

DRAFT



HARTNELL COLLEGE

College Planning Council

Minutes

September 21, 2022, 3-5 p.m. E-112

<https://cccconfer.zoom.us/j/92814546379>

MEMBERS

Name	Representing	Present	Absent
1. Jason Hough, Co-Chair	Academic Senate	X	
2. Michael Gutierrez, Co-Chair (non-voting)	Administration	X	
3. David Beymer	Faculty	X	
4. Mostafa Ghous	Administration	X	
5. Delia Edeza	CSEA	X	
6. Ben Grainger	Administration	X	
7. Guy Hanna	CSEA	X	
8. Romero Jalomo	Administration	X	
9. Brenda Jones	CSEA	X	
10. Debra Kaczmar	Administration	X	
11. Carol Kimbrough	PT Faculty	X	
12. Brian Lofman	Administration	X	
13. Daniel Lopez	Faculty	X	
14. Graciano Mendoza	Administration	X	
15. Cheryl O'Donnell	Faculty	X	
16. Shawn Pullum	CSEA President	X	
17. Apolonia Preciado Castillo	Associated Students	X	
18. Elijah Ruelas	Associated Students	X	
19. Nancy Schur Beymer	HCFA President	X	
20. Cathryn Wilkinson	Administration	X	

Guests: Dr. Marianne Fontes, Dean of Academic Affairs and Daniel Orta, ASHC

1. CALL MEETING TO ORDER

Co-Chair Dr. Jason Hough called the meeting to order at 3:01 p.m.

2. APPROVAL OF AGENDA

Prior to the motion, Dr. Hough asked the Council to consider the addition of one information agenda item - #4 Guided Pathways Assurances.

David Beymer moved to approve the agenda. Guy Hanna seconded the motion. The motion carried with no opposition, and the agenda was approved with one addition.

3. APPROVAL OF MINUTES

David Beymer moved to approve the minutes of the September 7, 2022 meeting as presented. Carol Kimbrough seconded the motion. The motion carried, with no opposition, and minutes were approved.

4. ASSURANCE OF GUIDED PATHWAYS

Dr. Brian Lofman stated that the District received Guided Pathways seed funding over the last five years, which ended fiscal year 2021-22. The intent of the five-year funding was to embed important Guided Pathway efforts into ongoing policies, practices, and systems over the five years. Hartnell College, like other colleges, made some progress, but did not progress as much as it would have liked to. Late July, the Chancellor's Office announced new funding to support Guided Pathways efforts that would happen over three phases. Phase 1, which is due September 30, 2022, requires that the College make a commitment (Acknowledgement of Assurance) to do integrated work (development of a Guided Pathways work plan). Dr. Lofman highlighted the components of the work plan and stated that the plan is due end of March 2023 (Phase 2), and that the College must implement the plan over the next four years (Phase 3). The amount of funding the District would receive is unknown at this time.

Dr. Lofman stated that the work involved is a heavy lift for the District and he and co-leads felt it was important to share what would be expected (institutional commitment). Dr. Lofman has met with the cabinet, and they support, and plans are to present to the Academic Senate, also. Dr. Hough confirmed that he is seeking the Senate's Steering Committee approval to consider the item on October 4, 2022. Dr. Lofman reported that the faculty co-leads for Guided Pathways have already started working, and that he recommends bringing folks together at least once or twice to start his work.

To clarify, Dr. Lofman stated the institution's commitment to the Assurances means:

- Committing to work collaboratively across the institution - its plans, programs, and initiatives - to align efforts aimed at markedly improving student success and the student experience.
- Committing to work integratively, which may in turn shape and impact the content of our plans, programs, and initiatives moving forward.
- Committing to work collaboratively and integratively will take additional time and effort.

After a lengthy discussion, the Council voted.

Debra Kaczmar made a motion to support the submission of the Acknowledgement of Assurances. David Beymer seconded the motion. The motion carried with one No vote (Hough).

5. MILESTONES AND MEMORIAM: MAKING PEOPLE MATTER

6. OPERATIONAL MEMORANDUM: SECURING INSTITUTIONAL PROCESSES AND PROCEDURES

7. MILESTONES AND MEMORIAM: BRAINSTORMING

Items 5-7 discussed together.

Dr. Hough explained that he and the President discussed the process in managing milestones and memoriam at the college. Over the years, events have been handled different ways and not always consistently. Dr. Hough shared that the Council would develop a list of milestones and memoriam that would result in an operational memorandum (OM). President Gutierrez explained that some

college business practices are done through institutional memory, and he encouraged memorializing these practices to ensure the college is consistent and to avoid having to start over when new leadership or others arrive at the college. Also, he stated that the intent is not to over-manage and while, he has final approval as superintendent/president, he would not approve an OM without agreement from others

The first step is to develop a system and President Gutierrez explained that his office has a draft for the Council to review and provide input. Lucy Serrano provided an overview of the proposed operational memorandum system stating that a numbering system, a list of practices to memorialize, and where the OMs would live on the college's website were yet to be determined. Dr. Hough asked the Council to review the proposal and to provide input by 9/28 and that the Council would consider adopting the system at its meeting of 10/5.

Dr. Hough led a brainstorming session to identify a list of milestones and memoriam, and the Council identified:

1. Milestones: employee service every 5 years
2. Birth
3. Retirements
4. Advanced Degrees
5. Tenured faculty achievement
6. Death
7. Serious illness
8. New employees/welcome
9. Marriages/domestic partnerships
10. Cultural and religious milestones / Rites of passages
11. Employee Recognition Awards

8. UPDATE ON PARTICIPATORY GOVERNANCE TASK FORCE

President Gutierrez recalled that the Council agreed at its last meeting to form a task force to revisit the participatory governance proposal looked at last spring. He announced that Dr. Marianne Fontes, Cheryl O'Donnell, Dr. Jason Hough, Delia Edeza, Shawn Pullum, and Daniel Lopez have agreed to do this work. The group will meet today to begin looking at the proposal and forward a recommendation to the Council to entertain.

9. CLOSING COMMENTS/ADJOURNMENT

The meeting adjourned at 4:00 p.m.

NEXT MEETING(S)

October 5, 2022

October 19, 2022

November 2, 2022

November 16, 2022

December 7, 2022