



HARTNELL COLLEGE

Institutional Resources Council

Minutes

September 6, 2024, 9am-11am

E-112

Zoom Link: <https://hartnell-edu.zoom.us/j/83970537054>

Meeting ID: 839 7053 7054

| MEMBERS | Constituent Group | Present | Absent |
|----------------------------------|--------------------------|----------------|---------------|
| 1. Graciano Mendoza (Tri-Chair) | Administration | X | |
| 2. Joseph Reyes | Administration | X | |
| 3. Christopher Padgett | Administration | X | |
| 4. Vacant, HSI | Administration | | |
| 5. David Techaira | Administration | X | |
| 6. Marlene Hernandez (Tri-Chair) | Staff | X | |
| 7. Daniel Oviedo | Staff | | x |
| 8. Maria Marin | Staff | | x |
| 9. Dina Hayashi | Staff | X | |
| 10. Jessica Mora Martinez | Staff | | x |
| 11. David Beymer (Tri-Chair) | Faculty | X | |
| 12. Cynthia Ainsworth | Faculty | X | |
| 13. Steve Ettinger | Faculty | | x |
| 14. Nancy Schur-Beymer | Faculty | X | |
| 15. Vacant | Faculty | | |
| 16. Brian Resendiz | Associate Student | | x |
| 17. | Associate Student | | |
| 18. | Associate Student | | |
| 19. | Associate Student | | |
| Total Members 14 (Quorum-8) | | 9 | 5 |

1. Call Meeting to Order

Meeting called to order at 9:02 a.m., Sep. 6, 2024

2. Approval of Agenda

Consider approval of Sep. 6, 2024 meeting agenda

Motion to approve agenda for Sep. 6, 2024. Motion carried (Schumer, Padgett)

3. Approval of Minutes

Consider approval of May 3, 2024 meeting minutes

Motion to approve minutes for May 3, 2024. Motion carried (Schumer, Ainsworth)

4. Budget Update

Graciano/David

Budget Deficits and Cuts:

Multi-year deficits: \$45 billion in 2024-25, \$30 billion in 2025-26.

Significant cuts to government operations, programs, and new investments.

Chancellor's Office operations reduced by 7.95%.

Permanent elimination of 10,000 vacant state positions.

No major reductions to community college programs or services.

Fiscal stability ensured through reserves and operational savings.

2022 Budget Act Updates:

- Extended revenue protections in 2025-26, with 2024-25 funding representing a district's new "floor."
- Funding for districts will be at their SCFF generated amount or their "floor" (2024-25 funding amount).
- \$143 million in ongoing adjustments to the Student-Centered Funding Formula (SCFF), with \$100 million for 1.07% COLA and \$13 million for selected categorical programs.
- Withdrawal of \$8.4 billion from the Proposition 98 Rainy Day Fund, but \$1.1 billion after 2024-25.

"Utilizing OPEB Trust Funds for Learning Sites":

- No GUF on-going augmentations.
- Utilizes PPA/Resource Requests.
- Achieves budgetary savings through refinement.

General Fund Budget Balance:

- Balanced at \$73.1M, including proposed COLA revenue and revenue deficit factor.
- Salary and benefits account for 81% of total expenditures.
- Year-end Fund Balance estimated at 22% or \$16.3M.
- All identified requirements funded, including employee benefits adjustments.
- STRS rate remains at 19.10%, PERS rate increases to 27.05%.
- Worker's compensation rate decreases to 1.7557%.
- Health and welfare benefits increase by 12.47%.
- District Funds projected to have positive balance by 2024-25.

State Economic Fluctuations and Enrollment Challenges:

- Vulnerable to state economic fluctuations.
- Scaling compensation and operating expenses necessitate additional annual funding.
- FY 24-25 marks end of "Hold Harmless" approach.
- Limited growth funding necessitates careful enrollment management.

