

DRAFT



HARTNELL COLLEGE

College Planning Council

Minutes

September 7, 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	

1. CALL MEETING TO ORDER

Co-Chair Jason Hough called the meeting to order at 3:03 p.m. An introduction ensued. Two guests were present, faculty Dr. Kelly Locke and Dr. Marianne Fontes, Academic Dean.

2. APPROVAL OF AGENDA

David Beymer moved to approve the agenda as presented. Cathryn Wilkinson seconded the motion. The motion carried and the agenda was approved.

3. APPROVAL OF MINUTES

David Beymer moved to approve the minutes of the May 18, 2022 meeting as presented. Shawn Pullum seconded the motion. The motion carried and the minutes were approved with one abstention (Hough).

Prior to the vote, there was discussion about the Council's recommendation to the superintendent/president to approve the PPA Process Timeline for 2022-23. Since the meeting, Lucy Serrano has confirmed with then interim superintendent/president, Dr. Steven Crow, that he approved the timeline on May 18, 2022 with the adjustment of moving the adoption of the final budget to September 6, 2022.

4. VISION FOR THE CPC

President Michael Gutierrez shared his vision for the College Planning Council. He shared that the Governing Board sets vision and the Council plans for the future, and that the work of lower level councils/committees rise to the Council. He spoke about the development of an operational memorandum (OM) system to track the District's practices so that the College does not rely on institutional memory. The first steps include conducting an inventory of practices and developing an OM on how the system will work.

5. HARTNELL CODE OF COMMUNICATION

Dr. Hough presented the Hartnell College of Communication, a one-hour training that models positive communication behaviors. The communication training addresses Area of Focus C. Employee Engagement: Refresh Institutional Priorities under the Institutional Innovation and Effectiveness Plan. The training was piloted in spring 2021 and received positive feedback from the pilot group comprised of employee members across the District, including a board member. The training features seven standards using the acronym PANTHER:

- P – Avoid Personal Attacks
- A - Actively Engaged
- N – Communicate what is necessary
- T – Be timely (within 48 hours)
- H – Practice Healthy Communication
- E – Equity Focused
- R – Repairing Broken Communication

Plans are to share the training with the Associated Students and to release campus wide. Dr. Hough plans to work with HR and will keep the Council informed as plans progress. It was suggested to develop an instructional video for those who cannot receive training. Dr. Lofman recalled that the President's Cabinet, under former leadership, received and approved the training as did the Governing Board. Additionally, AP 3050, Institutional Code of Ethics, was revised to include language to ensure all new employees receive the training; this has not been implemented, but is ready to be.

Dr. Hough encouraged the Council focus on positive and healthy communication as issues come to the CPC; to keep a positive working environment through positive communication.

6. EXTRAORDINARY EXTENSION OF IEPI GRANT

Dr. Lofman provided a brief overview of the Institutional Innovation Effectiveness Plan and informed the Council that the District applied for and received an extraordinary extension of the

Institutional Effectiveness Partnership Initiative grant; the District has applied for other extensions. Due to the pandemic and turnover, some work started, but was not implemented. The administration determined it was worthwhile to apply for an extraordinary extension of the grant. President Gutierrez signed off on a special statement that committed the District to expend the funds (\$150,000). Areas A and B of the plan will be areas of focus. Dianna Rose, Vice President of Human Resources/EEO has agreed to take on this work. The funds must be expended and work implemented by the end of the fiscal year.

Apolonia Preciado Castillo, Associated Student President, asked about student involvement in the process and offered to step in wherever and whenever needed. Daniel Lopez encouraged her to reach out to Human Resources about getting involved in the Diversity/EEO Advisory Committee.

7 UPDATE ON COLLEGE REDESIGN

Dr. Lofman provided an overview of Guided Pathways (College Redesign (CRD)) and stated that the College has been working on College Redesign over the last five years and has made some progress, but has hit obstacles. He spoke about the Big 4 (Strategic Plan goals) and how the data shows we are making headway. A small team is set to attend the Achieving the Dream Summit which will focus on equity data analytics. The team includes Nina Vazquez, Milena Angelova, Carmen Corona, and Mo Yahdi. In February 2023, plans are to send a team to the national conference that will include classified professionals. Dr. Hetty Yelland, Dr. Peter Gray, and Dr. Mo Yahdi will serve as the three faculty co-coordinators for CRD this academic year. Dr. Lofman shared that the CRD leadership team developed an [implementation plan](#) that documents progress made as of last May. Additionally, Dr. Lofman projected the document, [A Student Centered Institution](#). He provided an overview of the philosophy and institutional priorities to move toward a more student success and equity centered institution. Ms. Preciado Castillo stated that data is important and that the Associated Students established three goals based on the College's Big 4. Dr. Hough will invite her to present the goals at a future CPC meeting. The Council engaged in a discussion about measuring progress and reporting back. President Gutierrez suggested looking at the course schedule to determine if it supports students completing programs in two years.

Dr. Hough asked about the redesign of participatory governance and what happened at the end of last spring. Several members offered their insight, a discussion ensued, and the Council took action to form a CPC taskforce to look at the work accomplished by the participatory governance redesign taskforce and come back with a recommendation on how to move forward, if at all.

Dave Beymer made the motion, Carol Kimbrough seconded, and the motion passed with no opposition or abstention. Dr. Hough and President Gutierrez will meet about the forming of the taskforce.

8. CLOSING COMMENTS/ADJOURNMENT

The meeting adjourned at 5:16 p.m.

NEXT MEETING(S)

September 21, 2022

November 16, 2022

October 5, 2022

December 7, 2022

October 19, 2022

November 2, 2022