



HARTNELL COLLEGE

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

Vice President of Student Affairs

Romero Jalomo, Ph.D.

- Attended weekly meetings of Region IV Chief Student Services Officers to strategize on COVID-19 responses in our colleges.
- Participated in two Hartnell College Foundation Executive Board meetings to brief board members on student affairs response to COVID-19.
- Participated in CSEA negotiations on April 20, 2020.
- Participated in the virtual Hartnell College High School Counselor Conference on April 24, 2020.
- Attended multiple meetings throughout the month on planning for a virtual commencement ceremony on May 29, 2020.

Enrollment Services

Maria Ceja, Dean

- Evaluations team processed Spring 2020 graduation petitions.
- Admissions & Records Technician continues processing transcripts electronically every day and paper transcript twice a week.
- Dean continues working with 320 Report team to gather data needed for the report.
- Dean chaired the search committee for the Admissions & Records Technician (Part-Time) position and the committee has made a selection and recommendation for hire.

COVID-19

- Staff continue providing phone and email support to students.
- Staff processed forms submitted via email and notified students if additional documentation was needed.
- Admissions and Records, and Financial Aid had a zoom meeting with Information Technology Resources team to demo Cranium Cafe.

Student Success

Carla Johnson, Dean

- Submitted faculty tenure evaluation for most recent hire.
- Continuing to work with SU20 courses and faculty assignments.
- Supporting current COU faculty working through online instruction delivery.

COVID-19

- Worked on setting up a user-friendly, online counseling appointment scheduling platform (calendly.com). This entailed setting up each individual faculty (FT and PT), as well as meeting with the vendor (currently this service is FREE through June).
- Oversaw and worked with Counseling Workgroups to address: marketing (social media, web podcasts, website, chatbot, online platforms), distribution of Emergency Scholarships, employing Student workers remotely, course delivery, student calling campaign
- Online Counseling Appointments have steadily increased. Assisted 92 students week one of shelter in place, 138 students in week two, 313 students in week three, and 355 students in week four.
- Worked with College Pathways team to set deadlines, finish YouTube videos, social media outreach, Basecamp all for Panther Prep Pledge process (including registration guidance virtual workshops).
- Over 1000 students completed the Panther Prep Pledge.
- Moderated Virtual Counselor Breakfast event Friday, April 24, 2020, 8:00am- 11:00am.
- Conducted daily check-ins at 8:30am with Counseling Faculty and SSSP team.
- Met with HEP and Upward Bound Directors to assess grant progress and timelines, as well as student access to technology.

Categorical Programs

Paul Casey, Director

- Dr. Nancy Reyes developed a new series, titled Hot Chocolate Chit Chat. She shares some little experience she had as a first-generation student. https://www.youtube.com/watch?v=af0WGMG8D_U&t=13s
- EOPS staff continue to process daily counselor's contact with students and schedule counselor appointments remotely.
- Staff attend Outreach committee meeting (Zoom) and CalWORKs Employment Services meeting to discuss upcoming issues.
- EOPS FAQ on the website is updated for students during the Shelter in Place, and Wednesday communication Message Board is sent out to all EOPS students for current updates.
- Coordinating efforts with the College Bookstore for students to purchase graduation regalia or sash (100th-anniversary sash).

COVID-19

- Continuously updating EOPS FAQ link on our website for our

Growing Leaders Opportunity. Engagement. Achievement.

- students and staff.
- The program staff developed a communication message board for students. Posts occur on Wednesday.
- Dr. Nancy Reyes is actively seeing students regarding Emergency funds needed due to COVID-19, lost of employment, Rent, medical others emergencies.
- EOPS/CARE students have received loaned Chromebooks.

College Readiness

Laurencia Walker, Director

- College Readiness met with both Student Affairs Deans, Admissions and Records staff and Counseling faculty in April 2020 to discuss recommendations for creating more equitable access for concurrently enrolled students. Recommendations also included input from area high school representatives. The goal is to have an updated plan in place for students to follow for Summer 2020 and Fall 2020 semesters with a reevaluation of the plan with key stakeholders to occur in Fall 2020.
- College Readiness met with the Dean of Counseling, Counseling faculty, College Pathways Coordinator, and Admissions and Records Lead on April 13, 2020 to discuss transitioning dual enrollment students to first time freshmen via the Panther Prep Pledge and coordinated Education Planning Workshops. College Readiness shared a spreadsheet merging SARA system data, data in Colleague, and internal data to help devise a strategy to communicate next steps in the registration process for Hartnell.
- College Readiness, along with Vice President Jalomo and Wilkinson, met with North Monterey County High School to discuss the 2020-2021 dual enrollment schedule on April 14, 2020. There is interest in expanding to pathways in Automotive Technology and Early Childhood Education.
- College Readiness participated in the planning of and co-presented at the Spring 2020 Counselor Breakfast throughout April with the culminating event on April 24, 2020.
- College Readiness participated in the following webinars during April 2020:
 - Equity in Enrollment-April 21, 2020
 - A Conversation with Policymakers and Practitioners on African American Student Success-April 22, 2020
 - Addressing Racial Bias and Microaggressions in Online Environments-April 28, 2020

