



HARTNELL COLLEGE

Monthly Report to the Governing Board
Dr. Romero Jalomo, Vice President
Division of Student Affairs
Month of March

Vice President of Student Affairs

Romero Jalomo, Ph.D.

- Participated in the Phi Tehta Kappa Induction Ceremony on March 4, 2020.
- Participated in the Bight Futures Bright Spot Celebration on March 5, 2020.
- Participated in the College Redesign Implementation Retreat on March 6, 2020.
- Participated in the Hartnell College President's Task Force meeting on March 9, 2020.
- Participated in the Hartnell College Foundation Board meeting on March 18, 2020.
- Hosted a demonstration of Student Payment Plan software on March 18, 2020.
- Participated in several CSEA negotiations sessions this month.

Enrollment Services

Maria Ceja, Dean

- A&R staff continue to support students through the transition to provide services online by answering phone calls and emails. The A & R website has been updated to direct students to email and call for assistance and questions. We continue to look for and apply best practices for serving and supporting students during Shelter in Place.
- Enrollment Services staff converted all A&R forms to fillable PDFs which will allow students to submit forms electronically via email without having to print the forms.
- The dean and enrollment services team continue to review and update procedures to better support students during Shelter in Place.
- Dean and A&R Lead attended the CISOA Technology Summit on March 2-4 in Monterey, CA to learn about new technologies and resources available to improve our services to students.

Student Success

Carla Johnson, Dean

- Met with Advantage Design Inc. and Hartnell IT department to roll-out the finished product of the New Online Orientation to high school seniors.
- Collaborated with others to set process for counseling in the era of COVID-

- 19: have all counselors create a Zoom Profile ID under conferzoom, develop process and procedures for student intake requests, meeting on Zoom, capturing data for Colleague entry, a student survey, building a repository of all counseling forms in fillable (and accessible) format, creating a drop-box for forms, signage for counseling area on campus, process for counseling at other campuses, and changing website detailing new process.
- Collaborated with others to set process for the Steps to Success and Panther Prep in the era of COVID-19: create Youtube videos for each step to be uploaded onto Hartnell's YouTube channel, pathways team will boost social media presence (tik-tok, Instagram, Facebook, etc.), work with team to develop communication to partners and prospective students, worked with Scott to change our website and info. Panther Prep will become the Panther Prep Pledge!
 - Work with faculty/staff to develop training for staff and faculty. Training on Friday, March 13 and on Monday, March 23rd. Adjunct faculty will be trained on Wednesday, March 25th on how to access Student Ed Planner with high school students. These students will be interested in registering during the priority registration deadlines of May 1 and 2, 2020.
 - Meeting with Scott and others on marketing campaigns and push notifications.
 - Dealing with much upheaval under current circumstances but remaining optimistic that we can continue to serve students!

Categorical Programs

Paul Casey, Director

- CARE and CalWORKs team have been planning March Literacy Awareness Month by celebrating Dr. Seuss Birthday. CARE and CW held a celebration event on Tuesday, March 24, 2020. Unfortunately, the Dr. Seuss event has been canceled.
- On March 11, 2020, Transfer Center coordinator Mercedes Del Real facilitated the "CSU step by step transfer" Workshop. Ten students attended to learn tips and tricks to applying for admissions to CSU.
- EOPS/CARE and CalWORKs staff planned operational services to students in case of campus closure due to the coronavirus situation.
- On March 13, 2020, all program staff have been on the alert regarding the Coronavirus and planning to serve students via Online, email, and in some cases telephone. All non- face to face communication with students will be documented to be in compliance with EOPS/CARE Program Regulations and Guidelines.

College Readiness

Laurencia Walker, Director

- College Readiness along with VPs Jalomo and Wilkinson met the Salinas Union High School District Team on March 2, 2020 to discuss dual enrollment progress and opportunities for growth. SUHSD expressed interest in expanding into lower grades (11th grade) specific courses to be determined, offering courses at their new high school Rancho San Juan; and piloting a mathematics pathway.
- College Readiness collaborated with the DSPS Office to offer campus tours on March 4, 2020 and March 11, 2020 to high school students transitioning to Hartnell College.
- College Readiness met with the North Monterey County Counseling Team on March 6, 2020 to receive feedback on the enrollment process, discuss course selection and placement, and develop plans to create a sustainable dual enrollment program at NMC. Our goal is to model this level of site engagement at our other partner districts.
- College Readiness met the Administration of Justice Faculty along with Assistant Dean Albert on March 9, 2020 to discuss ADJ pathways at Soledad and developing the pathway at North Monterey County High School.
- College Readiness attended the North Monterey County Spring Parent Night on March 9, 2020.
- College Readiness met with UC Santa Cruz GEAR UP Administration on March 12, 2020 to discuss collaboration with supporting students obtaining early college credit with Hartnell College. UCSC GEAR UP stated the mutual benefit to supporting students enroll in Hartnell dual enrollment courses or taking advantage of earning college credit via traditional concurrent enrollment.
- During the week of March 16-20, 2020, College Readiness met with each high school point of contact to learn of their respective high school closures due to the COVID-19 response. A summary of the closure time frame, instructional plan, and student technology plan was provided to Dr. Jalomo and the Student Affairs Leadership Team. Additionally, we communicated the transition to online instruction for the dual enrollment courses to our partners. We created communication materials to provide faculty and students so they are aware of how Hartnell College is proceeding with courses in light of the Shelter in Place Order.

