

Hartnell College Council
September 8, 2023, 1:00-3:00 p.m.
E-112 and Zoom
Minutes

APPROVED 10/13/23

MEMBERS	Constituent Group	Present	Absent
1. Kelly Locke, Tri-chair	Academic Senate	X	
2. Shawn Pullum, Tri-Chair	Classified	X	
3. Michael Gutierrez, Tri-Chair	Administration	X	
4. Gricel Briseno, Member	Classified	X	
5. Carlos Chavarin, Member	Classified		X
6. Ruben Cuna	A.S.H.C.		X

REVIEW OF CHARTER / DRAFT HCC HANDBOOK / ROLE OF THE MEMBER

President Gutierrez projected the Participatory Governance Charter and Kelly Locke read aloud the charge of the Hartnell College Council (HCC). Also, President Gutierrez pointed out the home page for [https://www.hcn.edu/governance](#) and noted the archive of the former governance councils. The discussion moved to the charges for the HCC and for the other councils and the HCC agreed that they would work in consultation with councils to develop annual charges for each as noted in the Charter. The goal is to do this work in the next couple of meetings with final approval by the end of fall for implementation in spring. The next step is to ask the councils to develop draft charges and share their list with the HCC by November.

The HCC agreed to the following initial charges for itself 1) develop a governance handbook, 2) develop charges for other councils, and 3) identify a process to review council work.

The Council received a rough draft of the HCC handbook which was developed by reviewing the [https://www.hcn.edu/governance](#) (governance structure).

Suggestions were to:

Include the mission, vision, values, and equity statements

Include caring campus commitments

Staggered terms (1- and 2-year terms)

Clarify that councils are working councils

The HCC talked about the role members and how to best communicate actions and information to constituent groups. The HCC acknowledged there would be items that would require vetting/discussion across the College and that it would help to be intentional about communicating decisions when decisions are made by the HCC, at the time a decision is made.

Revisions to the handbook will be made and the handbook will return to the October meeting for further review/discussion.

TASK FORCE FOR ADD/DROP PERIOD

The HCC engaged in a lengthy discussion about the add/drop period because the College needs to address the issue surrounding students enrolling into courses after the class has started. As such, the HCC would like to form a task force to research and make recommendations. The first step is to notify constituent groups about the task force, gather feedback, and learn about concerns. Ideally, the goal would be to implement a new process in Spring 2025. In the meantime, President Gutierrez asked that the tri-chairs for Student Affairs Success and Academic Affairs Success Councils discuss at their October meetings and make a recommendation to the HCC about reducing the add/drop period from two to one week for Spring 2024. It was suggested that a presentation to the Associated Students about the task force would help gather student feedback.

NOVEMBER 2023 MEETING DATE

The HCC voted to adjust its meeting date in November because of the Veterans Day Holiday. Gayle Pitman motioned to change the November 10, 2023 meeting date to November 3, 2023, 1-3 p.m. Kelly Locke seconded the motion. The Council voted and the motion was approved with no opposition or abstention.

CLOSING COMMENTS/ADJOURNMENT

The meeting adjourned at 2:43 p.m.

NEXT MEETING(S)

October 13, 2023, 1 p.m.

November 3, 2023, 1 p.m.

December 8, 2023, 1 p.m.