COVID-19

- College Readiness was invited to be one of the practitioner presenters for a web series entitled "Problem Solving: Moving Dual Enrollment Online" hosted by the Career Ladders Project on April 9, 2020. This weekly web series has been a virtual convening of 150-200 practitioners to discuss

strategies and responses to COVID-19. We emphasized that our approach in working with both our high school/District partners and internal partners as one that is grounded in compassion and compliance which leads us to equity praxis with the implementation of guidance provided by the California Community College Chancellor's Office and California Department of Education.

- College Readiness sent out weekly check-in emails to faculty assigned to dual enrollment as well as weekly "virtual office hours" for students throughout April 2020 to help contribute the successful transition to online instruction and to address any questions or support needed by faculty or students.
- College Readiness facilitated a discussion with a faculty member assigned to dual enrollment and our high school partners at Gonzales High and Soledad High to follow up on student progress on April 15, 2020. The faculty member communicated that a few of his students have expressed to him that since the school closures and move to online instruction, they have started to work in the fields to help financially support their families. This reality along with the challenges of coping with the current pandemic has led the faculty member to redesign assignments to allow students multiple ways to achieve the student learning outcomes. This is just one positive example of equity in instructional practices, student advocacy, and resiliency!

Department of Supportive Programs & Services (DSP&S)

Michelle Peters, Director

- DSPS Counselors and Director participated in an online webinar, hosted by the Association on Higher Education and Disability (AHEAD), as part of the series purchased for 2019-20.
- DSPS Director was invited to participate in the Equity-Minded Student Services in the Online Environment.
- DSPS Director presented virtually to the Secondary Transition Group, hosted by MCOE promoting awareness of how to maximize a smooth transition for students with disabilities coming to Hartnell College directly from High School, as well as those who have taken a break between High School and college.
- DSPS Director presented to SALT on Implicit Bias, based on a meeting she attended hosted by CCCCO.
- DSPS Director presented at the Counselor Breakfast, hosted by General Counseling, and DSPS Counselors attended.

COVID-19

- DSPS Counselors and staff are providing accommodations and services via online appointments.

- Students with disabilities are being counseled through on-line systems.
- Timely responses to the online portal for faculty questions continues for DSPS Counselors, staff and the Director for the provision of classroom and exam/quiz accommodations in the online platform, Canvas.
- DSPS counselors have continued meeting virtually with Pre Panther Prep students (high school seniors with disabilities with plans to attend Hartnell College in the Fall 2020), to promote a balanced selection of courses for the students first semester, that is complementary to transition needs.
- DSPS Director checked out DSPS laptops and iPads to students with disabilities.

Equity Programs

Bronwyn Moreno, Director

- Conducted and finalized recruitment and hiring of a Program Assistant I for Equity Programs.
- Continued to provide academic counseling, laptop lending, financial aid and scholarship support for students involved in Equity Programs.
- Continued to plan and prepare for virtual end of the year activities and events including the Salinas Valley Promise, MILE, WELI, and Dreamers.

Mi CASA Services for Dreamers

- Developed marketing materials to launch free Immigration Legal Services to all community college students, faculty, and staff using virtual technology beginning Friday, April 10, 2020.
- Following an unexpectedly high demand for immigration legal services, worked with the supervising attorney from the UFW Foundation and CA Department of Social Services (CDSS) partnership to request additional appointments for students seeking DACA renewal. Our request was granted and we now have 25 free DACA renewal appointments opening for Friday, April 24, 2020.

MILE and WELI

- Continued planning for the annual WELI fundraising campaign through the WELI Forum committee facilitated by the Hartnell College Foundation. This year's campaign will focus on social media and internet messaging featuring WELI scholars and mentors.
- Worked with MILE and WELI scholars to complete a virtual final project in lieu of a face to face professional development workshop. Scholars in both programs developed a creative expression (video, artwork, poem, journal entry, or essay) representing their growth over the course of the past year within the context of the program, and a self-reflection of how they will apply their skills and knowledge to attain their academic, personal, and professional goals in the future.
- In conjunction with Hartnell College Foundation, processed distribution of

second installment of 25 MILE and 25 WELI scholarship checks.

