



HARTNELL COLLEGE

### Institutional Resources Council

#### Minutes

April 5, 2024, 9am-11am

E-112

Zoom Link: <https://hartnell-edu.zoom.us/j/83970537054>

Meeting ID: 839 7053 7054

MEMBERS	Constituent Group	Present	Absent
1. Graciano Mendoza (Tri-Chair)	Administration	x	
2. Joseph Reyes	Administration	x	
3. Jackie Cruz	Administration		x
4. Moises Almendariz	Administration	x	
5. David Techaira	Administration	x	
6. Marlene Hernandez (Tri-Chair)	Staff	x	
7. Daniel Oviedo	Staff	x	
8. Maria Marin	Staff		x
9. Dina Hayashi	Staff		x
10. Jessica Mora Martinez	Staff	x	
11. David Beymer (Tri-Chair)	Faculty	x	
12. Cynthia Ainsworth	Faculty	x	
13. Steve Ettinger	Faculty	x	
14. Nancy Schur-Beymer	Faculty	x	
15. Vacant	Faculty		
16. Ella Mendonsa	Associate Student	x	
17. Wilfred Angel Martinez	Associate Student		x
18. Cesar Cruz	Associate Student	x	
19. Brian Resendiz	Associate Student		x
Total Members (Quorum-10)		13	5

**Guest:** Gayle Pitman

**1. Call Meeting to Order**

Meeting called to order at 9:05 a.m., April 5, 2024

**2. Approval of Agenda**

Consider approval of April 5, 2024 meeting agenda

Motion to approve agenda for April 5, 2024. Motion carried (Reyes, Techaira)

**3. Approval of Minutes**

Consider approval of March 1, 2024 meeting minutes

Motion to approve minutes for March 1, 2024. Motion carried (Reyes, Techaira)

**4. New Strategic Plan Presentation part II presented by Gayle Pitman**

Gayle presented an update on the SP and the time frame as to when it will be rolling out in the next coming months.

**5. Approve Operational Memorandums- Desk Procedures**

Motion to approve OM-Desk Procedures Motion carried (Ainsworth, Reyes)

**6. Stand by Sub-Committee on Budget**

Adhoc Advisory Committee for one-time fiscal decisions

Motion to approve stand by sub-committee Motion carried (Schur-Beymer, Reyes)

**7. PPA Calendar**

Dave reviewed Timeline and due dates for PPA request. It will be put on May agenda as action item to vote on for approval

**8. Other Rubrics Faculty, Managers, & Classified**

Dave reviewed the rubrics for faculty, classified and a management to get feedback and explain the progress of it moving forward to be used for department needs.

**9. Workplace Violence Prevention Plan Update**

WVPP was reviewed and committee was asked to review over weekend and provide feedback in addition to online voting to move forward to HCC. Share workplan to be editable and voting google doc will be sent out. Votes are due no later than Tuesday April 7<sup>th</sup>

**10. Parking, Payment, Signage-Cynthia Ainsworth**

Cynthia expressed concern regarding signage in parking garage in addition to current payment method for parking permits. She asked if another option can be proposed to make the timing of the current process more efficient, minimizing the frustration for students and allowing them a more convenient process so they are able to make class on time.

Graciano responded that the Admin Services/Facilities will look into the matter brought to their attention and report any necessary follow-ups.

**11. Closing Comments/Adjournment**

The meeting adjourned at 10:53 a.m.

**NEXT MEETING(S)**

May 3, 2024