



HARTNELL COLLEGE

**Hartnell College Council**  
**November 3, 2023, 1:00-3:00 p.m.**  
**E-112 and Zoom**

**Minutes**

**APPROVED 12-8-23**

<b>MEMBERS</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
1. Kelly Locke, Tri-chair	Academic Senate		X
2. Shawn Pullum, Tri-Chair (Jess Green)	Classified	X	
3. Michael Gutierrez, Tri-Chair	Administration	X	
4. Tony Anderson, Member	Academic Senate		X
5. Gricel Briseno, Member	Classified	X	
6. Carlos Chavarin, Member	Classified	X	
7. Ruben Cuna, Member	A.S.H.C.		X
8. Delia Edeza, Member	Classified	X	
9. Romero Jalomo, Member	Administration	X	
10. Carol Kimbrough, Member	Academic Senate	X	
11. Lorena Ledezma, Member	A.S.H.C.		X
12. Angel Lopez, Member	A.S.H.C.		X
13. Lupita Nunez, Member	A.S.H.C.		X
14. Gayle Pitman, Member	Administration		X
15. Nancy Schur-Beymer, Member	H. C. F. A.	X	
16. Lucy Serrano, Member	Classified	X	
17. Lisa Storm, Member	Academic Senate	X	
18. Kayla Valentine, Member	Administration	X	
19. VP, SS and TE (VACANT)	Administration		

**Guests:** Chelsy Pham, VP of Information Technology Resources, Marianne Fontes, Dean of Academic Affairs

**CALL TO ORDER/GUIDED PATHWAYS**

President Michael Gutierrez called the meeting to order at 1:06 p.m. without a quorum. While the Council waited for a quorum, the members shared joys and concerns. At 1:10 p.m., the Council met quorum with the arrival of Romero Jalomo.

The Council acted to reorder the agenda, placing the review of revised Board Policy (BP) and Administrative Procedure (AP) 3720, Computer, Electronics Communications, and Network Use in front of other agenda items.

Carol Kimbrough motioned to reorder the agenda, and Lisa Storm seconded the motion. The Council approved to reorder the agenda with no opposition or abstention.

After the review of BP/AP 3720, Shawn Pullum read aloud the four pillars of Guided Pathways.

### **BP/AP 3720, COMPUTER, ELECTRONIC COMMUNICATION, AND NETWORK USE**

Chelsy Pham presented revisions to BP/AP 3720, Computer, Electronic Communication, and Network Use. She stated that the revisions better align with current and best practices. As she moved through the revisions, a couple of typos were noted. The revised documents will be updated and will return to the Council after review by the Technology Resources Council. There was some discussion about the deactivation of email addresses after an employee resigns/retires from the District. The procedure outlines that emails are deactivated immediately for involuntary terminations; after 60 days for voluntary resignations, and permanently deleted after 39 months.

### **MINUTES – OCTOBER 13, 2023**

The Council approved the minutes from the October 13, 2023 meeting. Nancy Schur-Beymer made the motion. Carol Kimbrough seconded the motion. The Council voted and the minutes were approved with no opposition or abstention.

### **UPDATE ON PARTICIPATORY GOVERNANCE HANDBOOK**

Lucy Serrano provided an update on the Governance Handbook. She reported that the proposed document was sent to the Council tri-chairs for feedback. She also pointed out the addition of a statement regarding the development and submission of Council annual charges (tasks to focus on for the year). The additional statement is a result of a discussion at the HCC meeting on October 13, 2023 about Councils developing their charges in spring of each year for the following year. There was discussion about the equity statement and whether that would be added to the handbook. Lucy clarified that the statement will be added and the discussion moved to whether the HCC should officially approve the statement, since it had not been by the College Planning Council (former governance council). The statement will forward to the next HCC meeting.

### **AP 2410, BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

President Gutierrez stated that AP 2410 needs to be reviewed and revised because it currently aligns with the former governance structure. Also, it was pointed out that the AP does not address who can revise, write, or propose policies and procedures. After further discussion, the Council agreed to form a work group to explore other models and bring back recommendations. Lucy Serrano, Marianne Fontes, Grisel Briseno, Lisa Storm, and Carol Kimbrough volunteered. Once the Senate confirms the faculty appointments, the group will meet.

### **CLOSING COMMENTS/ADJOURNMENT**

President Gutierrez stated that the premortem exercise is postpone to the next meeting. He explained that the exercise is to imagine a project has failed and then work to determine what led to the failure. The hope is to gain information and help with planning. He stated that the exercise will focus on Achieving the Dream.

The meeting adjourned at 2:01 p.m.

### **NEXT MEETING(S)**

December 8, 2023, 1 p.m.