meeting to Order

Meeting called to order at 9:02 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 (Oveido, 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. Microsoft Overview/ Update

- Jacob discussed the Microsoft 365 migration
- Migration is a long-term project, not starting in the next one or two years
- Importance of early communication and stakeholder involvement
- User feedback is being actively sought
- Comparison of current systems with Microsoft 365 to address concerns
- Ongoing communication strategy regarding the transition
- Gathering feedback from stakeholders
- Shift in Google's approach to charging for services
- Increased data usage due to remote learning
- Team working on storage management policies
- Deletion of student emails after three years of inactivity
- Concerns about implications of deleting faculty accounts and shared documents
- Strategies for managing Google Drive space
- Overview of tools in Google Workspace and Microsoft Office
- Differences in AI capabilities and user experiences
- Popularity of Google Workspace in educational environments
- Preference for Microsoft Office in the industry and universities
- Discussion on transition from Google Workspace to Microsoft 365
- Overview of financial implications of transitioning to Microsoft 365 vs. Google Workspace
- No set timetable for Microsoft Office migration
- Clear communication planned for all stakeholders
- Retention of all emails and Google Drive content during the transition
- Incorporation of feedback from faculty and students for smooth adoption

5. Space Request Update

- Update on space requests
- Most requests under review
- Request to convert the classroom into a student lounge declined
- New process for handling requests
- Initial review by the president and cabinet
- Further assessment after initial review
- Memorandum of Understanding (MOU) pending board approval

6. New Member Fiscal Orientation

- Discussion of budget components: revenues and expenditures
- Explanation of reserves as a financial safety net
- Highlight of reserves required by the Chancellor's Office during delayed state payments
- Overview of funding sources: apportionment, categorical funds, grants
- Discussion of key financial terms: capital outlay, backfill
- Invitation for clarification on confusing terms

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- Proposal for accessible resource for faculty and staff
- Consideration of the budgeting 101 class for new members
- Explanation of state funding sources, primarily personal income tax
- Note on funding unpredictability due to revenue fluctuations
- Historical examples illustrating economic downturns' impact on funding and student fees
- Discussion of efficiency in teaching due to financial constraints
- Note on the sustainability of classes with fewer than 17-18 students
- Average class size for funding purposes set at 35
- Data on state funding growth, noting variability (up to 3% in some years, averaging around 0.5%)
- Outline of regulatory framework for college finances: accounting principles, grant guidelines
- Mention of annual independent audit process for compliance and oversight
- Outline of college funding sources: general operating fund, special revenue fund, capital projects
- General unrestricted fund totals \$81 million, primary funding source
- Bond measure T and student financial aid follow closely
- Explanation of Faculty Obligation Number (FON) established by AB 1725
- Discussion of funding inadequacies and challenges in meeting FON
- Current FON at Cardinal College noted, with projections for future hiring needs
- Importance of instructional service agreements with high schools for enrollment increase
- Clarification sought on non-credited instructional faculty
- Discussion on non-credit classes, including ESL and community education programs
- Announcement of grant awards for TRIO programs supporting first-generation and low-income students
- Discussion of High School Equivalency Program success
- Mention of challenges from proposed federal budget cuts affecting program sustainability

7. Other Comments

- Add to the agenda a standing item of ***Federal Grant Updates***

The meeting adjourned at 10:45 a.m.

Next Meeting(s)

December 5, 2025

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