



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
July 9, 2020, 3pm-5pm  
Zoom Meeting**

UNAPPROVED

**MEMBERS**

Name	Representing	Present	Absent
Linda Wilczewski	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
Pedro Escoto	Faculty		X
Daniel Lopez	Faculty		X
Miguel-Angel Manrique	Faculty	X	
(vacant)	Part-time Faculty		
Marlene Tapia	CSEA	X	
Belen Gonzales	CSEA	X	
Monica Carrasco	CSEA	X	
Laura Otero	CSEA		X
Hector Mosqueda	L39		X
(vacant)	L39		
Montzerat Flores Martinez	Student		X
Angelita Cisneros	Student	X	

**Others**

Name	Title or Representing	Present	Absent
Various participants	additional Zoom participants	17	

**CALL TO ORDER & INTRODUCTIONS**

Linda Wilczewski

Meeting called to order at 3:08 p.m. 7/9/2020

**ACTION ITEMS**

1. Consider approval of agenda  
Motion to approve agenda for July 9, 2020 (Peters, Reyes) Motion Carried
2. Consider approval of minutes for July 9, 2020  
Motion to approve minutes for July 9, 2020 (Nevarez, Adamson) Motion Carried

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. Academic Affairs presentation regarding BLW

Cathryn Wilkinson

- Cathryn stated, “since I've been here. I know the deans have made a very concerted effort to address those issues by monitoring enrollments and trying to be very judicious about cancellations and also studying past enrollment trends as they build a future schedule so If you compare this summer to last summer. We've already made some pretty substantial improvements there in terms of offering the classes that are meeting the most demand.”
- Looking at adult learners, it's a very broad population and we do have a very strong ties with the Salinas Valley Adult Education Consortium, however, that is funded strictly by the state definition of adult learner, which is someone over 18 years old enrolled in non-credit. We probably think of adult learning population as much more broad, especially when you think about people retooling and working adults who would come in the evening.
- We've made a big push this past spring for non-credit ESL was very successful in spite of COVID-19 that's kind of limited, how much we can reach that population and new students that might not be able to jump in as new students online.
- There's also a very detailed strategy document that Kristen Arps put together with her staff and with assistance for Dean to identify some of the, the key strategies and populations that we can reach out to.
- Regarding funding cap, we've also discussed this in Enrollment Management team today and in previous meetings. We do have a challenge in this area at heart. In the past year when we finish up the tallies for this year. It looks like we have exceeded the funding cap by serving students.
- We have more demand more students wanting to take classes than what we had projected based on last year's level and the state uses last year's level to project how much they're going to pay us
- To some extent, that's the state projections are out of our control. However, we can decide to put on registration caps.
- We don't want to be turning away students who want to be served when we have seats and classes. We will exceed if we can exceed enrollments above the funding cap next year.
- Regarding, “incentivize full time enrollment,” this is an area where from my perspective and academic affairs, we can't expect to have a lot of revenue increase
- The people that are looking at our current enrollments per student and trying to identify how many of those might be able to roll up to full time. It does not appear that we have a lot of opportunity for growth there.
- Where we do opportunity for growth would be for students who could add one more class and actually
- Course capacity is something that is defined in our contract. Individual faculty member can choose voluntarily to exceed, of course cap. Do not see this as a very strong or a very top-level opportunity for increasing revenue or reducing expenses.
- To expanding distance education programs and recruitment, we need to have curriculum approved for online delivery and permanent approval, not an emergency approval, like we're under right now.
- Cost savings related to the 16-week term, from academic affairs perspective, much of what will happen here is efficiency with how we use the time throughout the year. It is not necessarily going to decrease our costs.
- We're still delivering the same amount of instruction, just in 16 weeks, our faculty are still providing the same number of instructor student contact hours
- Scott Faust has been working on presenting our college as you know, “Hartnell is here for you” even if we are online so we're moving in that area.
- Our enrollments right now is 1000 FTS ahead of where we were at this point last year.