Department of Supportive Programs & Services (DSP&S)

Michelle Peters, Director

- DSPS Counselor and Lead Specialist attended the CSUN assistive technology conference.
- DSPS Director attended the Implicit Bias training, hosted by CCCC

- Foundation.
- DSPS Director participated in Farm Day, held at the Monterey County Fairgrounds.
 - DSPS Director, Counselors, and Staff have been working to place DSPS accommodations and services online for students with disabilities, as well as developing online tools for communication, scheduling appointments and registering for DSPS accommodations and services.

Financial Aid

Jessica Tovar, Director

- Financial Aid staff worked on updating website to reflect college closure and how students can receive FA services.
- Financial Aid Director worked on sending communication to FA students advising of alternative ways of receiving FA services.
- FA staff worked on changing procedures to accommodate virtual services for students.
- FA Staff worked on FA Documents and converting them to PDF fillables forms. Forms have been posted online.

High School Equivalency Program

Laura Zavala, Director

- HEP staff received training on the United Way's Active Referral Network. HEP was a recipient of the mini Active Referral Network grant for implementation of this new program, which allows us to refer students in need of extra support.
- HEP Director co-chaired the Outreach Committee meeting of March 11, 2020. Topics of discussion included planning for future implementation of a Welcome Center, which is part of the Pre-Enrolling College Redesign projects.
- On March 10, 2020, 20 HEP students and staff visited CSU Monterey Bay and the Monterey Bay Aquarium. For their CSUMB visit, students received a tour provided by the College Assistance Migrant Program (CAMP). At the Monterey Bay Aquarium, students were able to explore the exhibits in a self-guided tour as part of their Free to Learn program.
- HEP reached 70 graduates as of March 16, 2020.
- HEP staff met on March 16, 2020, to discuss switching to online instruction and services due to the Covid-19 health emergency.

Office of Student Life

Augustine Nevarez, Director

- Women's History Month celebration began with the viewing of women produced films.

- Student government elections began with applications open to all students interested in applying for the 15 positions.
- Two Pop-Up Pantries took place in March.

Equity Programs

Bronwyn Moreno, Director

- Supported students in completing their CA Dream Act Application prior to the March 2, 2020 deadline by hosting Dreamer Money Monday in the Mi CASA Dream Resource Center (Office of Equity Programs) on Monday, March 2, 2020. Students received individualized support and assistance from Financial Aid Specialist Lenni Chavez and the Mi CASA student ambassadors.
- Attended the Bright Spots 2020 Celebration at CSUMB on March 5, where the Salinas Valley Promise Program was recognized for increasing full time enrollment among first time students. In addition, the Salinas Valley Promise Program was one of two recognized by the Monterey County Children's Council for our partnership work.
- Hosted a Career Pathways for Undocumented Students Training for counselors, instructional faculty, and other staff allies interested in income generation opportunities for students regardless of immigration status on Friday, March 6, 2020. The workshop began with an informative presentation followed by Q&A with Dr. Iliana Perez, Director of Research and Entrepreneurship at Immigrants Rising. Participants developed an understanding of laws pertaining to professional licensing and income generation, and strengthened their knowledge of educational and career opportunities for undocumented students at Hartnell and beyond. Over 35 staff, faculty, and community members participated.
- Developed staffing, communications, and transition plans to move all Equity Programs activities and services to virtual platforms, including ensuring that all team members had appropriate access to technology, training, and equipment; developed a remote student worker plan; developed appointment request tools and student services tracking systems; instituted daily and weekly virtual check ins.

SSS/TRiO Program

Manuel Bersamin, Director

- Approximately 50 SSS/TRiO students applied to the California State Universities and University of California and private university campuses during the fall 2019 and spring 2020 application window. The students are now reporting CSU and UC admission email notifications.
- SSS/TRiO Student Estefania Villicana Albanil was selected for the 2020 Phi Theta Kappa All-California Academic Team.

- The SSS/TRIO director hosted the Parent Organizer/Promotores tour of Hartnell on March 5, 2020.
- On March 13, 2020, SSS/TRIO program staff are on the alert regarding the Coronavirus and planning to serve students via Online, email, and in some cases telephone. All non- face to face communication with students will be documented to be in compliance with SSS/TRIO Program Regulations and Guidelines

Upward Bound

Cesar Velazquez, Director

- The Upward Bound Director attended the College Redesign Implementation Retreat on Friday, March 6, 2020.
- The Upward Bound Director started planning for the Summer 2020 Upward Bound/TRIO Summer Bridge program.
- The Upward Bound Director attended the Leadership Institute Session #3 on March 4, 2020.