



HARTNELL COLLEGE

Monthly Report to the Governing Board  
Dr. Romero Jalomo, Vice President  
Division of Student Affairs  
Month of August

Vice President of Student Affairs

Romero Jalomo, Ph.D.

- Participated in the monthly Region III & IV CSSO meeting regarding COVID-19, providing online services to students and planning for the fall 2020 semester.
- Participated in CSEA negotiations and Employer-Employee Relations Committee meetings during the month.
- Attended the new faculty In-Service Training sessions on August 17, 2020 and August 19, 2020.
- Attended the monthly Bright Futures Goal 6 Planning meeting on August 19, 2020.
- Participated in the United Way and Hartnell VECAA partnership meeting on August 24, 2020.

Enrollment Services

Maria Ceja, Dean

- Dean received board approval to hire an interim Director of Financial Aid that started on August 12, 2020.
- Admissions Evaluators finished evaluating Summer 2020 graduation degrees and certificates and will be mailing awards in early September.
- Admissions & Records team worked on implementing Cranium Cafe to provide another avenue for students to contact our office.
- Dean & Veterans Certifying Official participated in Credit for Prior Learning: Policy and Implementation webinar hosted by the Chancellor's Office.

Veterans Services Center

- Veterans team hosted an online orientation on August 26, 2020 from 11:00 am - 12:00 pm via zoom that provide resources to new and returning veteran students.
- Veterans team held the lending library curbside pick-up events for students to pick up books, graphic calculators, etc.

Student Success

Carla Johnson, Dean

- Successfully received board approval for the purchase of SARS Anywhere upgrade and Early Alert system by SARS, to be implemented this Fall.

- Worked with inmate education to provide new COU faculty for Soledad prison this Fall.
- Worked with A&R to rollout a plan to call students on the Fall DeRegistration list; the college Pathways team and Student Affairs Leadership Team and staff participated.
- College Pathways team developed step to success videos in Spanish, as well as assisted in proofreading the Spanish language online orientation now available.
- Met with Foundation, Business Office, A&R and Financial aid to discuss distribution of CARES Act funding through the currently established emergency scholarship process. This is still being worked out.
- Overseeing Chatbot, Online Orientation, Virtual Front Counter-Counseling, Emergency Scholarships, Probation video development, "Let's Chat" web series.

#### Categorical Programs

Paul Casey, Director

- EOPS held their Lending Library student book/laptop/calculator curbside drop off for end of summer students.

#### **COVID-19**

- EOPS program staff continue to provide online and remote services to students.

#### College Readiness

Laurencia Walker, Director

- College Readiness worked with partner high school districts to renew the College and Career Access Pathways (CCAP) agreements with North Monterey County Unified School District, Gonzales Unified School District, and Soledad Unified School District. The renewal of these partnership agreements will allow Hartnell College and the respective schools districts to continue to offer college classes at various high schools through the 2021-2022 academic year.
- College Readiness co-facilitated a student-family orientation to dual enrollment virtual workshop for North Monterey County High School to review expectations, benefits, and support available to students who take dual enrollment-CCAP courses in partnership with Hartnell College.
- College Readiness met with the Director of Student Academic Support and the Student Services Librarian to discuss integrating tutorial support and library resources for dual enrollment students. Both colleagues have

reported that students have already reached out to both academic support and the library to access resources available to them in preparation for the semester.

- College Readiness was invited to participate in a statewide workgroup when ten community colleges brainstormed and shared resources to support online orientation and onboarding for dual enrollment students.
- College Readiness Director was invited to participate in the planning of the Monterey County Office of Education African American Community Forum that will focus on improving pathways to college and career for African American students in Monterey County.
- College Readiness Director along with the Director of Student Academic Support and Director of Equity Programs co-facilitated a session at the New Faculty Orientation entitled "The Relentless Pursuit of Student Success." Emphasis was placed on the diverse student demographic Hartnell serves and how equity awareness and the application of equity-minded frameworks aid in student success.
- College Readiness Director along with the Director of Equity Programs and Hartnell faculty across disciplines co-facilitated a convocation session on "Cultivating Inclusive Learning Environments." Faculty co-presenters demonstrated the ways in which they employ culturally relevant and affirming practices, curricula, and teachings methods to support an inclusive learning environment.

