



Monthly Report to the Governing Board
Dr. Romero Jalomo, Vice President
Division of Student Affairs
Month of April

Vice President of Student Affairs

Romero Jalomo, Ph.D.

Attended weekly meetings of Region IV Chief Student Services Officers to strategize on COVID-19 responses in our colleges.

Participated in two Hartnell College Foundation Executive Board meetings to brief board members on student affairs response to COVID-19.

Participated in CSEA negotiations on April 20, 2020.

Participated in the virtual Hartnell College High School Counselor Conference on April 24, 2020.

Attended multiple meetings throughout the month on planning for a virtual commencement ceremony on May 29, 2020.

Enrollment Services

Maria Ceja, Dean

Evaluations team processed Spring 2020 graduation petitions.

Admissions & Records Technician continues processing transcripts electronically every day and paper transcript twice a week.

Dean continues working with 320 Report team to gather data needed for the report.

Dean chaired the search committee for the Admissions & Records Technician (Part-Time) position and the committee has made a selection and recommendation for hire.

COVID-19

Staff continue providing phone and email support to students.

Staff processed forms submitted via email and notified students if additional documentation was needed.

Admissions and Records, and Financial Aid had a zoom meeting with Information Technology Resources team to demo Cranium Cafe.

Student Success

Carla Johnson, Dean

Submitted faculty tenure evaluation for most recent hire.

Continuing to work with SU20 courses and faculty assignments.

Supporting current COU faculty working through online instruction delivery.

COVID-19

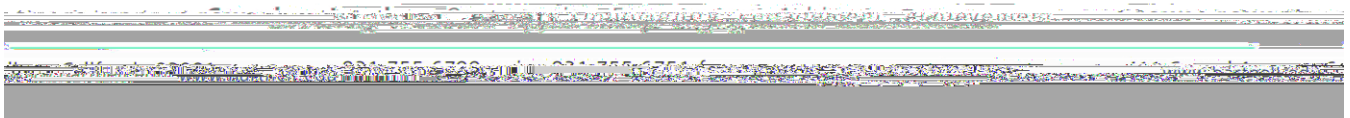
Worked on setting up a user-friendly, online counseling appointment scheduling platform (calendly.com). This entailed setting up each individual faculty (FT and PT), as well as meeting with the vendor (currently this service is FREE through June).

Oversaw and worked with Counseling Workgroups to address: marketing (social media, web podcasts, website, chatbot, online platforms), distribution of Emergency Scholarships, employing Student workers remotely, course delivery, student calling campaign

Online Counseling Appointments have steadily increased. Assisted 92 students week one of shelter in place, 138 students in week two, 313 students in week three, and 355 students in week four.

Worked with College Pathways team to set deadlines, finish YouTube videos, social media outreach, Basecamp all for Panther Prep Pledge process (including registration guidance virtual workshops).

Over 1000 students completed the Panther Prep Pledge.



students and staff.

The program staff developed a communication message board for students. Posts occur on Wednesday.

Dr. Nancy Reyes is actively seeing students regarding Emergency funds needed due to COVID-19, lost of employment, Rent, medical others emergencies.

EOPS/CARE students have received loaned Chromebooks.

College Readiness

Laurencia Walker, Director

College Readiness met with both Student Affairs Deans, Admissions and Records staff and Counseling faculty in April 2020 to discuss recommendations for creating more equitable access for concurrently enrolled students. Recommendations also included input from area high school representatives. The goal is to have an updated plan in place for students to follow for Summer 2020 and Fall 2020 semesters with a reevaluation of the plan with key stakeholders to occur in Fall 2020.

College Readiness met with the Dean of Counseling, Counseling faculty, College Pathways Coordinator, and Admissions and Records Lead on April 13, 2020 to discuss transitioning dual enrollment students to first time freshmen via the Panther Prep Pledge and coordinated Education Planning Workshops. College Readiness shared a spreadsheet merging SARA system data, data in Colleague, and internal data to help devise a strategy to communicate next steps in the registration process for Hartnell.

College Readiness, along with Vice President Jalomo and Wilkinson, met with North Monterey County High School to discuss the 2020-2021 dual enrollment schedule on April 14, 2020. There is interest in expanding to pathways in Automotive Technology and Early Childhood Education.

