	1		
1. Raul Rodríguez	Administration		Х
2.	Academic Senate	Х	
3. Steven Crow	Administration	Х	
4. Romero Jalomo	Administration	Х	
5. Gint Cowden	Administration	Х	
6. Cathryn Wilkinson	Administration	Х	
7. Brian Lofman	Administration	X	
8. Jackie Cruz	Administration	X	
9. Mostafa Ghous	Administration	X	
10. Delia Edeza	CSEA President		Х
11. Fanny Salgado	CSEA		Х
12. Belen Gonzalez	CSEA		Х
13. Guy Hanna	CSEA (Alternate)	X	
14. Christine Svendsen	HCFA President	Х	
15. Daniel Lopez	Faculty	Х	
16. Chris Moss	Faculty	X	

<sup>17.</sup> Miguel-Angel Manrique

MSC. Kimbrough/Beymer approve agenda as presented.

MSC Beymer/Kimbrough approve minutes as presented.

Abstention: Cathryn Wilkinson

Dr. Lofman introduced part of the surveys that institutional research has been doing in order to get an idea of perceptions of various groups of employees, as well as students. The HR survey was to get an idea on how people are dealing with the pandemic in their workplace, and the long term future.

Dr. Trengove presented the key results from the survey. The objective of the survey was to determine what the impact of working remotely has had on other aspects of your life. A response of 233 to the survey showed results on the advantages from working remotely, impacts of remote work, productivity/interactions, work-life balance, productivity measures, technical issues, and technology needs.

This along with the student survey will later be presented as an entire experience.

Dr. Lofman introduced the item as part of Institutional Innovation Effectiveness Plan. Dr. Hough. and Dr. Yelland will be part of the task force.

Hetty presented the work that the task force has started. Staff/Faculty/Admin were appointed in Jan/Feb, the team reviewed HOC current governance model and other innovative models such as, American River College. Once we have the governance redesign completed, we want to make sure we are student centered and equity minded. Moving forward the team will be reviewing the first draft models, between Friday and April 9, and solidifying those drafts into options to present to the college at the townhall on April 9<sup>th</sup>. We want people there to give their point of views, suggestions and ideas so we can make the changes and come up with the best possible model. We are on track, we are hoping by the end of spring 2021 we can complete the process and get it through the approval process.

Dr. Lofman introduced the Code of Communication Conduct Training as another part of the Institutional Innovation and Effectiveness Plan. Dr. Hough is working on a specific training that will be rolled out to employees and students at the college.

Dr. Hough presented the Code of Communication Conduct, its goal is to improve the communication dimate on campus. Our ISER includes a statement saying the institution demonstrates integrity in all policies, actions, and communications. Dr. Lofman and Dr. Hough collaborated to determine the top priorities, looked at existing APs and BPs, looked at sister institutions. It was determined

communications standards should be handled as values versus dictates. Communication standards should focus on positive behaviors, simple to learn and universal in application.

Jason presented the proposal with PANTHER to introduce key concepts to help better communication on our campus.

Pavoid PERSONAL attacks
A COEPT differences
N communicate what is NECESSARY
The TIMELY
H practice HEALTHY Communication
E NGAGE proactively
R EPAIR broken communication

Jason demonstrated the Hartnell College Code of Communication Conduct module course.

The Code of Communication Conduct is currently being presented to key stakeholder groups and committees. A pilot of the training will begin March/April to include administrators, board members, faculty, classified, non-classified, and students.

The training is schedule to become available for all stakeholders fall 2021. Clarification was asked on the consequences of this type of conduct and HR being involved. The training is not a requirement so