



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
February 13, 2020, 3:00 PM
Building E, Room E-112**

MEMBERS

Name	Representing	Present	Absent
Linda Wilczewski	Administration	X	
Lyle Engeldinger	Administration		X
Joseph Reyes	Administration	X	
Anne Adamson	Dean of Academic Aff.	X	
Augustine Nevarez	Dean of Student Aff.		X
Michelle Peters	DSP&S	X	
Dave Phillips	I.T.		X
Balamurali Kappagantula	I.T.		X
Pedro Escoto	Faculty	X	
Daniel Lopez	Faculty	X	
Miguel-Angel Manrique	Faculty		X
(vacant)	Part-time Faculty		
(vacant)	CSEA		
(vacant)	CSEA		
(vacant)	CSEA		
Hector Mosqueda	L39		X
(vacant)	L39		
Montzerat Flores Martinez	Student	X	
Angelita Cisneros	Student		X

Others

Name	Title or Representing	Present	Absent
David Techaira	B.O.	X	
Daniel Scott	Public Safety	X	

CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 3:10 p.m.

Linda Wilczewski

ACTION ITEMS

1. Consider Approval of December 2019 Meeting Minutes
Motion to approve December 2019 minutes (Lopez, Peters) Motion Carried. Abstain: Wilczewski

Linda Wilczewski

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

1. **Budget Update** David Techaira

Gave overall update on how we ended the calendar year as of 12/31/2019. There is about \$7k still pending from State. Daniel stated and requested that a more detailed breakdown of the Budget from General Funds would be clearer for better decision making

2. **Measure T Update** Joseph Reyes

Soledad:

 - Footing, and utilities installed
 - Currently in Construction, 1700 sq. ft.
 - Estimate opening in Spring 2021

King City:

 - Broke ground, utilities, foundation and rebar in place
 - Estimate opening Spring 2021

Castroville:

 - DSA review scheduled for March 24, 2020
 - After inspection approval, construction can began
 - Estimate opening in Spring 2022

Bldg. D & E and Quad Area Renovation:

 - Bldg D, HVAC and electrical completed
 - Bldg D, dry wall and tile floors to be installed, Bldg D should be done by Summer 2020
 - Bldge E, sidewalks to be done and elevator preparation will continue
 - Seating and stairs going up and cement to be poured, to be done by May 2020

Nursing and Health Science:

 - Test piles installed
 - Currently under construction
 - Estimate opening in Fall 2021

3. **Construction Update** Joseph Reyes

Construction will continue for the Nursing Health & Science building. Quad area framing is going up with cement to be poured for seating and stairs. Flatwork in front of bookstore and student center is progressing as well as the pathway from Gym to building E. Solar panels in parking garage completed in January, final inspection will be in April.

4. **Public Safety** Daniel Scott

New vendor bought out our current security company. Daniel met with Fire Department and Police Department to try and see how we can work together and possibly do some campus safety trainings. Daniel has a new idea for current security guards to be more “Hartnell Representable” in attire. He suggested them having a Hartnell patch on uniform as well as the vehicles they use, so someone can easily spot Hartnell Campus Security. Daniel to meet with County Office of Emergency Management to see what training opportunities Hartnell can utilize.

5. **Student Drop Registration**

Daniel Lopez

The current process for dropping students is inaccurate and inconvenient to staff and faculty due to its setting permissions on how and when a student can be dropped. At times students have to be manually dropped and that involves faculty and staff extra time to manually remove and makes the software currently used, mute. If the software is used as is now to drop a student, teacher cannot use an accurate date due to timing and lapsed time, so this forces teachers to “fib” on last day attended in order for the system to drop the student from a class. Daniel would like to see if IT can change the permissions to be a little more lenient and less boundaries for faculty to use in order to use the software more efficient and accurately.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Auditors:

Linda Wilczewski

- Week of May 11, 2020, Auditors will be on campus.

NEXT MEETING(S)

- NONE, Spring Break week

ADJOURNMENT

Linda Wilczewski

Meeting Adjourned at 4:00 P.M.