



HARTNELL COLLEGE

**Technology Learning Support Council
Minutes**

Friday, September 15, 2023 at 1:00 p.m./ via Zoom and E112

MEMBERS	Constituent Group	Present	Absent
1. Chelsy Pham	Co-Chair		X
2. Carol Hobson	Co-Chair	X	
3. Stephen Otero	Co-Chair		X
4. Kai Wong	Director of IT	X	
5. Maria Ceja	Director/Admin		X
6. Marina Martinez	Director	X	
7. Carla Johnson	Director/Admin	X	
8. Clint Cowden	Dean	X	
9. Deborah Stephens	Faculty, Library	X	
10. Elizabeth Morales	Faculty	X	
11. Nancy Wheat	Faculty	X	
12. Ana Valles	Staff		X
13. Cecilia Isabel Vazquez	Staff		X
14. Seaneen Sullinger	Faculty		X
15. Guy Hanna	Dean		X
16. Paul Chen	Staff	X	
17. Jessica Tovar	Director	X	
18. Arturo Renteria	Student		X
19. Javier Lerma	Student		X
20. Yenifer Jose	Student		X
21. David Cryan	Student		X

Guests: Dr. Jason Hough

1. Call Meeting to Order

1:13 p.m.

2. Approval of Agenda

Motioned by Nancy Wheat, 2nd by Clint Cowden; Passed

3. Approval of Minutes

N/A

4. Agenda Items

a. Training - Robert's Rules of Order

The team discussed the importance of Roberts' Rules in facilitating discussions and decision-making. The team also established quorum (50% + 1 of the membership) and

appointed Carol as the meeting facilitator. The meeting was opened with a reading of the council's charge, which outlines the four pillars of guided pathways, a common reminder of the team's mission. The team then approved the agenda as presented through a first motion (Nancy), a second motion (Clint), and a majority vote of approval. Agendas can also be motioned to be amended as long as there is a second motion and a majority vote, and something could be added to the agenda of the day's business.

Dr. Hough outlined the procedures for conducting a meeting. He emphasized that council members should not speak unless recognized by a tri-chair, and all members should be given a chance to participate in discussion. Motions, which guide the discussion and move the agenda forward, are topics under discussion that should be seconded by another council member and then approved by a majority vote in order to be considered. If a motion is not seconded, then that motion dies. He also highlighted that action items require a vote, while information items usually do not. If an action item is not ready for a decision, a motion can be made to table the item, which will need a second. The meeting should then be adjourned with a motion, unless there's disagreement. He reminded that any interruptions during discussions should be avoided to ensure everyone has a chance to speak.

Dr. Hough explained the rules of Robert's Rules for conducting efficient and equitable meetings. He highlighted the 'call the question' procedure to move forward with a vote, the 'motion to reconsider' option to revisit a previous decision, and the 'motion to rescind' if new information arises. He also mentioned the 'unanimous consent' option to quickly approve non-controversial items. Dr. Hough emphasized that all motions must eventually be voted on and highlighted the novel requirement of a two-thirds vote with at least one member from administration, faculty, and staff in favor of it. He aimed to ensure meetings stay focused, streamlined, and equitable.

Carol and Dr. Hough discussed the issue of student attendance at council meetings, noting a breakdown in communication was causing students not to show up. They agreed that the students' absence was significant, as they were being paid to participate. They decided to follow up with Augustine and Lucy to understand where the communication breakdown occurred. It is imperative that the students attend the October meetings, as action items will most likely occur then and student voices are invaluable regarding them. In general, the motivation behind Roberts' Rules is to have order and consistency. They also emphasized the importance of kindness and attention to detail in the role of tri chairs. The need for rotation among the tri chairs was suggested to ensure a more robust picture of the council's activities. Finally, if anyone has any questions, please reach out to Dr. Hough via email.

b. Review draft of Council Handbook

Carol led a meeting with several team members, including Nancy, Elizabeth, Deborah, Carla, Kai, Marina, Clint, and Paul. The team members introduced themselves, sharing their names, roles, and where they work for the college. Carol then moved the meeting forward, discussing the need to review and work on the draft for the Council Handbook as a group. She realized there were more things she could fill in and ensured that everyone had access to the draft.

Carol used the template provided by Lucy and updated the general operating procedures (indicated in yellow) and other organizational documents, including membership information that may need to be updated. She also mentioned that the technology pedagogy specialist position was released and might need to be changed to DE coordinator coordinator, depending on the official position. She encouraged team members to review and suggest changes to the documents, and she promised to discuss any necessary changes one-on-one.

Carol, Carla, and Clint discussed the responsibilities of alternates in their committee. Carol admitted that she wasn't entirely sure what the alternates' duties were, and Carla expressed uncertainty as well. They agreed that alternates seemed to be backups for the chairs, but the specifics were unclear. Carol suggested that alternates should be used if a member couldn't attend a meeting, but this wasn't confirmed. They decided to further investigate the role of alternates and hoped to have this resolved by the November meeting.

Carol discussed the process for developing meeting agendas and the frequency of their meetings. She mentioned that the group's responsibilities could be adjusted based on feedback, and that the method of voting was also subject to change. Carol confirmed that the tri chairs would report back to the Hartnell College Council twice a semester. She asked for opinions on the agenda development process but received no response. Finally, she noted the possibility of adjusting the agenda development process based on other councils, committees, or the academic senate.

Carol discussed the responsibilities of the Council and the need for active participation from members. She highlighted the establishment of work groups to focus on areas such as the email lifecycle policy, access to accessibility, and an annual technology survey. Carol emphasized that everyone on the council should be involved and participating, especially in writing the handbook and in the work groups. Council members would also be evaluated every two years. She also addressed the issue of membership duration, since everyone is starting at the same time. Clint asked to receive Dr. Hough's discussion about the topic that sounded similar to the college's mission statement and asked for clarification about the responsibilities of the newly formed councils and their respective charges. Carol goes through the new Councils webpage to answer Clint's question, but she is unsure where it is. She is committed to looking into this and finding ways to communicate the information.

Deborah asks if Liz is Arts and Languages or is Agriculture, Business & Industries, and Carol clarifies that she is Arts and Languages but will move to the CTE side soon. Carol discusses the need to review and make comments on the handbook and asks everyone to have it ready to go on the agenda by the next meeting. Paul agrees that this is the best approach for him, as this is his first meeting and he needs to digest the document and then make a decision. Carol encourages everyone to mark up the document as they see fit but do not delete anything and strikeout or comment if necessary, and she encourages them to do so in the next couple of weeks to have something workable for review by everyone. They also discuss the possibility of creating work groups and working on an agenda for future meetings.

5. Closing Comments/Adjournment

The meeting adjourned at 2:02 p.m.

NEXT MEETING(S)

- **Friday, October 20, 2023 / 1:00 - 3:00 pm / Zoom**