



HARTNELL COLLEGE

**Administrative Services Council Meeting
Minutes (unapproved)
Wednesday, March 13, 2019, 10:00 am
E-112**

MEMBERS

Name	Representing	Present	Absent
Joseph Reyes (Chair)	Administration	X	
Terri Pyer	Administration	X	
Celine Pinet	Dean of Academic Affairs/ designee		
Augustine Nevarez	Dean of Student Affairs/ designee		
Pete Escoto	Faculty		
Miguel-Angel Manrique	Faculty	X	
Balamurali Kappagantula	Classified Mgmt. /Supv. /Confid.		
Delia Edeza	CSEA		
Lourdes Sanchez	CSEA		
Estefania Escalante Solis	Students		
Jessi Almada	Students		
Anne Adamson	Administration	X	

Others

Name	Title or Representing	Present	Absent
David Techaira	Business Office	X	
Kenneth Laird	Public Safety	X	
Marc Riggillo	Facilities	X	

CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 10:06 am

Joseph Reyes

ACTION ITEMS

1. Approval of February 13, 2019 Meeting Minutes
Quorum was not met to take action.

Joseph Reyes

INFORMATION/DISCUSSION/PRESENTATIONS

1. 2018-19 Allocation Summary

David Techaira

David Techaira gave a brief explanation of the Allocation Summary report. The report is to keep track of all the resource allocation requests throughout the campus. The report includes block grants for Academic Affairs and instructional material. As of the end of February, Academic Affairs has used 6% of the allocated funds. The majority of the allocations in the report is Facilities and Maintenance in

Hartnell College Vision Statement: *Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.*

Hartnell College Mission Statement: *Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.*

fund 41 and fund 44. The larger expenditures is in Maintenance with 52% of allocated funds used. The Larger items in fund 44 are for the performance arts building, kiosk, Starbucks and furniture, with 92% of allocated funds used. The IT portion and all their activities which include computer refresh and firewall updates have used 79% of allocated funds.

Open for questions:

Has the Property Acquisition changed titles? Yes, and will update the chart to reflect the new title of Facilities Development Fund.

Instructional side has spent very little of the allocated funds, is a reminder sent to them of funds available? Yes, notice has been sent out to let them know.

2. Starbucks update

Joseph Reyes

Construction of Starbucks is scheduled to begin April 15. Starting with the mobilizing and demo work. The current coffee house will be demoed. The existing equipment will be removed a couple of days prior to the scheduled demo work. The construction is a 16 week project. He added that Fund 41 will allow current furniture in student center to be replaced. It has out-lived its use. An order has been placed to replace the existing lounge chairs and, next fiscal year stools and white chairs will be replaced. The Color pallet, will be close to what Starbucks has so it flows with Starbucks color scheme. Joseph added that HCCD is in the process of hiring a new food manager, will discuss if Starbucks will be managed in-house or managed by an outside party. The Starbucks will be a fully licensed store, all items that are sold in regular Starbucks stores will be available in the Starbucks store on campus. Joseph Reyes added information on the merging of the two councils that was discussed last month. Attendees were okay and on board with combining the two. Gave a month to think of it, will make recommendation to college council for consolidation. The new time frame will be Thursdays from 3:00pm to 5:00 pm.

Open for questions:

How soon will this take into effect? In a couple of months. Everyone will be notified when it happens.

3. Parking/ Safety update

Kenneth Laird

Safety kiosk is now open, it is staffed with two student workers and 2 First Alarm Security Guards. The kiosk has been open for 3 days, it has worked real well, people with needs of parking passes go there instead of building-T, and the traffic in circle has reduced. Have had many visitors. Kenneth added that the kiosk is not a guard shack, and has let everyone know it is not a safety stop, it is an information center with guards on site. All local law enforcement will start receiving number and annual security reporting for October 2019. He then added that he did a walkthrough of building B due to the smoke alarm being triggered and he found quite a few old space heaters. He asked the staff to take these home, and advised them to purchase a new one. Kenneth suggested to turn off space heaters in the offices to eliminate a false positive on the heating system. The intake receives a heat signal from the space heaters, causing the heating system in the building to shut off.

Open for questions:

The curbs are painted red, has this helped as well with the traffic? Not quite, a considerable amount of parking has been seen in red zones around the curb.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

NEXT MEETING(S)

- Wednesday, April 10, 2019

ADJOURNMENT

Meeting adjourned at 10:21 am