



HARTNELL COLLEGE

IRC Council

April 3, 2026, 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. vacant	Administration		
4. Laura Zavala, HSI	Administration	x	
5. David Techaira	Administration	x	
6. vacant	Staff		
7. Daniel Oviedo	Staff	x	
8. Dina Uribe	Staff	x	
9. Dina Hayashi	Staff	x	
10. David Beymer (Tri-Chair)	Faculty	x	
11. Steve Graham	Faculty	x	
12. Nancy Schur-Beymer	Faculty		x
13. Arya Hackney	Faculty	x	
14. Kaylie Perez-Rodriguez	Associate Student	x	
15. Natalie Meza Ferro	Associate Student	x	
16. Ulyses Urias Rivas	Associate Student		x
17. vacant	Associate Student		
Quorum 8 (14-total)		12	2

Call Meeting to Order

Meeting called to order at 9:01 a.m., April 3, 2026

Approval of Agenda

Consider approval of the April 3, 2026, meeting agenda (Reyes, Zavala)

Approval of Minutes

Consider approval of the Feb 6, 2026, meeting minutes.

Motion to approve minutes for Feb 6, 2026. Motion carried (Techaira, Oviedo)

OM Desk Procedures

- Original OM (Operations Manual) for desk procedures was reviewed and sent to Cabinet, but put on hold
- Reason for pause: emergence of a SWIM digital framework for SOPs (Standard Operating Procedures)
- The SWIM SOP template aligns closely with the intent of the original OM (purpose + step-by-step procedures)
- Proposal: Use SWIM framework instead of creating a separate OM, since it will be required district-wide anyway

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.

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- Plan to revise the original OM language to match the SWIM framework
- Lack of SOPs leads to confusion and inconsistency (e.g., faculty absence procedures, incorrect signage)
- Many processes are assumed but not clearly documented
- SOPs would help ensure:
 - Tasks are done correctly and consistently
 - Continuity when staff are absent
 - Easier cross-training and onboarding
- Current issue: knowledge gaps across departments (e.g., IT processes, maintenance requests, HR procedures)
- Original OM focused on internal procedures
- SWIM framework includes external-facing processes (students, other departments)
- Strong support for merging both internal and external perspectives
- Need for better structured training and professional development
- Current onboarding (e.g., “buddy system”) is inconsistent or unclear
- Training responsibilities should fall on supervisors, not just peers
- Suggestion for formal training (e.g., Budgeting/Finance 101)
- Processes vary across campuses and departments
- Miscommunication (e.g., class cancellations vs. instructor absence)
- Lack of clarity in facility use and approval workflows
- Staff often don’t know correct procedures or points of contact
- Confusion about ownership and approval of shared spaces
- Assumptions about processes may not match actual policy or practice
- Need to verify and clearly document real procedures
- Concerns about security and access when facilities are shared externally
- Strong agreement on the need for standardized SOPs
- Decision direction:
 - Merge OM with SWIM framework
 - Expand scope to include internal + external users
 - Use SOPs as a foundation for training and operational clarity
 - SOP initiative seen as a starting point, with broader needs in:
 - Training
 - Communication
 - Process transparency

PPA Calendar Vote with amendment

- Key change: Spring PPA due date moved after spring break (April 9)
 - Gives faculty time during break to complete work
 - Gives service areas time without students/faculty to work on PPAs
- Added timelines:
 - Administrative review (Deans) → +2 weeks
 - Executive review (VPs) → follows after administrative review
- New process:
 - Deans review and summarize academic PPAs
 - VPs conduct executive-level review of all areas
 - Reports will be posted publicly to show accountability

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Timeline Adjustment Discussion

- Concern: Deadlines (May) unrealistic due to workload (evaluations, end-of-term duties)
- Agreed adjustment:
 - Administrative reports → end of June
 - Executive reports → end of July
- Goal:
 - Keep PPA reports completed by end of May
 - Allow summer time for deeper review and discussion
- Calendar approved with flexibility for edits

Strategic Budgeting Discussion

- Goal: Shift from reactive → proactive budgeting
- Proposal:
 - Budget managers pre-allocate funds (e.g., \$50K) for PPA requests in advance
 - Include budget managers in decision-making earlier, not after decisions
- Benefits:
 - More efficient and equitable process
 - Reduces “after-the-fact” funding scramble
 - Improves transparency of available funds

