



HARTNELL COLLEGE

Student Affairs Success Council

Minutes

September 13, 2024, 9am-11am A-113 & Zoom

MEMBERS	Constituent Group	Present	Absent
1. Romero Jalomo, Tri-Lead	Administrator	X	
2. Fanny Salgado, Tri-Lead	CSEA	X	
3. Jennifer Moorhouse, Tri-Lead	Academic Senate	X	
4. Maria Ceja	Administrator	X	
5. Augustine Nevarez	Administrator		X
6. Ben Grainger	Administrator	X	
7. Joy Cowden	Administrator	X	
8. Lluvia Del Rio	CSEA		X
9. Layheng Ting	CSEA	X	
10. Miriam Vazquez-Gonzalez	CSEA		X
11. Blanca (Blanche) Degrandis	CSEA	X	
12. Vinita Tiwari	CSEA	X	
13.. Heather Rodriguez	Counselor	X	
14. Hortencia Jimenez	Meta Major Rep	X	
15. Carol Kimbrough	Meta Major Rep	X	
16. Jose Melena Martinez	Meta Major Rep		X
17. Marissa Avelar	ASHC		X
18. Sebastian Jalomo	ASHC	X	
19. Vicente Reynoso	ASHC	X	

Guests:

- 1. Call Meeting to Order at 9:10 a.m.** **Dr. Romero Jalomo**
- 2. Approval of Agenda** **Dr. Jennifer Moorhouse**
Moved (Kimbrough), Seconded (Ceja). All approved
- 3. Approval of Minutes from April 12, 2024 and May 10, 2024 Fanny Salgado**
April 12, 2024 minutes: Moved (Kimbrough), Seconded (Cowden)
May 10, 2024 minutes: Moved (Kimbrough), Seconded (Cowden)
Both minutes approved with no changes.
- 4. Review of Draft Governance Council Handbook** **Dr. Jennifer Moorhouse**
Dr. Moorhouse reviewed the draft council handbook with the members. She noted that there was discussion regarding Academic Affairs and Student Affairs councils to continue meeting jointly or to have them separate and meet individually. She noted that there are changes in the handbook to reflect the removal of the joint meetings although, there is still verbiage included on page 4 of the handbook indicating that Academic Affairs and Student Affairs would meet jointly the first meeting of the month and then again, every other month. Dr.

Moorhouse reviewed the council's charges located in the draft handbook. These charges were developed by the Student Affairs Council in 2023-24. She indicated that the council's goals were not included in the draft handbook because they were not approved at the last Hartnell College Council (HCC) meeting. It was stated that the goals submitted were too operational. New goals will be sent to the HCC this afternoon for voting and approval.

5. Revise and Adopt SASC Goals

Dr. Romero Jalomo

Dr. Jalomo reviewed the new goals the tri-chairs developed for review and approval by the council. The goals developed were too review, update and recommend administrative procedures that pertain to Student Affairs (Chapter 5000), research and promote best practices related to community college student services and support programs.

Dr. Cowden suggested changing the wording of the first goal to be "examining board policies on how they disproportionately impact students to better meet student needs". Dr. Moorhouse motioned to approve Dr. Cowden's suggestion to goal one. Review, update, and recommend Student Affairs administrative procedures with a focus on those that might disproportionately impact students. The council had concerns over the wording with "focus on". The council streamlined the goal to be:
Review, update, and recommend administrative procedures that pertain to student affairs and student success.

Motioned (Kimbrough) Seconded (Ceja). All approved with no changes.

The council reviewed the second goal. Dr. Moorhouse suggested including verbiage to include disproportionately impacted students. The council suggested keeping the verbiage the same as it may be too refined to include specific student groups.

Motioned (Kimbrough), Seconded (Cowden). All approved with no changes.

6. One Hartnell Update

Dr. Gayle Pitman

Capacity Café will be Tuesday, October 15 from 12:30-3:30. The system did not allow for more than one nomination. Ms. Salgado mentioned CSEA has had issues with members attending. She also mentioned that if the email request was sent the first few weeks of the semester, its most likely they have not seen it. She suggested resending it to get more feedback. Ms. Degrandis suggested condensing the email so that it is not so long. Gayle stated she can reach out to ATD about that suggestion. Ms. Tiwari stated that even though there is a lot of things going on currently and it is a good thing because everyone is focused on going in the direction we want. For questions regarding Dr. Pitman's presentation, you may email gpitman@hartnell.edu.

7. Waitlist Process Revisited

Dr. Maria Ceja

Dr. Ceja gave a presentation regarding the waitlist process. She informed the council that During open registration, once a course reaches capacity, students have the option to add themselves to the waitlist. These waitlists are processed daily up until the Friday before the term begins. Once the main term starts (Fall, Spring, or Summer), Admissions and Records manually runs waitlists for late-start courses up until the Friday before the specific course begins. When a seat becomes available in a full class due to a student dropping it, a new student is automatically registered from the waitlist during the overnight processing. If a

student added themselves to the waitlist the Saturday/Sunday before the class begins they would not be added, since we stopped running the waitlist the previous Friday. To be enrolled, the student would need to either attend the first day of class or email the faculty member to request add authorization. Once a student is added from the waitlist, they are sent an email informing them they are added to the course and to pay for the course. There were 4,722 students were enrolled from the waitlist for Fall 2024. Please review Dr. Ceja's presentation located on the council website. Dr. Cowden suggested making it clear to faculty to allow students into the courses during the add period. She knows of faculty who will not allow students in courses if they are not registered for it. For questions regarding her presentation you may contact Dr. Ceja at maceja@hartnell.edu.

8. Closing Comments/Adjournment

Fanny Salgado

Motion to adjourn (Moorhouse), Seconded (Jalomo). 10:52am

NEXT MEETING(S)

- October 11, 2024
- November 8, 2024
- December 13, 2024
- February 14, 2025
- March 14, 2025
- April 11, 2025
- May 9, 2025