



HARTNELL COLLEGE

**Student Affairs Success Council
Minutes
October 13, 2023, 9am-11am A-113 & Zoom**

MEMBERS	Constituent Group	Present	Absent
1. Romero Jalomo, Tri-Lead	Administrator		X
2. Fanny Salgado, Tri-Lead	CSEA	X	
3. Jennifer Moorhouse, Tri-Lead	Academic Senate	X	
4. Maria Ceja	Administrator	X	
5. Augustine Nevarez	Administrator	X	
6. Ben Grainger	Administrator	X	
7. Joy Cowden	Administrator	X	
8. Lluvia Del Rio	CSEA	X	
9. Layheng Ting	CSEA	X	
10. Miriam Vazquez-Gonzalez	CSEA	X	
11. Ariana Rodriguez	CSEA	X	
12. Heather Rodriguez	Counselor		X
13. Hortencia Jimenez	Meta Major Rep		X
14. Carol Kimbrough	Meta Major Rep	X	
15. Santos Melena Martinez	Meta Major Rep	X	
16. Guillermo Menchaca	ASHC	X	
17. Amy Narez	ASHC		X
18. Brizeida Cruz	ASHC		X
19. Orchina Williams	ASHC		X

Guests: (if any)

- 1. Call Meeting to Order at 9:05** **Dr. Jennifer Moorhouse**

- 2. Approval of Agenda** **Dr. Jennifer Moorhouse**
Moved (Kimbrough), Seconded (Jalomo). Agenda amended to add introduction of members of the council.

- 3. Introductions of Members** **Dr. Jennifer Moorhouse**
The council members introduced themselves to each other. Dr. Jalomo began the introductions with the members who attended in person. After, members on zoom were introduced.

- 4. Approval of Minutes** **Dr. Jennifer Moorhouse**
None to approve as this is the first meeting.

- 5. Four Pillars of Guided Pathways** **Fanny Salgado**
The council will review the four pillars at the start of every meeting. The Four Pillars are

located on the council website for review.

6. Review of SASC Handbook

Dr. Romero Jalomo

Dr. Jalomo reviewed the draft version of the Student Affairs Success Council handbook. This draft was developed by the tri-leads of this council. Dr. Jalomo asked if the Core Outcomes listed in the handbook should be looked at and updated to possibly recommend new ones to the Board. Mrs. Kimbrough informed that it is nice to have a measureable benchmark and the Core Outcomes listed will help in those outcomes. Dr. Jalomo recommends a Campus Climate study where students can feel part of a community, ready to learn, ready to learn about other people, cultures, and students and celebrate them. Dr. Moorehouse agrees with the suggestion of a Campus Climate survey because improving the campus climate will go a long way toward the current four outcomes. Dr. Ceja informed that the Strategic Enrollment Management group will be getting together soon to reevaluate and update the strategic goals. Through that process, she suggested there might be updating of the outcomes to align with the new strategic goals. She would like to keep a career services. The council reviewed the council responsibilities section of the draft handbook. Under that section, there is a statement that informed that the council will make recommendations that have college-wide implications or impact concerning student access and success. Dr. Jalomo attended a conference where he was informed that San Joaquin Delta College allows students to use their EBT card at their cafeteria. The council would like to have the same service provided at all Hartnell campuses. Mrs. Kimbrough moves to proceed with Dr. Jalomo investigating the use of EBT cards at all locations of Hartnell College to support student needs, Mr. Melena Martinez seconded. The council unanimously approved. There was a question regarding Board Policies (BP's) and Administrative Procedures (AP's). Dr. Jalomo reviewed the college website page the houses all BP's and AP's. He discusses several such as the time and placement, which allows someone to come on campus to hand out pamphlets of information or request voting registration. He discusses some that we have as well as ones we do not have such as transfer as well as one on attendance. Dr. Ting asked if there is an AP regarding student holds. Dr. Jalomo reviewed in detail AP5030 to show what an AP looks like and how the information is displayed. He then reviewed the document and discussed the fees we can and cannot charge. Some prohibited fees are for late applications, for dependents of certain victims of the September 11, 2001 terrorist attacks, and many others. Students can always submit a waiver of fees or the district can waive fees that were not collected from a previous semester. There was a suggestion from Dr. Cowden to create a committee to review and update all BP's and AP's.

Recommendation:

Dr. Ting recommends forming an Ad Hoc committee to review the BP and AP under the 5000 and others that are pertinent to Student Affairs. Seconded by Mr. Nevarez. The council unanimously approved. Motion passes, there will be a subcommittee created out of the SASC council to review and update BP's and AP's. Dr. Cowden volunteered to be the lead. Mrs. Kimbrough, Mr. Grainger, Mrs. Ceja, Mr. Nevarez, and Dr. Ting volunteered to join the committee.

ACTION:

Dr. Jalomo will review the offering of the use of EBT cards on campus and will report at the Joint council meeting or the next meeting when this council meets separately.

There will be a subcommittee created out of the SASC council to review and update BP's and AP's. Dr. Cowden volunteered to be the lead. Mrs. Kimbrough, Mr. Grainger, Dr. Ceja, Mr. Nevarez, and Dr. Ting volunteered to join the committee.

7. Introduce New PAWS Self-Serve

Dr. Maria Ceja

Dr. Ceja shared the new PAWS self-serve. PAWS for students and PAWS for faculty will be sun setting in spring. Dr. Ceja played the informational video that is linked to the council page. The guide is also located on the council website for review. Dr. Moorhouse asked in regards to marking students as incomplete and if a form is still required. Dr. Ceja informed that the form is still required because it notifies students as well as Enrollment Services. Dr. Moorehouse suggested adding the student's photos to assist in faculty getting to know students face to their name. Mrs. Vazquez-Gonzalez asked about the parking permit for students. She has noticed there have been issues with students who have a double zero at the beginning of their ID number. Dr. Ceja informed students can not purchase a parking permit unless the student is registered and the semester has begun the same as with student id's. Ms. Salgado asked in regards to students not able to register the first two weeks of the semester. Dr. Ceja informed that they are looking at removing the third week where students can add courses without attending courses the two weeks prior. She is also exploring for new students who show up the first two weeks of the semester and who have not applied to be referred to late start courses rather than starting at the start of the semester. Dr. Ceja asks the members to share with their faculty peers. In the new system, faculty will be able to drop students after census through the whole semester rather than waiting for certain windows to drop students.

8. Decide on Date for November Meeting

Dr. Romero Jalomo

The tri-leads discussed last week to propose to move the Friday, November 10 meeting up to Friday, November 3. The district will be closed November 10. The Institutional Resource Council will be meeting on November 3 so members will need to choose which meeting to attend. The members agreed to move the meeting to November 3 in A-113

9. Closing Comments/Adjournment

Dr. Jennifer Moorhouse

The meeting adjourned at 10:52 am

NEXT MEETING(S)

- **November 3, 2023 (with Academic Affairs Success Council)**
- **December 8, 2023**
- **February 9, 2024**
- **March 8, 2024 (with Academic Affairs Success Council)**
- **April 12, 2024**
- **May 10, 2024 (with Academic Affairs Success Council)**