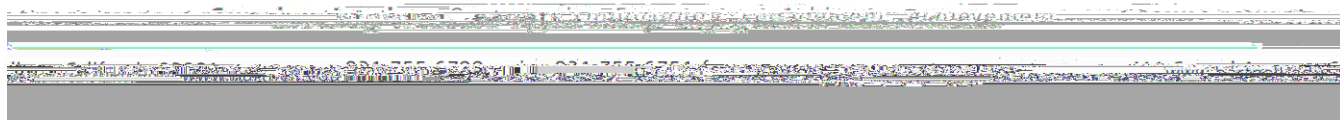
College Readiness participated in the planning of and co-presented at the Spring 2020 Counselor Breakfast throughout April with the culminating event on April 24, 2020.

College Readiness participated in the following webinars during April 2020:

Equity in Enrollment-April 21, 2020

A Conversation with Policymakers and Practitioners on African American Student Success-April 22, 2020

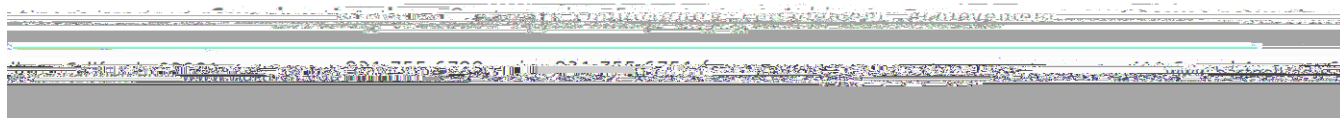
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strategies and responses to COVID-19. We emphasized that our approach in working with both our high school/District partners and internal partners as one that is grounded in compassion and compliance which leads us to equity praxis with the implementation of guidance provided by the California Community College Chancellor's Office and California Department of Education.

College Readiness sent out weekly check-in emails to faculty assigned to dual enrollment as well as weekly "virtual office hours" for students throughout April 2020 to help contribute the successful transition to online instruction and to address any questions or support needed by faculty or students.

College Readiness facilitated a discussion with a faculty member assigned to dual enrollment and our high school partners at Gonzales High and Soledad High t



Students with disabilities are being counseled through on-line systems. Timely responses to the online portal for faculty questions continues for DSPS Counselors, staff and the Director for the provision of classroom and exam/quiz accommodations in the online platform, Canvas. DSPS counselors have continued meeting virtually with Pre Panther Prep students (high school seniors with disabilities with plans to attend Hartnell College in the Fall 2020), to promote a balanced selection of courses for the students first semester, that is complementary to transition needs. DSPS Director checked out DSPS laptops and iPads to students with disabilities.

Equity Programs

Bronwyn Moreno, Director

Conducted and finalized recruitment and hiring of a Program Assistant I for Equity Programs.

Continued to provide academic counseling, laptop lending, financial aid and scholarship support for students involved in Equity Programs.

Continued to plan and prepare for virtual end of the year activities and events including the Salinas Valley Promise, MILE, WELI, and Dreamers.

Mi CASA Services for Dreamers

Developed marketing materials to launch free Immigration Legal Services to all community college students, faculty, and staff using virtual technology beginning Friday, April 10, 2020.

Following an unexpectedly high demand for immigration legal services, worked with the supervising attorney from the UFW Foundation and CA Department of Social Services (CDSS) partnership to request additional appointments for students seeking DACA renew 337Qq0.00iPFC3LTQq0.0000091um0 g5(rto

HEP Director and main instructor met with Jaimee DePompeo, Continuing Education Instructor, and Kelly Locke, Curriculum Committee Chair to continue working on the Outline of Record draft for the High School Equivalence curriculum (to be implemented Fall 2021).

HEP Director participated in the Smart Referral Network quarterly meeting to go over the new online system and receive updates from participating members. HEP Director shared information about Hartnell transition into online classes, and support systems in place to aide students.

HEP Director participated in the Distance Education and ESL professional learning communities.

COVID-19

HEP Director participated in weekly virtual meetings with California HEP programs.

Distributed 5 HEP Chromebooks to HEP students who had indicated they did not have access to their online classes due to lacking the technology.

HEP Director joined a meeting with Hartnell College Foundation and Salinas Valley Adult Education staff to discuss technology needs of adult learners.

HEP expressed the need for technology equipment for those students transitioning from Adult Education programs to Hartnell credit classes.

HEP Director attending a HiSET webinar that addressed actions being taken by ETS during the health emergency. HEP Director will follow up with the proposed short/long term solutions presented in this webinar.