Salinas Valley Promise

- Met with partners in counseling, athletics, and academic affairs to discuss the development of an online or hybrid course for Salinas Valley Promise Program Summer Leadership Institute 2020.
- Facilitated the Summer Programs Implementation Team to expand collaboration, identify best practices and gaps in existing services, and ensure that every Hartnell student has access to pre-semester information and support.

COVID-19

- Ensured that all team members in the Office of Equity Programs had the appropriate equipment, training, materials, and internet access to complete projects and continue to serve students remotely.
- Developed a bilingual student service request process and implemented a comprehensive virtual system for delivering support services to students throughout the district including academic counseling and advising, peer mentoring and support, and immigration legal services using phone, email, zoom, and google applications.
- Developed a peer mentoring program working together with Student Ambassadors from the Office of Equity Programs. Student Ambassadors will serve as experts to assist program participants in navigating Canvas, Ellucian Go, the Colleague Self Service Ed Planner, and the other various technical challenges of learning online. Student ambassadors will continue to be employed and will participate in daily and weekly check ins with staff, as well as submitting time and effort logs.
- Developed a hyperdoc list of resources for families impacted by COVID 19, with particular emphasis on resources for undocumented and mixed status families.
- Developed a bilingual email communication for all Dreamer students in the district and participants in Equity Programs: ACE, Mi CASA, MILE, Rising Scholars, Salinas Valley Promise, and WELI to inform them about virtual support services, and reassure them that we are here for them during the difficult transition to online learning.
- Launched a call campaign conducted by student ambassadors and counseling faculty to personally call each of the 1,000+ students who participate in any of the Equity Programs to ask them how they are doing, encourage them not to drop their classes, identify if they have access to technology and internet, schedule online counseling appointments, and answer their questions about navigating online platforms and tools.
- In collaboration with the Directing Attorney from the UFW Foundation, developed a virtual system for providing Immigration Legal Services consultations online beginning April 10, 2020.

Financial Aid

Jessica Tovar, Director

- The Financial Aid Office disbursed Pell grant funds to students for both Fall and Spring terms: \$78,388 to a total of 40 students.
- The Financial Aid Office is currently processing over 200 High School scholarship applications received.
- The Financial Aid Office is currently importing 2020-2021 FAFSA records into our Colleague system, total currently received 801 records.
- The Financial Aid Office is currently manually importing 2020-2021 CA Dream Act Application into our Colleague system.
- The Financial Aid Office has been working on reviewing Appeals for students on Disqualification. Approximately 45 appeals have been received for review.

COVID-19

- The Financial Aid Director met with the FA Specialists to streamline the process for FA file review. FERPA allows for some flexibility due to covid-19. Director will work on a process for Specialists to take files home for continued review of FA files during college closure.
- The Financial Aid Director met with Equity Programs Director and Coordinator to discuss developing a process for Salinas Valley Promise students to appeal their award eligibility due to withdrawals as result of COVID-19.
- The Financial Aid Director is currently working on establishing process for disbursing Emergency Grant funds to students from the \$1.8 million given to the College through CARES Act.
- The Financial Aid Director coordinated FA Staff Tech Forum with the IT Department. Forum aimed at resolving technical issues for FA staff working from home.
- The Financial Aid Director met the FA Dreamer Specialist to discuss how virtual services will be provided to Dreamer students. Cranium Cafe will be tested for possible use in helping students complete CA Dream Act applications.
- The Financial Aid Director is working with staff to identify Return to Title IV students as a result of EW's.
- The Financial Aid Director met with the FA team and IT team to decide on a soft launch for FA Self Service.

High School Equivalency Program

Laura Zavala, Director

- HEP counselors continue to virtually meet with HEP graduates for placement into post-secondary education and/or explore improved employment/vocational training options.

- HEP Director and main instructor met with Jaimee DePompeo, Continuing Education Instructor, and Kelly Locke, Curriculum Committee Chair to continue working on the Outline of Record draft for the High School Equivalence curriculum (to be implemented Fall 2021).
- HEP Director participated in the Smart Referral Network quarterly meeting to go over the new online system and receive updates from participating members. HEP Director shared information about Hartnell transition into online classes, and support systems in place to aide students.
- HEP Director participated in the Distance Education and ESL professional learning communities.

