Institutional Resources Council
Minutes
October 6, 2023, 9am-11am
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. Jason Hough	Faculty		x
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)	19	14	5

1. **Call Meeting to Order**
    Meeting called to order at 9:00 a.m. 10/6/2023

2. **Approval of Agenda**
    Consider approval of October 6, 2023 meeting agenda
    Motion to approve agenda for October 6, 2023. Motion carried (Reyes, Ainsworth)

3. **Approval of Minutes**
    Consider approval of September 1, 2023 meeting agenda
    Motion to approve minutes for September 1, 2023. Motion carried (Almedariz, Reyes)

4. **Terminology Overview**
    Graciano provided an overview of some of the District's financial terminology to help clarify and provide context to their meaning.

5. **Budget Calendar**
   David T. went over the Budget & Fiscal calendar that the Business Office adheres to. The calendar reflected pivotal dates that the B/O uses to forecast fiscal impact of the college. Additionally, it reflects quarterly reporting that is due to the Chancellors office. The calendar gave an overview of the financial reporting obligations that are overseen by the B/O and necessary for our fiscal health.

6. **PPA and Resources Request Calendar**
   Dave B. gave and overview of the Program planning and Assessment (PPA) calendar. This was an overview with specific dates of when the process starts and the steps and procedure necessary for it to funnels through until it reaches the final step for considerations of approval.

7. **First Read: Draft of Revised IRC Handbook**.
   Graciano and Dave gave a brief revision update of the Handbook and went over the standard items that are consistent with the other council handbooks to have some sort of cohesiveness in its formality. The areas for update were presented in "redline" and included updating of the following categories; Membership, Frequency of Meetings, Agendas, Council Recommendations and Budget.

8. **Overview of New Nuventive Budget Request Process**
   Dave B. gave and overview of the new software Nuventive, that could be utilized to submit PPA request that makes it more user friendly and easer to look back and see what the status is of your request either current or previous years.

9. **Sub-Committee: Facilities/Space**
   Graciano proposed Dave Beymers' suggestion on forming a sub-committee to process and make recommendations on facility use, space request, art work, etc. to the IRC. Jackie suggested we review the Policy as a council to make that determination prior to delegating the details of responsibility to a sub-committee. Sub-committee can be made up from3-6 members, possibly 1 from each constituent group. Dave suggested three members from IRC be on the Advancement Council including an Associate Student.

10. **Closing Comments/Adjournment**
    The meeting adjourned at 10:13 a.m.

    NEXT MEETING(S)
    December 8, 2023