



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
July 16, 2020, 3pm-5pm
Zoom Meeting**

APPROVED

MEMBERS

Name	Representing	Present	Absent
Linda Wilczewski	Administration	X	
David Techaira	Administration		X
Lyle Engeldinger	Administration		X
Joseph Reyes	Administration	X	
Anne Adamson	Dean of Academic Aff.	X	
Augustine Nevarez	Dir. of Stdnt. Affairs	X	
Michelle Peters	Dir. Of Stdnt. Life, DSPS	X	
Dave Phillips	I.T.		X
Balamurali Kappagantula	I.T.		X
Pedro Escoto	Faculty		X
Daniel Lopez	Faculty		X
Miguel-Angel Manrique	Faculty	X	
(vacant)	Part-time Faculty		
Marlene Tapia	CSEA		X
Belen Gonzales	CSEA	X	
Monica Carrasco	CSEA	X	
Laura Otero	CSEA	X	
Hector Mosqueda	L39		X
(vacant)	L39		
Montzerat Flores Martinez	Student		X
Angelita Cisneros	Student		

Others

Name	Title or Representing	Present	Absent
Various participants	additional Zoom participants	12	

CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 3:07 p.m. 7/16/2020

Linda Wilczewski

ACTION ITEMS

1. Consider approval of agenda for July 16, 2020 - No quorum, No vote
2. Consider approval of minutes for July 16, 2020 – No quorum, No vote

Linda Wilczewski

INFORMATION/DISCUSSION/PRESENTATIONS

Hartnell College Vision Statement: Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

Hartnell College Mission Statement: Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

1. **Welcome Dr. Raul Rodriguez**

- Dr. Rodriguez most recently served as interim president at East Los Angeles College
- A distinguished career in the California community college system.
- He previously served as the chancellor of the Rancho Santiago Community College District in Orange County
- He also served as superintendent/ president of San Joaquin Delta College in Stockton

2. **SSS/TRIO/Upward Bound/EOPS**

Manuel Bersamin/Cesar

Velazquez /Paul Casey

- The SSS/TRIO program usually accepts only 100 new FULL-TIME students each year
- With budget short fall, we decided to accept 33 additional FULL-TIME students to increase FTES over the next 2-3 years at Hartnell College.
- This will result in increased income for Hartnell College because the SSS/TRIO program is a very effective retention, graduation, scholarship and transfer program.
- The SSS/TRIO Program has a 90% fall to fall persistence rate.
- The SSS/TRIO Program has an 82% will graduation rate with an associate's degree.
- The SSS/TRIO Program has an 80% transfer rate.
- During 2018-2019, 95% of all participants served by SSS/TRIO maintained a GPA of 2.0.
- SSS/TRIO has yearlong PRO-ACTIVE counseling and workshops, educational plans, career advising, personality inventories, learning style identification and tutorial services
- SSS/TRIO Guided Pathway staff conducts a financial aid status check and also trains the students in financial and economic literacy, scholarship applications and trains them to renew the FAFSA form each year
- TRIO Program reduces time to major selection and most importantly, reduces time to degree. This will of course save the campus money for remediation of the students
- TRIO also serves our second year students by maintaining the most supportive environment for students on campus.
- All TRIO students pro-active/intrusive counseling and monitoring during their second year as well and if necessary, even their third year at Hartnell. Our five primary services for continuing students are
 - 1. Academic Advising,
 - 2. Tutorial Assistance,
 - 3. Financial Aid Workshops,
 - 4. Financial and Economic Literacy Workshops, and
 - 5. Transfer Advisement and Graduation Assistance.
- Hartnell College SSS/TRIO strategy is to serve students, we are in constant communication with our students through mail, phone calls and personal contact in the TRIO office.
- We are going to implement, Zoom/Google Meets to complete intakes forms along with USPS mail/electronically.
- We will try to use Microsoft Teams for video chats, messaging, sharing of files, etc.
SSS/TRIO has been remote since March using Google meets and Zoom. We have tried to continue serving students with minimal interruptions and tutoring, admission intakes and appointment sessions are all done remotely and have been very effective
- EOPS is a state funded program. Very similar to trio, obviously we have some different requirements, but any EOPS students come in are required to maintain a 2.0 GPA.
- Our students meet with our counselors that are case management based, so they are required to see their counselor by making three contacts and make sure they're academically successful, we have about an 80% success rate in the UPS, we take in every fall semester about 250 students
- Give or take with the increase of possibly 10% is going to be about 274 75 more students that is a challenge for us. But I think that we can do that.
- For our spring semester we taken by 150 again that's a plus or minus, they must come in with at least 12 unit full time requirement we currently now have about 813 active students
- We do have good success transfer rate of the graduates to is that graduate each year right about 30% of them transfer to our local Cal State Monterey Bay

3. **Promise Program**

Bronwyn Moreno

- Hartnell enrollment data shows a 14% increase from local high schools
- 37% increase in students who enrolled full-time
- North Monterey County HS showed the highest increase in enrollment, from 10 full time in to 51 full time
- More than a 10% improvement over the prior three years
- The increase in enrollment of full-time students is particularly important because full-time students complete a certificate, a degree or transfer to a university at a higher rate than part-time students.
- An Analysis of Variance (ANOVA) was conducted to compare the difference in course success rates between full-time Salinas Valley Promise students and full-time, first time in college students (not in SVP). The results of an ANOVA found that Full-time Salinas Valley Promise participants were more likely to succeed.
- Average Number of Courses Taken Per Semester:
- Both first time in college & continuing or returning students who participated in the Summer Leadership Experience Program took more courses on average per semester (4.3 & 4.4 courses respectively) than first time in college students who did not participate in the program (3.1 courses).

3. **Budget Update**

Linda Wilczewski

- At this time, we're anticipating an August revise, the results of which will be communicated at the budget meeting on August 14th
- Two members of the legislature have tested positive for COVID-19. There's disagreement between the Senate and the Assembly as to whether they are legally allowed to vote remotely.
- This could have extreme implications on all the policy bills, and may push some of those out to the next budget year
- The CARES Act funding can be used to supplement the 25% match required by FEMA for emergency aid. This may help take some pressure off of our General Fund
- On the Hartnell budget side, the Board approved our Tentative Budget on Tuesday evening, and it should have already been loaded into Colleague for FY20-21 budget visibility and reporting.
- Dr. Rodriguez shared a document entitled, "Budget Reduction Tools and Strategies" for additional ideas, this can be found on the ASC website:
 - <https://www.hartnell.edu/governance/councils/asc/docs/index.html>

NEXT MEETING(S)

- July 23, 2020

ADJOURNMENT

Linda Wilczewski

Meeting Adjourned at 3:53 P.M. 7/16/2020.]