



HARTNELL COLLEGE

**Institutional Resources Council
Minutes**

September 1, 2023, 9am-11am, Room E-112

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. Vacant	Faculty		
14. Vacant	Faculty		
15. Vacant	Faculty		
16. Ella Mendonsa	Associate Student	x	
17. Wilfred Angel Martinez	Associate Student	x	
18. Cesar Cruz	Associate Student	x	
19. Vacant	Associate Student		
Total Members (Quorum)	15	13	2

Guests: Jason Hough

1. Call Meeting to Order

Meeting called to order at 9:01 a.m. 9/1/2023

2. Approval of Agenda

Consider approval of September 1, 2023 Meeting Agenda

Motion to approve agenda for September 1, 2023. Motion carried (Reyes, Ainsworth)

3. Introduction

Graciano started the meeting by asking members to introduce themselves. Members provided there, name and title and any other information they wanted to share about their role at Hartnell.

4. Training on Roberts Rules

Guest Jason Hough provided handouts on Roberts Rules and went through them to insure we had a good overview of what the basics were. He recommended that we start each meeting with a read of the Charter.

5. Overview of Council Membership

David Beymer went over the titles and the respective representative that would be representing that constituent group. Moises requested to correct his title listed on the Charter from Title V Grant Director to Director of HSI. If and when an alternate has been identified, they need to be confirmed by the Senate first. Currently there is still a vacant seat for an Associate Student.

6. Overview of Handbook and Council Charge

Members were informed that a new revised handbook needs to start forming to reflect the new process and procedure of the new governing structure and role of the IRC Council. The Tri-Chairs will draft the first version and bring it to the second IRC meeting for review and input.

7. Review of Meeting Protocols

Graciano went over general Charter protocols for the IRC and the sub-committees, and emphasized the district values of diversity, equity and inclusion. He acknowledges that all meetings will be offered in a hybrid format and encourages participation to have steady quorum.

8. Review of Council Sub-Committees

Graciano informed members that the IRC has two sub-committees that it will oversee. The two sub-committees confirmed are The Advancement Council with membership TBD at later date and the Safety Committee TBD at later date. Safety Committee will oversee items like hazardous waste, campus safety, etc.

9. Review/Discuss Proposed Rubric

David Beymer went over a proposed rubric that can be used as a guide when considering hiring for faculty positions. In addition, this rubric would help by making sure we are compliant and keep in mind the objective of the Big-4 (Four Pillars of Guided Pathways). In addition, it can assist in making sure we are staying within budget by filling in positions that are in place, and creating those required positions with more caution.

10. Closing Comments/Adjournment

The meeting adjourned at 10:58 a.m.

NEXT MEETING(S)

November 3, 2023