HARTNELLCOLLEGE

Institutional Resources Council
Minutes
November 3, 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	12	7

1. **Call Meeting to Order**
   Meeting called to order at 9:02 a.m. 10/6/2023

2. **Approval of Agenda**
   Consider approval of November 3, 2023 meeting agenda
   Motion to approve agenda for November 3, 2023. Motion carried (Reyes, Ainsworth)

3. **Approval of Minutes**
   Consider approval of October 6, 2023 meeting minutes
   Motion to approve minutes for October 6, 2023. Motion carried (Ettinger, Reyes)

4. **Overview of Fiscal Fundamentals**
   Graciano presented an PPT of Fiscal Fundamentals that provided an overview to provide a better understanding and sense of the compliance requirements. Regulatory and compliance reports that are followed while performing accounting duties for HCCD. Reviewed Education Department General Administrative Regulations (EDGAR) that are followed closely in order to

be complying during audit. Who is overseeing HCCD: Independent Auditors, presented to the board and send to the Chancellors office. General obligation bond requires a audit and citizen bond oversight committee, state audit and federal audit happen through the year upon request. Accreditation review looks at resource and compliance requirements and at the annual report that needs to be turned in. There are many people that look at our work to make sure we are following protocol fund types: general fund-operations, special revenue-specific revenue like capital funds, capital project, enterprise funds to operate as a business and internal fund for reimbursements, trust and agency fund- fiscal holds of other agency funds. Explanation of a 311 Report was given as follows; Annual financial and budget report that includes annual expenditures, assets, liabilities, this report gets sent to chancellor's office. David gave instructions on how to read the report, which is divided into categories because of the fifty percent rule. He also provided a summary of all budgeted codes and a description of the pages and expenses that were to be presented. State gave us $8m but then it retracted the money and HCCD put back into Funds 41 to make up the difference.

A. **IRC Handbook**
   A. Template from Lucy: The council agreed to develop a single use handbook with the acception that each council will make the personal points in the hand book to customize it.
   B. Council identified three tasks to target this year.
      1**.** Increase financial processes transparency.
      2.Identify who is making the decisions.
      3. PPA process updating
   C. The 3 tasks will be forwarded to HCC for approval by the end of the November so that the HCC can consider approval at their December meeting.
   D. Determine from whom the council would receive information/recommendations; from other College Councils that fit criteria of IRC to move forward.
   E. Determine to whom the council would forward recommendations; HCC
   F. Identify appointments for constituent groups:
      1-year terms: Jason H., Nancy B., Maria M., Jessica M. and all Students- Ella, Cesar, Brian, Wilfred
      2-year terms: Daniel O., Dina H., Cynthia A., Steve E., Marlene H., David B.
      Perm Positions**:** Graciano M., Joseph R., Jackie C., Moises A., David T.

5. **Review of Sub Committee Survey**
   60% said yes to a sub-committee regarding facilities and space not including rental facilities and have a referral to IRC and if it is urgent send an email for approval. Committees should reflect equity in members which consist of 1 from each constituent group-4 members total at minimum. Members to be determined and voted on at Dec. 3rd meetings.

6. **Adjustment to PPA & Resource Request Funding Calendar**
   The council voted to accept delaying the release of PPA money from December 2023 to mid-February 2024. Motion carried (Mendoza, Reyes)

7. **Review of Resource Prioritization Rubric**
   Dave B went over how the PPA is prioritized. Gave some questions that are asked to determined category of request and its urgency and relevancy to the mission of Hartnell. Some of the questions include things like; *How does this impact students? Does it tie to assessments? Does department need it to function? Is it tied to guided pathways?* Anything

that meets our priority issues will gain priority or be higher in the priority list.
Dave explained augmentation and the one-time request need to be separated. Funding of on-going is $400k. Some of the one-time funding was allocated to address the list of one-time requests. The reserve is a one-time savings and needs to be accumulated in order to spend again. HCCD does not fund on going expenses with one-time dollars, its not financially healthy or stable to do so as a business. Graciano suggested to follow the PPA calendar to see when the request is due. Steve E. stated a concern about not knowing when PPA's are going to be funded by on-going or one -time funding? Dave went over the Linkage on the rubric and its benefit of the rubric scoring in term of how many points it hits for the importance of the district. $70 m vs $400k is a non-agreement topic due to the unknown foreseen items. Dave B. suggested a forum for input on budgeting and PPA process.

8. **Review of Hiring Prioritization Rubrics**
   Dave discussed the classified rubric's ability to increase transparency. regarding replacing faculty positions and should it be refilled or pulled. Based on new regulations and requirements, questions about whether to replace faculty positions and when to eliminate them must be considered by looking at whether such positions need to be filled or shifted to a different area where they are needed. Nancy B. recommended against engaging professional experts and instead considering hiring internally for Grant Positions and other opportunities for career advancement. Offering open or available positions to backfill grant or managerial positions would be an equitable approach.

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

   NEXT MEETING(S)
   December 8, 2023