



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
February 11, 2021, 3pm-5pm  
Zoom Meeting**

UNAPPROVED

**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	

**CALL TO ORDER & INTRODUCTIONS**

Steven Crow

Meeting called to order at 3:11 p.m. 2/11/2021

**ACTION ITEMS**

1. Consider approval of agenda for February 11, 2021 Meeting Agenda Steven Crow  
Motion to approve agenda for February 11, 2021 (Nevarez, Otero) Motion Carried
2. Consider approval of minutes October 8, 2020 meeting minutes Steven Crow  
Motion to approve minutes for October 8 2021 meeting minutes (Nevarez, Orta) Motion Carried

**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.

- **INFORMATION/DISCUSSION/PRESENTATIONS**

Steven Crow

- Submits priority requests for resource allocation for one-time funding and that process initiated a forum that each area has filled out and sent to my office.
- Reviewing those forums and taking that to cabinet and then looking at what savings, we may have realized
- Recommending we look at those high priority items and discuss a cabinet how to fund.
- Daniel Orta talked about offsetting Co2 emissions via Foster a Tree Program
  - if we get 100 people willing to foster a tree, we can help offset about two tons of CO2
  - it's enough to make an impact of about 25 vehicles, every year

- **Facilities Update**

Joseph Reyes

Main Campus

- No official report from Joseph as he could not attend the meeting
- Steve has toured pretty much every construction project up and down the highway and can report that it's coming along nicely and there are board reports that are available to as well and pictures.

- **Public Safety Update**

Daniel Scott

- Their is a new security supervisor, which many should have met they put out a press release on that in the president's weekly.
- PPE continues to be ordered, we have an abundant supply right now on campus.
- Supplies are being distributed to those who requested it, with a level up to healthcare standards.
- We received a pallet of PPE from the state earlier this week and another one on route that should be either delivered by end of day.
- Current pallet of PPE includes; N95 mask, sanitation wipes face shields throwaway gowns, gloves and hand sanitizers.
- These are being distributed as needed, so we have them on campus and as we get request in or as we find supplies running low we replenish great.

- **Budget Update**

David Techaira

- Revenue or just over the \$29 million mark or 50% 56% of our budget.
- On the expense side we're at 27 and a half million or 50% 52% of our expenditure budget
- Breakdown of the \$29 million in revenue; 10 million of that is academic salaries, \$6.2 million of that is classified benefits, \$7 million, Supplies and Material \$127,000, \$3.5 million in Other operational costs, Capital Outlay \$57,000
- In comparison to previous year, as of 1/31/2021, our revenues up about 3% our personnel costs are up 4%, are operating costs are down 22%
- In terms of our net position it's increased about 75% from the previous year and mostly to do with timing of revenues and state apportionment so.
- The EPA funds I mentioned is 15% or 8 million,
- Property taxes about 50%
- Student enrollment fees are about 4%
- Facilities fees non-resident tuition that's about 5%

NEXT MEETING(S)

- March 11, 2021

ADJOURNMENT

Steven Crow

Meeting Adjourned at 3:36 P.M. 2/11/2021]