



HARTNELL COLLEGE

### Institutional Resources Council

#### Minutes

March 1, 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

**Guests:** Lea Miller, Ken Skinner, Gayle Pitman, Chelsy Pham, Paul Chen, Marianne Fontes, Deborah Stephens

**1. Call Meeting to Order**

Meeting called to order at 9:02 a.m. 3/1/2024

**2. Approval of Agenda**

Consider approval of March 1, 2024 meeting agenda

Motion to approve agenda for March 1, 2024. Motion carried (Beymer, Techaira)

**3. Approval of Minutes**

Consider approval of February 1, 2024 meeting minutes

Motion to approve minutes for February 1, 2024. Motion carried (Oviedo, Reyes)

#### **4. Update on Tracy Gomez Request**

Her request was to utilize space in Bldg. N for student study hall with the option to bring their child- Request was approved to move forward

#### **5. Food Service Presentation presented by Ken & Lea**

Lea gave an overview of changes in pricing and technology that are currently being implemented as well as future goals and changes to come. The topics consist of the following bullet points but full presentation can be found on our IRC webpage dated 3/1/2024.

- Food Cost
- Average Food Cost
- Overhead
- Potential Food Cost
- Actual Food Cost
- Food Comparison
- Three Phase Application of Increase
- Proposed Pricing Compared to Local Institutions
- Proposed Cost of Food Increase Compared to Local Institutions
- Actual Revenue in Comparison to What Revenue Should be.
- Hours of Operation We're Able to Provide vs. Contracted out Institutions
- Recommendations/Requests

See PPT for full details. <https://www.hartnell.edu/governance/councils/irc/index.html/>  
Food Service Pricing Increase

#### **6. New Strategic Plan Draft Presentation presented by Gayle Pitman**

- The draft strategic plan is subject to change and will be finalized in April.
- The plan will be presented to the Board of Trustees in May, depending on approvals.
- The strategic planning process has involved a wide slot analysis, including faculty, classified professionals, and senior leadership.
- The Office of Institutional Research conducted a comprehensive review of strategic plan outcomes over the last three years, focusing on four key goals: completion and post-graduation success, transfer rates, and demographics.
- An environmental scan was completed in fall, examining external and internal factors affecting students, including demographics, graduation rates, cost of living, housing issues, technology, and infrastructure.
- The internal scan examined student demographics, enrollment patterns, retention rates, success rates, equity gaps, persistence rates, and completion rates.
- A thematic analysis from the slot analysis was conducted in spring.
- The Hartnell College council has created a work group to review the college's mission vision and values, aiming to align the strategic plan with the mission vision and values.
- The goal is to embed equity more intentionally in the mission and create a mission, vision, and values.

**7. Operations Memorandums-Desk Procedures**

Moved to April 5th mtg agenda

**8. Presentation and Update on new phone system presented by ITR**

- The college experienced a ransomware attack in October, causing a lack of communication.
- The attack resulted in the loss of all servers and phone services, which took 15 to 20 days to recover.
- The phone system was highly dependent on a physical box in the building, which could be affected by a flood, power outage, room overheating, or fire.
- The existing phone system was not E-911 compliant with Federal regulation.
- Kari's law requires specific digits to contact public safety and for the call to reach them directly.
- Kari's law and Baum's Act deals with dispatchable location, which begins with the street address or civic address and includes floor suite and potentially room number information.
- The college has developed a phone system that identifies the actual room number in which a phone belongs, ensuring that dispatchers know what building and room the call belongs to.
- The college moved away from physical reliance, allowing for remote work and business continuity.
- The phone system supports remote work and business continuity, ensuring that people who couldn't get to the college could still receive and make calls.

**9. Budget/Resource Request Update**

Graciano discussed the progress of the PPA resource request calendar and the funding decision for the 24-25 FY. He provided an update on the budget, focusing on the general unrestricted fund and the resource requests received. He mentioned that in FY 22-23, they received 6.56% of the COLA funding, which is approximately \$6 million. However, in FY 23-24, the funded COLA was 8.22%, or \$6.2M. This difference is due to an emergency condition allowance from the State Chancellor's office, which allowed them to maintain revenues higher than expected due to the Covid-19 pandemic. The expected funded COLA is .76%, or \$451,000. The LAO is questioning the expected funded COLA of .76%, citing economic flux and critical enrollment numbers. Graciano aims to return to the 7,400 enrollment levels prior to the pandemic, with enrollment currently at 7,000.

See PPT for full details. <https://www.hartnell.edu/governance/councils/irc/index.html/>

Budget Update

**10. F/U on Stand-By Sub-Committee for PPA**

Moved to April 5<sup>th</sup> mtg agenda

**11. Workplace Violence Prevention Plan Update**

- Must be in place by 7/1
- Safety committee to be in charge to implement
- Draft coming by next IRC meeting

**12. Closing Comments/Adjournment**

Security cameras not working specifically in library. More discussion and info to come.

The meeting adjourned at 11:07 a.m.

**NEXT MEETING(S)**

April 5, 2024