



HARTNELL COLLEGE

**College Planning Council
Minutes**

October 20, 2021, 3-5 p.m.

<https://cccconfer.zoom.us/j/92814546379>

APPROVED 11/17/21

MEMBERS

Name	Representing	Present	Absent
1. Raul Rodríguez	Administration	X	
2. Cheryl O'Donnell	Academic Senate	X	
3. Steven Crow	Administration	X	
4. Romero Jalomo	Administration	X	
5. Clint Cowden	Administration		X
6. Cathryn Wilkinson	Administration	X	
7. Brian Lofman	Administration	X	
8. Jackie Cruz	Administration		X
9. Mostafa Ghous	Administration	X	
10. Delia Edeza	CSEA President	X	
11. Herbert Cortez	CSEA		X
12. Lisa Fischler	CSEA	X	
13. Guy Hanna	CSEA	X	
14. Christine Svendsen	HCFA President	X	
15. Daniel Lopez	Faculty		X
16. Chris Moss	Faculty	X	
17. Miguel-Angel Manrique	Faculty	X	
18. David Beymer	Faculty	X	
19. Nancy Schur-Beymer	Faculty	X	
20. Carol Kimbrough	PT Faculty		X
21. Jane Hernandez	Associated Students	X	
22. Vacant	Associated Students		
23. Vacant	L-39		

GUEST PRESENTER(S)

24. David Techaira	Controller
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1. CALL MEETING TO ORDER

Cheryl called the meeting to order at 3:04 p.m.

2. APPROVAL OF AGENDA

MSC: Beymer/Jalomo

Approved the meeting agenda.

3. APPROVAL OF MINUTES

MSC: Beymer/Schur-Beymer

Approved the meeting minutes of October 6, 2021 as presented.

Abstained: Schur-Beymer, Svendsen

4. ADMINISTRATIVE PROCEDURE 5210, COMMUNICABLE DISEASES – STUDENTS

Dr. Rodriguez explained that AP 5210 is presented to the Council as information only. He stated that after the Governing Board adopted revised Board Policy 5210 (now includes a COVID vaccination mandate), a working committee was formed to develop a procedure to implement the policy, led by Dr. Romero Jalomo. Dr. Rodriguez summarized the procedure highlighting each of the sections. The procedure includes two legal exemptions (medical/religious) and exempts dual enrolled and incarcerated students because the students are outside the control of the College. Christine Svendsen stated that the procedure does not have an end date and does not address other safety protocols (mask mandate, social distancing, etc.). Dr. Rodriguez responded that there is no end date because the District does not know what will happen going forward; however, the AP could be amended in the future, if no longer needed. Dr. Jalomo was asked if the working committee looked at other colleges' procedures regarding exempting distance education students and he responded that they did and that the procedure includes language from other institutions and while other institutions have exempted students enrolled in distance education only, Hartnell will not. Dr. Jalomo shared that registration for spring starts November 1st and students will be informed about how to upload proof of vaccination once a vendor/software is selected.

5. ENROLLMENT MANAGEMENT

Cheryl recalled that the CPC would periodically look at the enrollment data, and that she invited Drs. Jalomo and Wilkinson to provide an update on enrollments. Dr. Wilkinson provided a summary of [comparison data](#) from summer 2020 to summer 2021 and fall 2020 to fall 2021. The summary included the number of sections, faculty count, number of units enrolled, FTES, FTEFS, FTES/FTES ratio (efficiency), and cancelled sections (from the time of schedule build to end of term). Also, she shared FTES targets (District set) and funding caps (generated by Chancellor's Office) for academic years 2019-20, 2020-21, and 2021-22. Dr. Wilkinson shared the source of data is Flexit, a reporting system located on the Colleague and related systems web page.

Dr. Jalomo shared [high school enrollment data](#) over the last five years (2017-2021). The data is collected through high school registrars and by the College's enrollment services staff. He shared he presents this information annually to the Student Affairs Council. The data includes feeder high schools and number of graduates attending Hartnell College. The information helps demonstrate the College's efforts in preparing high school seniors to register at Hartnell (full and part-time). This year, the report includes headcount to determine the impact of COVID. He noted that this is the first year in many years that the College did not capture at least 50% of the graduating class of any of the local feeder high schools. The College continues its outreach activities, primarily virtual, which has stifled efforts. Plans are to bring back Panther Prep in person this spring; contingent upon high schools allowing students to come to campus. A question and answer period ensued related to enrollment management. In closing, Cheryl stated that enrollment management is complex and shared that the

Senate is administering a survey to determine the top three priorities for the Senate to focus on this year, and that enrollment management/scheduling is coming in as the highest ranked so far.

6. PROGRAM PLANNING AND ASSESSMENT PROCESS (PPA) AND RESOURCE ALLOCATION

Cheryl introduced the item and presenters, Dr. Crow, Vice President of Administrative Services, and Controller David Techaira. Dr. Crow shared he arrived to the College in January and the College was already in the PPA process. He stated that he is impressed with the true integration of planning and budgeting at the College. He stated that the Timeline for PPA Process and Annual Integrated Planning and Budgeting Process and AP 6200, Budget Preparation, match closely and that the documents contain dates that keep us on track for compliance. He plans to tweak the AP slightly to better clarify the process. He stated that at any given point of time, the District is within a fiscal year, planning for the next fiscal year, and basing some of its decisions on the previous fiscal year. Today's item is to have a discussion about prioritized budget requests for all divisions for recommendation to the superintendent/president; however, Dr. Crow proposed having a discussion with the cabinet, first to ensure all are on the same page before bringing to the CPC.

Dr. Wilkinson shared the process that she and the deans use to prioritize budget requests in Academic Affairs. She stated that they follow the timeline as closely as possible. Academic Affairs compiles all requests in an Excel sheet and look at different funding sources to fund as many requests as possible.

Dr. Crow recalled that last year his office compiled all of prioritized one-time requests from all areas and tallied the total. He, David Techaira, and others worked to identify funding sources; there was no ranking or elimination. They quickly identified \$1M and other funds, and were able to fund all of the requests last year. This year, his office built in the budget \$200,000 for PPA requests – though there are other funds to support these requests. Cheryl O'Donnell asked about the Perkins Grant (CTE) student survey, which helps ensure the District receives continued funding. Cheryl will follow up with Dean Clint Cowden about the status of the survey. Dave Beymer asked about funds to support the recommendations of the President's Task Force on Race and Equity. Dr. Rodriguez responded that the recommendations will be shared soon and David Techaira confirmed \$40,000 has been allocated to support some of the recommendations. Dr. Lofman and David Beymer thanked Dr. Crow for having the discussion and following the process. David Beymer also noted that this is the first full cycle of the new timeline with this administration and stated he appreciates Dr. Crow for moving the process forward.

7. ADJOURNMENT

The meeting adjourned at 4:44 p.m.

NEXT MEETINGS

November 3, 2021

November 17, 2021

December 1, 2021

December 15, 2021