#### Department of Supportive Programs & Services (DSP&S)

Michelle Peters, Director

- DSPS Director participated in the Administrative Services Council meetings, focusing on developing recommendations for budget reductions for the district.
- DSPS Director completed a multi-series virtual offering in Admin 101 offered by the Association of California Community College Administrators (ACCCA) that she applied for, and was accepted to participate in.
- DSPS Director participated in the Local Partnership Agreement between San Benito and Monterey County, and as a member, sharing information on how DSPS students obtain accommodations and services at the district.

#### **COVID-19**

- DSPS Counselors provided eligibility for accommodations and services for DSPS students via online appointments.

Equity Programs

Bronwyn Moreno, Director

**Salinas Valley Promise**

- Finalized eligibility reviews and awarding of 1,033 new students participating in the Salinas Valley Promise for 2020-21.
- Facilitated the opening of and enrollment in 12 sections of COU 21 to provide a virtual platform for the Salinas Valley Promise Summer Institute. COU 21 is a 1 unit class that serves as an expanded college orientation. Students will complete 12 hours prior to the start of the semester, with six hours to be arranged for mid-semester check-ins and educational planning. Students will maintain contact with their faculty mentor throughout their first year at Hartnell.
- To reduce competition and maximize benefits to students, collaborated with campus partners CSin3, Math Academy, Trio SSS, and TPP to ensure that all 1,033 students participate in a pre-semester Summer Institute focused on college navigation and student success to better prepare them for their first college experience. Approximately 25% of Salinas Valley Promise students were able to fulfill their summer institute requirement by participating in partner programs.

#### **Mi CASA services for undocumented students and families**

- Hosted free immigration legal services appointments for faculty and staff on August 14, 2020, August 18, 2020 and August 28, 2020.
- As a follow up to the DACA information session hosted on July 29, 2020, conducted a virtual DACA application and renewal clinic on Tuesday, August 4, 2020.
- Mi CASA alumni and staff joined Congressman Jimmy Panetta on Facebook Live on August 12, 2020, for a town hall presentation on DACA. The webinar focused on uplifting the experiences of DACA recipients as well as Congressman Panetta's efforts to create a permanent legislative solution to DACA, which was intended to be a temporary measure but is now under threat by the current administration.
- Coordinated and presented a collaborative information session on Hartnell's development and implementation of AP/BP 5030, Fees, which allows any student, regardless of residency status, the opportunity to enroll in up to six units per term without having to pay out of state tuition on August 13, 2020. This policy is based on Educational Code 76140. Former Dean of Enrollment Services Mary Dominguez co-presented. Partners and allies from Sierra College, College of the Sequoias, Chabot College, and the Foundation for Community Colleges joined the presentation.

#### **COVID-19**

- Developed a Virtual Front Desk using Zoom to allow students to access support and information instantly. The Equity Programs virtual front desk is open M-F, 1-5 PM. Students can also continue to make appointments

with a counselor or staff member using our student services request form.

#### Financial Aid

Marina Reyes, Interim Director

##### **COVID-19**

- The financial aid office identified and issued CARES Act funds to 152 undocumented students for a total of \$76,000.
- The financial aid office assisted students in submitting financial aid documents via phone and email.
- The financial aid office implemented Cranium Cafe to provide virtual front counter services to students.

#### High School Equivalency Program

Laura Zavala, Director

- HEP Director participated in the United Way Active Referral Network update meeting. United Way received funding to provide COVID assistance to cover food and other personal expenses for Active Referral Network users.
- HEP Director participated in the competitive priority workshop provided by Office of Migrant Education. This workshop focused on best practices for implementing Employment/Career Development strategies in HEP programs. HEP Director shared with new HEP programs the inclusion of career development workshops in Hartnell's students success conference, as well as the work on placement that takes place from the Students' orientation into the program.
- HEP Director attended the Monterey County Workforce Development Board and Hartnell joint meeting. HEP shared the upcoming plans for implementing HEP services virtually. Other topics included the exploration of Virtual Career Fairs vendors, employment skills testing and technology assistant for clients/students.
- HEP classes began virtually on August 18, 2020, with 64 students. Our start of semester included a workshop day focusing on Career Development and Stress Management.