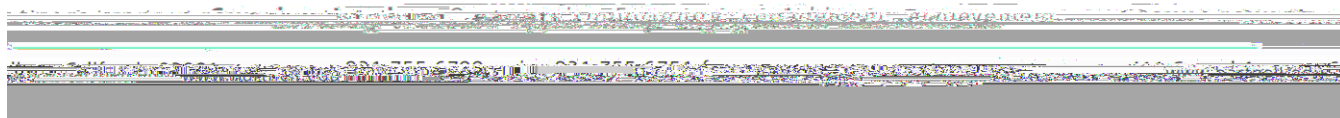
HEP sent a computer/online services survey to recent HEP graduates transitioning to Hartnell to determine how many of them are interested in enrolling for Summer/Fall semesters. 29 out of 72 students have responded so far. 13 of 29 students stated they do not have access to computers at home.

HEP Director participated as a Co-host in the first Spanish language Counseling Chat series. This series was created to provide up to date information on services available during the Shelter in Place college closure. Spanish speaking students had an opportunity to ask questions and receive information on services available to them.

Office of Student Life

Augustine Nevarez, Director

ASHC and ICC held their bi-monthly Zoom meeting.



to engage students and families.

Ongoing planning for the Virtual Commencement Ceremony is underway, including opportunities for faculty, students and families to be engaged before and during the ceremony via many social media platforms.

ASHC Elections are well underway, twenty-five applications were received for the 15 ASHC Officer positions and Student Trustee. The online elections will take place April 30-May 8, 2020.

SSS/TRIO Program

Manuel Bersamin, Director

The SSS/TRIO director was informed by Jackie Cruz, Vice President of the Office of Institutional Advancement, that a SSS/TRIO student has won the 2020-2021 Peggy and Jack Baskin Transfer \$20,000 Scholarship. The presentation of the scholarship will occur at the president's convenience.

The SSS/TRIO director is contacting teachers and counselors at King City, Greenfield, Salinas, North Salinas, Everett Alvarez, High Schools in an attempt to virtually recruit students for the 2020-2021 SSS/TRIO cohort.

The SSS/TRIO director is working with graduating/transferring fifty SSS/TRIO students to plan for a virtual SSS/TRIO Graduation Ceremony.

COVID 19

The SSS/TRIO staff attended the Online Student Engagement: Where to Start, on Wednesday, April 1, 2020, 11:00am – 12:00pm.

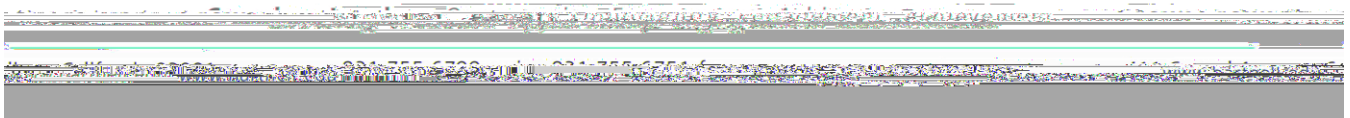
The SSS/TRIO director participated in an overview "commercial" for the Hartnell College Online Learning Webpage on April 1, 2020.

The SSS/TRIO staff attended the Screencast-o-Matic Training on Wednesday, April 1, 2020 2:00 – 3:00pm.

The SSS/TRIO staff attended the Transitioning Your Face-to-Face Students to Prepared Online Learners: A Step-by-Step Guide to Getting Started During COVID-19 on April 2, 2020.

The SSS/TRIO staff attended the UC-CCC Webinar Series: UC admission response to COVID-19 explained on April 8, 2020 at 11:00 to 12:00.

The SSS/TRIO director sent the SSS/TRIO Program applications for the



The SSS/TRIO director attended a webinar on Equity-Minded Student Services in the Online Environment on April 9, 2020.

The SSS/TRIO director assisted with the Pop Up Pantry Drive Up on April 10, 2020.

Upward Bound

Cesar Velazquez, Director

Upward Bound staff is reviewing Pebble Beach Foundation scholarship applications. We anticipate giving six \$1000 scholarships for first time freshmen attending postsecondary. We are reviewing the finalist this week and anticipate notifying them at the end of the month.

Staff continues to meet with students to prepare them to register for summer courses. Staff is working on a video to update students on summer options.

Staff continues to meet with seniors cohort to review cost of attendance and acceptance letters.

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Upward Bound Director has been working on scheduling new options for summer with a focus on online services. Staff will begin registering participants for summer session this week.