Challenges in Current Budget Process

- Late submissions are common → delays entire process
- Submissions often:
 - Incomplete
 - Not properly prioritized
- Leads to:
 - Last-minute decision-making
 - Pressure on leadership and budget managers
- Strong recommendation:
 - Treat deadlines as firm, not flexible

Improving Budget Planning

- Encourage early planning (spring):
 - Build requests while developing PPA/program review
 - Identify what can be funded within departments first
- Suggested 2-phase approach:
 1. Spring: Identify needs + allocate internal resources
 2. Fall: Submit remaining unmet needs to PPA

Role of Deans & VPs

- Expected to:
 - Align department requests with college strategic vision
 - Reallocate existing funds where possible
 - Fund high-priority needs before PPA stage
- Current issue:
 - PPA is acting as “leftover funding process” instead of driver of budgeting

Funding Sources & Equity Concerns

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- Current system leads to “knock on doors” funding approach:
 - Inefficient and not equitable
 - Depends on knowing who controls funds
- Recommendation:
 - Centralize funding through PPA-informed process
 - Increase awareness of:
 - Categorical funds
 - Foundation funding
 - Grant opportunities

Grants & Foundation Opportunities

- Grant writers should:
 - Use PPA plans to inform grant proposals
 - Align funding requests with existing department needs
- Foundation:
 - Can support aligned projects with strategic priorities
 - Needs better integration into planning process

System & Tools (Nuventive)

- PPA/budget requests are:
 - Continuously accessible (“living document”)
 - Can be reviewed anytime by leadership
- Encouragement:
 - Update regularly → not just once per year
 - Use data for real-time decision-making

Federal Grants Update

- No major new federal grant changes beyond previously discussed reductions (e.g., Title V HSI)
- GANNAS grant:
 - Ends September 30
 - Currently in a no-cost extension phase
- High School Equivalency Program (HSEP):
 - Ends June 30
 - Plan to request a no-cost extension
 - A new competition is expected, but likely delayed
- Basic Needs Federal Grant:
 - Initial email about discontinuation was sent in error
 - Grant is still active through December 31, 2027
 - Total funding: ~\$900,000 over 3 years (~\$300K/year)
 - Uncertainty after 2027:
 - No clear indication of continued federal funding
 - Also dependent on state funding support
 - Need to plan for local support if funding ends
- Overall: No additional federal grants are currently impacted

Parking Update

- Proposed changes originated from the Safety Committee:

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- Adjust enforcement hours/days
- Recommendation to end Friday enforcement earlier (e.g., 4–5 PM)
- Process status:
 - Reviewed and edited by this group → sent to Cabinet
 - Cabinet provided feedback
 - Awaiting final edits from the President’s Office
 - Once finalized:
 - Public Safety will update website
 - Begin enforcement
 - Updates will be shared back with this group
- Mismatch between published rules and past practices:
 - Example: No written policy stating no enforcement during semester breaks, yet historically not enforced
 - Need to align published rules with actual practices
- Community confusion & perception:
 - People rely on memory vs. documented policy
 - Emotional reactions to students being ticketed
- Enforcement clarity needed:
 - Rules (e.g., staff parking, red zones) should be consistent year-round
 - Need for better communication and education
- Theater events:
 - Risk of visitors being ticketed shortly after arrival → supports earlier Friday cutoff
- Athletics parking shortages:
 - Severe lack of parking on weekends
 - Issues with:
 - Unauthorized parking (cones moved)
 - Athletes forced to park far away
- Recommendation:
 - Consider 24/7 reserved parking areas (e.g., near PE/Nursing)

Other Comments

Discussion on Safety Concerns and Authorized Signatures

- Security response and handling of banned individuals were discussed.
- Recommendation: contact the Director of Public Safety when incidents occur.
- Upcoming safety committee meeting will address broader safety concerns.
- Proposed updates to authorized signature designations, including title updates and clarification of authority scope

The meeting adjourned at 10:11 a.m.

Next Meeting(s) May 1, 2026

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