### 2. Budget Update- State

Linda Wilczewski

- On June 22, Governor Newsom and Assembly and Senate leadership reached an agreement on a final 2020-21 state spending plan, enacted on June 30.
- For California Community Colleges, the 2020-21 budget agreement prevents cuts to apportionments and categoricals by deferring \$1.5 billion to future years and provides no COLA and no enrollment growth.

- Up to \$791 million in deferrals could be rescinded if Congress approves a fourth stimulus package with sufficient funding by October 15, 2020.
- The plan extends the minimum revenue provisions (hold harmless) under the Student-Centered Funding Formula (SCFF) by an additional two years and protects against cuts to categorical programs, including Strong Workforce Program (SWP) and Student Equity and Achievement (SEA), keeping them at 2019-20 spending levels.
- Includes \$120 million one-time from Proposition 98 and federal funds to support a basic needs/learning loss/COVID 19 response block grant to colleges, allocated on actual reported FTES.
- Hartnell's share of this one-time funding will equate to \$828k.
- The Chancellor's Office is projecting a \$547 million deficit on \$7.433 billion Total Computation Revenue (TCR), which equates to a 7.362% system-wide structural revenue deficit, in which all community college districts will share proportionately to their apportionment revenues.
  - •\$462 million shortfall due to a significant decrease in EPA.
  - •\$64 million shortfall due to estimated offsetting property taxes.
  - •\$17million shortfall due to offsetting enrollment fee revenue.
- Most of this is expected to be backfilled by delayed 2019-20 General Fund appropriations.
- We anticipate receiving a P2 revision in July or August
- Classified staff employment: The plan includes language disallowing layoffs of certain classifications:
  - "From July 1, 2020, to June 30, 2021, inclusive, the governing board of a... community college district... shall not implement layoffs or releases of any permanent or probationary classified employees of the... community college district... who hold classifications in, or are assigned to positions in nutrition, transportation, or custodial services.  
Nothing in this section shall be construed to prohibit a... community college district... from terminating a classified employee for good cause."
- Temporary reduction in pension costs includes a \$2.3 billion reallocation to buy down employer contribution rates for the CalPERS and CalSTRS in 2020-21 and 2021-22. This equates to \$668k reduction for Hartnell.
- Approves Proposition 51 resources to support 25 new and 15 continuing capital outlay projects and reappropriates funds for 23 projects.
- Reduces funding for CalBright College by \$5 million ongoing and \$40 million one-time, redirecting those resources to help defray apportionment shortfalls.
- Student Aid provides \$15 million one-time General Fund (through the Cal Grant program) to support emergency financial aid for undocumented students at UC, CSU and the community colleges, with community colleges receiving the lion's share of \$11 million (73%).

### 3. Budget Update- Hartnell

David Techaira

- Tentative Budget Assumptions:
  - 2020-21 apportionment based on 2019-20 P1 Available Revenue
  - No COLA or enrollment growth funding for 2020-21
  - Step/column increases
  - 2% salary increases
  - Does not assume implementation of a golden handshake or SERP
  - Proposed rate changes for STRS and PERS
  - 12% increase in health benefit costs
  - 200 FTES from South Bay Regional Public Safety Training (JPA)
  - Leverage PARS account funds as allowable
  - Assumes no backfill on existing vacancies \$2.4M absent alternate plan
  - Does not include unknown costs related to the opening of centers
  - We are dependent upon the finalization and adoption of State budget
- Unrestricted General Fund Balance
  - Forecast June 30, 2020- \$11.51M
  - Forecast Surplus/Deficit 2020-21- \$0
  - Forecast June 30, 2021 balance- \$11.51M\*

- \*Meets or exceeds Board policy reserve limit based on 20% of expense budget

NEXT MEETING(S)

- July 16, 2020

ADJOURNMENT

Meeting Adjourned at 5:08 P.M. 7/9/2020.]

Linda Wilczewski