



IRC Council

May 1, 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)		10	4

Call Meeting to Order

Meeting called to order at 9:02 a.m., May 1, 2026

Approval of Agenda

Consider approval of the May 1, 2026, meeting agenda (Reyes, Beymer)

Approval of Minutes

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

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

Federal Funding Update

- No new federal funding updates were reported at this time.
- A Talent Search federal grant application is being submitted today in partnership with the VP of HR.
- The grant proposal is for a 5-year award totaling approximately \$1.5 million.
- Funding would provide about \$300,000 annually over the grant period.
- The program is designed to support high school students.

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- Target schools include North Salinas High School, Alvarez High School, and Rancho San Juan High (schools within the Salinas Union High School District).

OM to IRC Presentation-Capping Personnel Expenses

Highlights: Proposed Grant Personnel Cost Cap Policy

- Dave provided an overview of the proposal and its intended purpose.
- The proposed policy is designed to address situations where grants become financially strained because too much of the budget is allocated to personnel costs.
- Rising salaries, benefits, insurance costs, and staffing increases have caused some grants to exceed their budgets, requiring the district to absorb costs.
- The proposal is modeled after practices used at other institutions, where personnel expenses are capped as a percentage of the total grant budget.
- The committee is currently considering a 70% personnel cost cap, compared to a 65% cap used by some other institutions.
- Any request to exceed the 70% threshold would require an exemption process outlined in the policy.
- The policy would not immediately affect existing grants that already exceed the proposed limit.
- Guidance and transition steps will be included to help grant managers gradually reduce personnel expenditures over time.

Discussion and Concerns Raised

- Grant managers expressed concern about the challenges of implementing the cap, particularly for long-standing grants with established staffing models.
- Some grants have operated with the same structure for 20 years and include significant classified staff and management positions funded by the grant.
- Salary increases, benefit cost increases, position reclassifications, and organizational changes have steadily reduced available operational and discretionary funding.
- Several grants are reportedly flat-funded, receiving the same funding levels for many years without cost-of-living adjustments or funding increases.
- Some existing grants currently devote as much as 90% of their budgets to personnel costs, making compliance difficult without significant restructuring.
- Participants emphasized that high personnel percentages often develop gradually and are typically not the result of poor planning.
- The policy was viewed as a tool to encourage better long-term budgeting and provide a financial cushion for future cost increases.

Additional Considerations

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- Discussion included the possibility of involving faculty as grant managers for certain grants, particularly smaller projects.
- Serving as a grant manager could provide faculty with administrative experience while potentially reducing reliance on fully grant-funded management positions.
- Committee members acknowledged that any new policy must balance fiscal sustainability with the operational realities of existing grant programs.

Update on Encore Meeting in June

Highlights: June Encore Budget Meeting Update

- The committee plans to hold its annual Encore meeting in June to review the Governor's May Revision of the California State Budget and discuss its impact on Hartnell College.
- This additional meeting has been held in recent years to provide timely budget information before the new fiscal year begins.
- The May Revision is typically released around May 14, after which staff wait for analysis and guidance from the State Chancellor's Office before preparing Hartnell-specific projections.
- The presentation combines state budget information with local financial projections to help stakeholders understand the anticipated impact on the college.
- A tentative meeting date of June 5 was proposed, pending coordination between staff responsible for developing the presentation.
- Much of the financial information shared at the Encore meeting will later be presented to the Board of Trustees in June.
- The meeting will be offered in a hybrid format, including a Zoom option, to encourage broad participation.
- Attendance has been consistently strong, with approximately 50 to 75 participants attending in previous years.

Budget Development Timeline

- After the June presentation, the state legislature finalizes the budget, allowing the college to determine more accurate funding levels.
- Budget refinement continues through July, August, and September as staff incorporates final state budget information.
- The final Hartnell budget is presented to the Board of Trustees in September.
- Committee members will also receive an update on the finalized budget when regular meetings resume in the fall.
- Depending on scheduling and availability, budget information may also be shared through a Get Connected presentation.

Committee Feedback

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- No concerns were raised regarding the proposed June meeting.
- Participants noted that the Encore budget meeting is typically informative and well attended.
- Committee members were encouraged to participate either in person or via Zoom.

Placement of the PPA Committee Within the Governance Structure

PPA and Outcome Assessment Committee Split

- The former PPOA Committee (Program Planning and Assessment/Outcome Assessment) has officially been split into two separate entities.
- Outcome Assessment will remain under the Academic Senate because it is primarily a faculty-focused function involving student learning outcomes and assessments.
- PPA (Program Planning and Assessment) was separated because its work extends beyond faculty and impacts the entire institution, including service areas, administrative units, and budget planning.