##### **COVID-19**

- HEP participated in the Regional WIOA Adult Education providers meeting to inform other participants on the steps HEP has taken to outreach/recruit and serve students during the Shelter in Place ordinance.
- HEP held its Virtual Technical Workshop on August 13, 2020. The workshop included a session to troubleshoot students' access to Zoom, Google email/applications, and other online resources available to students.
- HEP Director coordinated the implementation of the General Virtual Help Desk. The concept was introduced to the SALT and Academic Affairs

leadership for approval. A sign up spreadsheet was set up and sent to all campus community. This initiative will assist students in a Live format via Zoom in the weeks of August 17-28.

#### Office of Student Life

Augustine Nevarez, Director

- Provided students with two Pop-Up Pantry food distributions on August 14, 2020 and August 28, 2020.
- Solidified the electronic IDs for students and staff for the Fall20 semester. Students and staff will have access to their current ID using a mobile app.
- Held the ASHC Virtual Officer Retreat and first meeting of the Fall20 semester.
- Held a Virtual Club Rush for students. All clubs have a virtual sign-up sheet on the OSL website for interested students.

#### SSS/TRiO Program

Manuel Bersamin, Director

- The regular SSS Grant was reauthorized for 2020-2025. The campus also won a new ESL SSS grant for 2020-2025. Each grant is for 1.3 million dollars.
- Director and staff sent new 133 SSS/TRIO students a CARE package of photos and contact information of staff, inspirational cards, and a welcome greeting from the SSS Director.
- Staff has been videotaping SSS/TRIO alumni who are now working in their careers to give entering 2020-2021 cohort college and career advice. These SSS/TRIO alumni are filming their 7 minute video spots which will be shown to the students during the three Counseling 1 sessions that 96 of the 133 entering students are enrolled in this summer session.
- SSS/TRIO student Estefania Villicana-Albanil just keeps adding to her scholarship winnings! A \$5000 scholarship from assemblyman Robert Rivas, the \$20,000 from Peggy and Jack Baskin Scholarship, \$1000 from the Chicana Latina Scholarship, \$1000 from HACU Scholarship last fall, \$8000 in scholarships from UCLA after she was admitted. Her total of scholarship winnings is now about \$35,000.

#### **COVID**

- This summer (2020), the SSS/TRIO Program implemented a half day

virtual SSS/TRIO Summer Bridge Orientation Program for our 100 plus incoming cohort. In addition, each student was mandated to take a Counseling 1 course during the six week summer session. This six week Summer Bridge session was the introduction into the SSS/TRIO First Year Curriculum.

#### Upward Bound

Cesar Velazquez, Director

- Staff is conducting morning student meetings with summer program participants. Morning meetings review the daily schedule and give students the opportunity to ask questions.
- Upward Bound staff is conducting one-on-one meetings with all summer participants. Staff work with participants to make sure they are attending online tutorials and they are on track to complete course materials.
- Upward Bound staff assisted in calling students that are in danger of being disenrolled for Fall 2020 due to outstanding balances. Program staff finalized student workshops on the different California educational systems and A-G requirements. Director evaluated LASSI Learning and Study Strategies Inventory. LASSI is a tool for the diagnosis of study skills. The LASSI is a 10-scale, 60-item assessment of student's awareness about and use of learning and study strategies related to skill, will and self-regulation components of strategic learning. LASSI results will help us create a list of workshops needed throughout the year to better serve our students.
- Program staff conducted two supply distributions for program participants. Program supplied supplies for forty-six students. We will conduct additional opportunities for students to pick up school supplies.

#### **COVID-19**

- The Upward Bound Director secured funding to purchase \$42,000 in gift cards to purchase meals for our summer program participants. The Department approved the purchase of meal gift cards for participants.