COVID-19

- HEP Director participated in weekly virtual meetings with California HEP programs.
- Distributed 5 HEP Chromebooks to HEP students who had indicated they did not have access to their online classes due to lacking the technology.
- HEP Director joined a meeting with Hartnell College Foundation and Salinas Valley Adult Education staff to discuss technology needs of adult learners. HEP expressed the need for technology equipment for those students transitioning from Adult Education programs to Hartnell credit classes.
- HEP Director attending a HiSET webinar that addressed actions being taken by ETS during the health emergency. HEP Director will follow up with the proposed short/long term solutions presented in this webinar.
- HEP sent a computer/online services survey to recent HEP graduates transitioning to Hartnell to determine how many of them are interested in enrolling for Summer/Fall semesters. 29 out of 72 students have responded so far. 13 of 29 students stated they do not have access to computers at home.
- HEP Director participated as a Co-host in the first Spanish language Counseling Chat series. This series was created to provide up to date information on services available during the Shelter in Place college closure. Spanish speaking students had an opportunity to ask questions and receive information on services available to them.

Office of Student Life

Augustine Nevarez, Director

- ASHC and ICC held their bi-monthly Zoom meeting.
- Provided two Pop-Up Pantry distributions to 288 students.
- Celebrated Earth Day with a virtual engagement program that included a live teach-in, suggested movies and documentaries, and simple challenges

- to engage students and families.
- Ongoing planning for the Virtual Commencement Ceremony is underway, including opportunities for faculty, students and families to be engaged before and during the ceremony via many social media platforms.
- ASHC Elections are well underway, twenty-five applications were received for the 15 ASHC Officer positions and Student Trustee. The online elections will take place April 30-May 8, 2020.

SSS/TRiO Program

Manuel Bersamin, Director

- The SSS/TRiO director was informed by Jackie Cruz, Vice President of the Office of Institutional Advancement, that a SSS/TRiO student has won the 2020-2021 Peggy and Jack Baskin Transfer \$20,000 Scholarship. The presentation of the scholarship will occur at the president's convenience.
- The SSS/TRiO director is contacting teachers and counselors at King City, Greenfield, Salinas, North Salinas, Everett Alvarez, High Schools in an attempt to virtually recruit students for the 2020-2021 SSS/TRiO cohort.
- The SSS/TRiO director is working with graduating/transferring fifty SSS/TRiO students to plan for a virtual SSS/TRiO Graduation Ceremony.

COVID 19

- The SSS/TRiO staff attended the Online Student Engagement: Where to Start, on Wednesday, April 1, 2020, 11:00am – 12:00pm.
- The SSS/TRiO director participated in an overview "commercial" for the Hartnell College Online Learning Webpage on April 1, 2020.
- The SSS/TRiO staff attended the Screencast-o-Matic Training on Wednesday, April 1, 2020 · 2:00 – 3:00pm.
- The SSS/TRiO staff attended the Transitioning Your Face-to-Face Students to Prepared Online Learners: A Step-by-Step Guide to Getting Started During COVID-19 on April 2, 2020.
- The SSS/TRiO staff attended the UC-CCC Webinar Series: UC admission response to COVID-19 explained on April 8, 2020 at 11:00 to 12:00.
- The SSS/TRiO director sent the SSS/TRiO Program applications for the 2020-2021 year to counselors and teachers at King City, Greenfield, Soledad, Gonzales Salinas, North Salinas, Everett Alvarez, Alisal and North Monterey County High Schools.
- The SSS/TRiO student, Estefania Villicana-Albanil was selected as the winner of the \$20,000 2020-2021 Peggy and Jack Baskin Transfer Scholarship.

- The SSS/TRIO director attended a webinar on Equity-Minded Student Services in the Online Environment on April 9, 2020.
- The SSS/TRIO director assisted with the Pop Up Pantry Drive Up on April 10, 2020.

Upward Bound

Cesar Velazquez, Director

- Upward Bound staff is reviewing Pebble Beach Foundation scholarship applications. We anticipate giving six \$1000 scholarships for first time freshmen attending postsecondary. We are reviewing the finalist this week and anticipate notifying them at the end of the month.
- Staff continues to meet with students to prepare them to register for summer courses. Staff is working on a video to update students on summer options.
- Staff continues to meet with seniors cohort to review cost of attendance and acceptance letters.
- Upward Bound staff is reviewing Pebble Beach Foundation scholarship applications. We anticipate giving six \$1000 scholarships for first time freshmen attending postsecondary.
- Upward Bound Director has been working on scheduling new options for summer with a focus on online services. Staff will begin registering participants for summer session this week.

COVID-19

- Upward Bound staff contacted senior cohort that has been accepted to four-year universities to address the different issues that have risen from the Corona-19 virus. Each university uploading information on new deadlines and procedures due to the virus.