

Institutional Resources Council  
Minutes

March 1, 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 Mendozá (Tri-Chair)	Administration	X	
2. Joseph Reyes	Administration	X	
3. Jackie Cruz	Administration		x
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 Beyme (Tri-Chair)	Faculty	X	
12. Cynthia Ainsworth	Faculty	X	
13. Steve Ettinger	Faculty	X	
14. Nancy SchuBeymer	Faculty	X	
15. Vacant			

4. Update on Tracy Gomez Request

Her request was to utilize space in Bldg. N for student study hall with the option to bring their child- Request was approved to move forward

5. Food Service Presentation presented by Ken & Lea

Lea gave an overview of changes in pricing and technology that are currently being implemented as well as future goals and changes to come. The topics consist of the following bullet points but full presentation can be found on our IRC webpage dated 3/1/2024.

- Food Cost
- Average Food Cost
- Overhead
- Potential Food Cost
- Actual Food Cost
- Food Comparison
- Three Phase Application of Increase
- Proposed Pricing Compared to Local Institutions
- Proposed Cost of Food Increase Compared to Local Institutions
- Actual Revenue in Comparison to What Revenue Should be.
- Hours of Operation We're Able to Provide vs. Contracted out Institutions
- Recommendations/Requests

See PPT for full details. <https://www.hartnell.edu/governance/councils/irc/index.html/>  
Food Service Pricing Increase

6. New Strategic Plan Draft Presentation presented by Gayle Pitman

- The draft strategic plan is subject to change and will be finalized in April.
- The plan will be presented to the Board of Trustees in May, depending on approvals.
- The strategic planning process has involved a wide stakeholder analysis, including faculty, classified professionals, and senior leadership.
- The Office of Institutional Research conducted a comprehensive review of strategic plan outcomes over the last three years, focusing on four key goals: completion and post graduation success, transfer rates, and demographics.
- An environmental scan was completed in fall, examining external and internal factors affecting students, including demographics, graduation rates, cost of living, housing issues, technology, and infrastructure.
- The internal scan examined student demographics, enrollment patterns, retention rates, success rates, equity gaps, persistence rates, and completion rates.

7. Operations Memorandum Desk Procedures  
Moved to April 5th mtg agenda

8. Presentation and Update on new phone system presented by ITR

- The college experienced a ransomware attack in October, causing a lack of communication.
- The attack resulted in the loss of all servers and phone services, which took 15 to 20 days to recover.
- The phone system was highly dependent on a physical box in the building, which could be affected by a flood, power outage, room overheating, or fire.
- The existing phone system

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