



HARTNELL COLLEGE

### Institutional Resources Council

#### Minutes

May 3, 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. Jackie Cruz	Administration		
4. Moises Almendariz	Administration	x	
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		
14. Nancy Schur-Beymer	Faculty	x	
15. Vacant	Faculty		
16. Ella Mendonsa	Associate Student		x
17. Wilfred Angel Martinez	Associate Student		x
18. Cesar Cruz	Associate Student		x
19. Brian Resendiz	Associate Student		x
Total Members (Quorum-10)			

**1. Call Meeting to Order**

Meeting called to order at 9:06 a.m., May 3, 2024

**2. Approval of Agenda**

Consider approval of May 3, 2024 meeting agenda

Motion to approve agenda for May 3, 2024. Motion carried (Reyes, Almendariz)

**3. Approval of Minutes**

Consider approval of April 5, 2024 meeting minutes

Motion to approve minutes for April 5, 2024. Motion carried (Almendariz, Reyes)

**4. Approve PPA Calendar**

Add to google drive to be an online voting in two weeks

## **5. OM on Space Allocation**

Motion to approve OM-Space Allocation Motion carried (10-19 google form responses)

- Send out shared google drive with original form and draft of om then
- Email link to vote. Allow 2 weeks review time before closing if approved provide recommendation to Cabinet-HCC. Motion carried per google vote which ended 5/17/2024.

## **6. Rubric for Management and Classified Positions**

Dave reviewed the Classified rubric and requested a clean version with slight changes in the Management rubric. He will add clarifications for a September vote. He suggested adding caring campus and equity to the retaining portion of the rubric. He will review all three items as a whole.

## **7. Facilities in Bldg. A for toiletries for woman ---Cynthia Ainsworth**

Female Product Requests in Buildings

- 53% women in Bldg. C and Gym request availability of feminine products.
- Students, mainly women, requested information about availability.
- Request for baby changing table in Bldg. A and B.
- Signage in women's bathrooms for free feminine products.
- Graciano suggests managing feminine products by basic needs and collaboration with maintenance.
- Graciano suggested put in a request for a changing table through the facilities request process.
- Graciano to meet with David to find funds for supplies and the dispenser for additional feminine products. Cynthia asked about basic needs funds and where those funds go.

## **8. Alisal Facility use/food availability (Jessica)**

- Jessica shared unutilized space at Alisal, including non-functioning vending machines.
- Graciano suggested reaching out to Ken for the machines.
- Alisal staff was advised to reach out to their deans for solutions.
- The idea of launching a pilot project was unsuccessful due to deficit.
- A formal request through the PPA process was advised for any service or equipment
- It was suggested to reach out to Mario, in Basic Needs for students with food insecurity.

## **9. Drop for Non-Payment Policy**

Students are still being dropped for non-payment, but payment was changed to July before dropping. IT is working on implementing TouchNet, a system that allows students to make payment plans.

Marlene explained that MPC does not drop students but instead holds them for the next semester as non-register until they settle their outstanding balance, and Daniel suggested sending a notification email before dropping them.

## **10. Budget Update: Tentative Budget Update will be scheduled for June 2024**

PPA budget update- We are awaiting the May revise, with no new numbers since the last presentation. The revised information will be presented as the tentative budget for the IRC meeting on June 3rd.

**11. Closing Comments/Adjournment**

The meeting adjourned at 10:59 a.m.

**NEXT MEETING(S)**

September 6, 2024