



HARTNELL COLLEGE

**Academic Affairs Success and Student Affairs Success Council  
Minutes**

**September 8, 2023, 9am-11am / E-112 & Zoom**

<b>MEMBERS</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
1. Cathryn Wilkinson, Co-Chair	Administrator	X	
2. Kelly Locke, Co-Chair	Academic Senate	X	
3. Vanessa Meldahl, Co-Chair	Confidential		X
4. Romero Jalomo, Co-Chair	Administrator	X	
5. Fanny Salgado, Co-Chair	CSEA	X	
6. Jennifer Moorhouse, Co-Chair	Academic Senate	X	
7. Marianne Fontes	Administrator	X	
8. Mostafa Ghous	Administrator	X	
9. Carla Johnson	Administrator	X	
10. Jason Garrett	Administrator	X	
11. Yeraldiny "Geri" Jose Alonzo	CSEA	X	
12. Jess Green	CSEA	X	
13. Fatima Barron Vargas	CSEA	X	
14. Miriam Contreras	Confidential	X	
15. AA	Counselor		
16. AA	Meta Major Rep		
17. AA	Meta Major Rep		
18. AA	Meta Major Rep		
19. Andrea Meza Aguilar	ASHC		X
20. Alexis Atayde	ASHC		X
21. Aileen Sandoval	ASHC	X	
22. Angeles Badajos-Uribe	ASHC		X
23. Maria Ceja	Administrator		X
24. Augustine Nevarez	Administrator		X
25. Ben Grainger	Administrator	X	
26. Joy Cowden	Administrator		X
27. Lluvia Del Rio	CSEA	X	
28. Layheng Ting	CSEA	X	
29. Miriam Vazquez-Gonzalez	CSEA		X
30. Ariana Rodriguez	CSEA		X
31. SA	Counselor		
32. SA	Meta Major Rep		
33. SA	Meta Major Rep		
34. SA	Meta Major Rep		
35. Ronaldo Anaya	ASHC		X
36. Amy Narez	ASHC		X
37. Brizeida Cruz	ASHC	X	
38. Orchina Williams	ASHC		X

**Guests:** Dr. Jason Hough

**1. Call Meeting to Order**

The meeting was called to order at 9:04am Dr. Jalomo and Dr. Wilkinson introduced their fellow co-chairs.

**2. Basic Training on Robert's Rules of Order**

Dr. Hough reviewed the basics of Robert's Rules, which is posted on each of our council's webpages. Meeting facilitator should be established prior to the meeting. He advised to list action items at the beginning of the meeting in order to capture majority vote (quorum).

**3. Approval of Agenda**

Dr. Garrett motioned to approve the agenda. Dr. Fontes seconded the motion. The Council voted and the agenda was unanimously approved.

**4. Approval of Minutes**

Dr. Locke explained that we don't have minutes at this time. All minutes from the previous council have been archived on the website.

**5. Introductions**

Members introduced themselves.

**6. Review Council Charter – Members, Purpose, Handbook**

Members: Dr. Locke stated that the membership for each council was established in the [new participatory governance charter](#).

Handbook: Dr. Locke explained that we will be setting up handbooks for each of our councils. She reviewed the handbooks previously used by the councils (see documents posted on our webpages). Dr. Jalomo noted it would be helpful to clarify for our members with whom they should be sharing information. Dr. Locke acknowledged that there is currently no standard mechanism for all members to share information with their particular constituent groups. Members discussed how to disseminate the draft minutes to our campus community in a timely manner. Previously, draft minutes were posted a month after the meeting.

Purpose: As an example, Dr. Locke reviewed the purpose of the old Student Affairs Council. Dr. Jalomo shared the current charge of the Student Affairs Success Council, which is listed in the new charter. Dr. Locke noted that at the bottom of page 6, "All councils are expected to be working councils." She recorded various suggestions offered by members, and will share at our next meeting.

## **7. Charges for Equity and Inclusion**

Dr. Locke reviewed the oversight of each council listed in the new charter:

*Academic Affairs Success Council- Working collaboratively with other councils and committees, the Academic Affairs Success Council provides opportunities for educational access and student success. In conjunction with the Student Affairs Success Council, the AASC focuses efforts to maximize the delivery of high-quality academic and learning support programs that engage and support students through their unique educational journeys.*

*Student Affairs Success Council- Working collaboratively with other councils and committees, the Student Affairs Success Council researches contemporary issues and trends and promotes best practices related to the services and programs that contribute to student success and the quality of campus life. In conjunction with the Academic Affairs Success Council, the SASC provides guidance on systemwide policies, initiatives and strategic planning affecting the student learning experience.*

Dr. Jalomo stated that Dr. Garrett would most likely do the research on the effectiveness of the Math Academy. Dr. Garrett stated that it would be helpful to have members of the council assist him with the gathering and interpretation of the data. Dean Ghous added that he would appreciate assistance from our membership to help with data disaggregation for the centers in South County.

Dr. Fontes suggested that our councils could recommend adding DEIA criteria in staff and faculty evaluations. Dr. Wilkinson advised that the Hartnell College Council will be tasking all the councils to provide support. Dr. Locke will incorporate all comments and share the handbook drafts at our next meeting.

## **8. Learning & Innovation Center (LINC)**

Dr. Wilkinson shared the Learning & Innovation Center (LINC) is holding an open house on September 22, 3-4pm. This was previously the Professional Development Center (PDC). LINC is located in A-116 and A-117, and Katie Holt will be holding trainings for the campus community in these rooms.

## **9. Closing Comments/Adjournment**

The meeting adjourned at 10:42 a.m.

### **NEXT MEETING(S)**

November 10, 2023

March 8, 2023

May 10, 2023