



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
April 8, 2021, 3pm-5pm
Zoom Meeting**

Need to fill in and update

APPROVED

MEMBERS

Name	Representing	Present	Absent
Steven Crow	Administration	X	
David Techaira	Administration	X	
Lyle Engeldinger	Administration		X
Joseph Reyes	Administration	X	
Anne Adamson	Dean of Academic Aff.	X	
Augustine Nevarez	Dir. of Stdnt. Affairs	X	
Michelle Peters	Dir. Of Stdnt. Life, DSPS		X
Dave Phillips	I.T.	X	
Balamurali Kappagantula	I.T.	X	
Marnie Glazier	Faculty	X	
Vacant	Faculty		
Vacant	Faculty		
(vacant)	Part-time Faculty		
Marlene Tapia	CSEA		X
Belen Gonzales	CSEA		X
Monica Carrasco	CSEA		X
Laura Otero	CSEA	X	
Vacant	L39		
(vacant)	L39		
Daniel Orta	Student	X	
Jane Sanchez Hernandez	Student	X	

Others

Name	Title or Representing	Present	Absent
Daniel Scott	Public Safety	X	
Marc Riggillo	Facilities and Maintenance	X	

CALL TO ORDER & INTRODUCTIONS

Steven Crow

Meeting called to order at 3:02 p.m. 4/8/2021

ACTION ITEMS

1. Consider approval of agenda for April 8, 2021 Meeting Agenda
Motion to approve agenda for April 8, 2021 (Nevarez,Techaira) Motion Carried

Steven Crow

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.*

2. Consider approval of minutes March 11, 2021 meeting minutes Steven Crow
Motion to approve minutes for March 11, 2021 meeting minutes (Phillips, Nevarez) Motion Carried

• **Facilities Update**

Joseph Reyes

- King City is almost complete. Furniture has been installed.
- Scheduled to move over all the equipment that has been purchased for the wet and dry labs.
- Soledad buildings are close to being turned over to Hartnell. Working on finalizing last minute punch list items and then schedule the delivery of the equipment.
- Main campus; second and third floor of building D have been completed.
- Completed the quad area and the exterior elevator.
- Working on the interior elevator in building E.
- Restrooms in building E on the first, second and third floor have been completed.
- Nursing facility; installation of the exterior panels. Windows are scheduled to come in soon.
- Framing is almost complete on the interior. Once roof is sealed, work begins on the interior finishes such as drywall and side work.
- Moving towards the end of the reroofing of building C.
- Castroville framing is up. Exterior and interior sheeting has begun. Utilities being tied into the street.
- Castroville should be complete by the end of the of this year, possibly to begin Spring classes.
- Phase two projects; working on programming with the end users, which includes the deans, faculty and staff in building J, the visual arts building and building K, the performing arts building.
- Walk through with a vendor that will provide custom sneeze guards. Main concentration is providing the protective shield, for the different departments and areas.
- Did a walk through building A, B, C, D, E and building S, to make sure that all reception areas have the appropriate protection, especially where students are coming in or public will come up to the counters.
- Looked at additional work areas to make sure that more staff can be on site when the time comes.
- Looking at more permanent fixtures, which was the direction given to us with higher protection versus the temporary precautions we had in place prior.
- Walkthrough with the same vendor for Alisal campus to take the same precaution measures.
- These to be installed by 2nd week of April
- August 1, all Administrators and Managers are scheduled to be back on campus

• **Public Safety Update**

Daniel Scott

- Monterey County will be using Alisal campus to do a drive through vaccine clinic for 2 days in May.
- The main campus was contacted about being utilized as a point for COVID testing, the details are in process to move forward.
- Working with athletics, since they are repopulating the campus. They are doing a weekly testing of the athlete students as well as staff that are in contact with one another.
- Working to establishing a timeline to repopulate the campus with staff, faculty and students.
- Working with other outside groups that would like to utilize Hartnell space.

• **Budget Update/PPA Update**

David Techaira

- Books for General Fund as of March 31 have not been closed.
- Hartnell at the \$32.7 million mark are 62% of our budget and revenues, this is lack of progress based on the referrals that we're getting at the state of portion and level.
- We're set to be differed about 7.7 million, we will be shorted \$3 million of the \$7 million. Revenues, are expected to be shorted here.
- Expenditures are about 35.8 million or 67% of the budget considering the march period, expect, the percentage, to be a little bit higher and closer to 75%.

- Majority of the expenditures; \$31.2 million is on salary and benefits that represents about 87% of total expenditures; \$4.6 million in other expenses.
- Hartnell shorted about \$2.7 million in comparison to the previous year, and this is due to the referrals population.
- Up in terms of salary and benefits about \$1 million that's expected.
- Saved \$1 million or 19% in expenses.
- Total revenues of \$32.7 million; we've gotten \$5.6 million of that \$13 million that's slated for Hartnell and the EPA funds are coming in as expected.
- PPA Savings Reallocations for the 2021 fiscal year is in draft mode. Will be posted once its complete.
- It's been determined that, through our savings in this current year, because of the campus being closed, \$1.3 million has been identified for use.
- \$1.3 million is not all, out of the general fund.
- Some items on the list are eligible for the Cares Act Funding, and Capital Equipment Funding that can be used towards some of the items listed.

- **Request for Additional Space**

Mostafa Ghous

- Ana Gonzalez and her team are moving into the Soledad Education Center, that'll vacate building R that she was recently in.
- Building R is the tiny house that's across from the street parking structure.
- The Board has approved Ana Gonzalez as the new Director for the south county education services.
- Expecting to have a soft opening sometime in June. (not yet confirmed).
- Estimate that Ana will move her team into the center by August.
- Request is to move Salinas Valley Adult Education Consortium into building R. and out of Student Center to allow Pathway Coordinators to have more space in putting together events as they have a lot of stuff.
- Working with United Way to possibly put together a two year or three year grant to hire full time case managers or coordinators to help with transitioning students into for credit classes and for credit programs at the College.
- Steve to review process and obtain direction in this request
- Outcome TBD.

NEXT MEETING(S)

- TBD in Fall

ADJOURNMENT

Meeting Adjourned at 4:09 P.M. 4/8/2021]

Steven Crow