Discussion on Governance Placement of PPA

- A key discussion centered on where the PPA function should reside within the college governance structure.
- Participants noted that PPA affects:
 - Academic programs
 - Service areas
 - Administrative units
 - Institutional planning
 - Budget development
- Several members suggested that PPA should be positioned more centrally within the governance structure, potentially reporting through the Hartnell College Council rather than solely through Academic Senate.
- The proposal would maintain a connection to Academic Senate because program review is tied to faculty responsibilities under the "10+1" governance areas.

Broader Governance Reorganization Discussion

- The conversation expanded to whether the college should undertake a broader review of its governance structure.
- Participants noted that recent organizational changes, including the merger of Academic Affairs and Student Affairs councils into the Student Success Council, may warrant additional restructuring.
- Several committees were identified as having responsibilities that cross traditional governance lines, including:
 - Program Planning and Assessment (PPA)

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- Professional Development
 - Equity Assurance/Equity-related committees
- Members suggested these committees may be better positioned as institution-wide committees serving all constituent groups rather than a single governance branch.

Equity and Professional Development Considerations

- Concerns were raised about overlap between:
 - Equity Assurance Council
 - Student Success and Equity Committee
- Some members noted that similar discussions occur in both groups and suggested consolidating or restructuring responsibilities.
- Professional Development was also discussed as an area that serves faculty, classified staff, and managers, making it difficult to place exclusively under the Academic Senate.
- Some participants noted that Professional Development may logically align with Human Resources while still maintaining strong governance connections.

Support for Institutional Representation

- Participants generally supported locating PPA in a place that reflects the interests of the entire institution rather than one constituency group.
- Members agreed that college-wide committees should represent faculty, classified professionals, managers, and other stakeholders.

Current Status of PPA Operations

- Although the committee structure has changed, PPA work continues uninterrupted.
- The PPA coordinator will continue supporting departments, managers, faculty, and service areas while a permanent governance placement is determined.
- Current responsibilities include:
 - Training and technical assistance
 - Program review guidance
 - Administrative reviews
 - Calendar and deadline management
 - One-on-one support for departments and managers

Improvements to the PPA Process

- New support tools are being developed, including:
 - Google Forms for administrative and executive summaries
 - Training resources and job aids

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- Increased support for deans, vice presidents, and executive assistants
- These changes are intended to make the process more user-friendly and efficient.

Transparency and Communication Enhancements

- One goal of the revised process is to improve transparency.
- Faculty have expressed concern about what happens to program reviews after submission.
- To address this, administrative and executive summaries will be published so employees can see:
 - That reviews are being examined
 - What major themes are emerging
 - How requests and recommendations are being addressed

Strengthening the Link Between PPA and Budgeting

- A major focus of the discussion was ensuring that program review drives budget decisions.
- Participants emphasized that accreditation standards expect program review findings to inform institutional planning and resource allocation.
- Managers were encouraged to use PPA requests when:
 - Planning annual budgets
 - Prioritizing expenditures
 - Allocating available funds
 - Developing future staffing and operational requests
- The goal is for budget decisions to be proactive and data-informed rather than reactive.

Budget Management Expectations

- Presenters stressed the importance of responsible budget planning across the institution.
- Managers were encouraged to:
 - Regularly review their budgets
 - Understand available resources
 - Align spending with identified needs in program reviews
 - Avoid relying on central budget reserves to resolve overspending
- The discussion emphasized maintaining balanced budgets and improving long-term financial planning.

Additional Update

- It was announced that Gail has been named President of Napa Valley College, with the official announcement released that morning.

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- Participants congratulated her and recognized her contributions to the governance and planning processes.

Other Comments

- Members were invited to share additional comments, suggestions, or topics they would like the committee to address in the coming year.
- Participants were encouraged to provide feedback on the budget presentation format and indicate whether they would like:
 - More detail on specific topics
 - Additional budget-related information
 - Expanded opportunities for discussion and questions
- Members discussed the need to revisit and clarify the facilities request process during the fall semester. Concerns were raised about ensuring the process is well understood, given multiple recent changes. It was noted that the process was revised at the request of the President's Cabinet.

Updated Facilities Request Workflow

- Under the revised process:
 - Facilities requests are first submitted to the President's Cabinet for review and discussion.
 - Human Resources is responsible for consulting with any impacted bargaining units or employee groups as appropriate.
 - Following Cabinet review, requests are returned to this committee for discussion and feedback.
 - The committee then provides recommendations back to Cabinet before a final decision is made.
- Previously, the committee reviewed requests before they were sent to Cabinet; the order of review has now changed.

Work Group Structure

- Participants discussed the distinction between:
 - Governance councils, which focus on policy and decision-making processes.
 - Work groups, which focus on carrying out detailed review and implementation work.

Closing Remarks

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- Committee members agreed to revisit the facilities request process in the fall to ensure clarity and shared understanding.
- The meeting concluded with appreciation for participants' engagement throughout the year.
- Members were reminded that the next gathering will be the special June budget meeting before regular meetings resume in the fall.

The meeting adjourned at 9:49 a.m.

Next Meeting(s) Encore- June 6, 2026

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