(full presentation, 'FY 2024-25 Final Budget Presentation' available online:

<https://www.hartnell.edu/governance/councils/irc/index.html>)

5. Continue Work on Rubrics

- Discussion on faculty and staffing rubrics, including full-time faculty and manager-classified rubrics.
- The aim is to determine if a faculty member needs replacement if they leave the district.
- The Full-Time Faculty rubric assesses the health of the district and discipline.
- The five-year trend on enrollments is also discussed.
- Part-time tools are rated as hard to find or impossible to find, indicating the need for more staff.
- Some disciplines face long waiting lists, limiting the availability of full-time teachers.
- Compliance requirements, such as nursing and library, are also discussed.
- The state's recommendations suggest full-time librarians, with ethnic studies potentially becoming a golden 4 in the future.
- The need for adjuncts and full-time faculty is also discussed.
- Special certifications or certifications needed for certain areas can make it harder to find suitable candidates.
- A department's success is measured by meeting all completion metrics, including at least 10 graduates, students graduating in a reasonable time, and a reasonable number of units.
- The department's health is measured by the metrics for completion, with green indicating health and yellow indicating units to completion.
- If a department is not doing well, it should be a priority to replace a position.
- The use of metrics and leadership changes on campus are crucial.
- The institutionalization of certain positions and the timing of resignations are also important considerations.
- Need for quick job evaluation before hiring.
- Current rubric doesn't consider strategic goals or national trends.
- Lack of retirements could lead to overemphasis and inability to meet demand.
- Lack of room for non-instruction faculty like librarians.
- Next agenda should focus on conversation points or actual points.
- Goal: Reintroduce non-instructional faculty, focusing on instructional full-time, classroom, and non-classroom faculty.
- Goal: Separate manager and classified rubrics.
- Impact on students, equity groups, and campus centers.
- Potential to function at multiple programs and meet unmet needs.
- Need for institutionalization and compliance with rural regulations.
- Potential to assist equity efforts on campus.
- Origins and potential for institutional effectiveness and efficiency.
- Potential to be derived from an assessment.
- Role in assisting equity efforts on campus.
- Potential to guide conversation, assessment, and managers.
- Complex 50% calculation and performance last year.
- Talk at the academic Senate level to review the position's intentions.

6. OM's

- OM for space facility use request on hold.
- Space Request process for transparency and understanding.
- Subcommittee review and signature process not always followed.
- Process designed for campus safety, not just for certain individuals.
- Another OM to work on, was suggested for Travel.
- Implement official OMS on website.
- Discuss discounts for individual travels.
- Need for centralized office for travel planning.
- Noted delay in booking flights and hotel reservations.
- Suggested central group approach for efficient booking.
- Involve David and Julie in travel process.
- Goals: Initiate OMS, streamline travel process.

7. Budgeting and PPA Presentation to Campus

- Presentation to campus about PPA process.
- Need to explain the process from spring to fall.
- Role of each team member in the process.
- Need to present to the President and develop a process.

8. Budgeting 101 Class for employees

- Introduces new hires to community budgeting, especially community college budgeting.
- Flexibility for faculty to sign up.
- Addresses managers' lack of budget understanding through budget analysis.
- Helps managers understand how to use money for new projects.
- Goal: Develop a budget 101 class with rubrics, PPA presentation, and one-on-one budgeting class.

9. Facilities Update on Space Request

- Cynthia discussed two space requests from the previous semester: A150 office, HSI office and Admin office upstairs the library.
- The HSI office and Admin office are not available, indicating a need for a different space.
- Meeting with library technician and Ram discussed new media services space.
- Speaker acknowledged need for space perception and others' perception.
- Proposed move of Dean into A-150, Admin to A-152, speaker's office to A-119.
- Next step: discuss with Ram and Joseph, share with subcommittee.
- Brainstorm phase involves identifying potential options.

10. Update on Library Cameras

- Received a spreadsheet from IT detailing grid system malfunction in building A.

- Considering comprehensive inspection of all buildings, including building A.
- Consideration of adding additional cameras, timeline not provided.
- Accurate inventory from Joseph's work used to replace all cameras in main campus.
- Consideration of implementing same process in piecemeal manner.
- Consideration of additional security measures due to building's security issues.
- System cost expected to be around \$250, compared to current system cost of around \$200.

11. Closing Comments/Adjournment

The meeting adjourned at 10:59 a.m.

NEXT MEETING(S)

October 4, 2024