



**Administrative Services Council
Meeting Minutes
November 14, 2019, 4:00PM
Building E, Room E-112**

DRAFT

MEMBERS

Name	Representing	Present	Absent
Rick Bennett	Administration	X	
N/A	Administration		
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		
(vacant)	L39		
Montzerat Flores Martinez	Student	X	
Angelita Cisneros	Student		

Others

Name	Title or Representing	Present	Absent
David Techaira	Controller	X	

CALL TO ORDER & INTRODUCTIONS

<name>

Meeting called to order at <time>.

ACTION ITEMS

1. Consider Approval of October 2019 Meeting Minutes
Motion to approve October 2019 minutes (Lopez, Reyes) Motion Carried.

Rick Bennett

INFORMATION/DISCUSSION/PRESENTATIONS

1. **Tracking Sheet Update** Augustine Nevarez
Rick stated that with launch of Adobe Sign and Workflow, this might be able to be incorporated to be more time efficient.
2. **Adobe sign and proof of concept** Rick Bennett
Rick stated that we have Adobe Sign through Adobe ETLA site license. Rick and Dave Phillips are looking into a beta launch of Adobe Sign with possible Work Flow feature as a way to shorten some of Hartnell's processes as well as looking in to cost of Work Flow as an additional feature.
3. **Colleague purchasing module and discussion about beta initiative** Rick Bennett
Hartnell currently uses a separate software called Mercury Commerce for Purchasing. Rick informed that Hartnell owns Self-Serve Purchasing Module through Colleague that we already use. Rick and Dave will be researching to see if this is something we might want to use oppose to Mercury Commerce.
4. **Bookstore contract and Follet Discover initiative** Rick Bennett
Hartnell's contract with Follet has been renewed for various years. The ideal is to go out to bid every 5 years. We will be seeking bids for similar business, at this time Barnes and Noble is the only other bidder we can expect. Daniel shared his knowledge of other colleges that run their own bookstore and asked if this would be an idea for Hartnell as an alternative opportunity?
5. **Audit Update** Rick Bennett
David T. gave update on the outcome of our annual audit. Overall audit went as good as expected. Only 2 Compliant issues were noted. David stated that Hartnell is obligated by the state to seek private auditors:
 - DSPS-Contract work started before all required signatures were obtained
 - Athletics- a required athletic form was not filled out completely and didn't have all required signatures as per policy.
6. **Overview of SCFF (PPT)** Rick Bennett
David went over in SCFF PowerPoint presentation
7. **SCFF (PPT)** David Techaira
David gave PowerPoint presentation on how the Student Center Funding Formula :
 - Explained how formula is used
 - Hartnell was short from State funding about \$3mil.
 - Variables on how they allocate money for FTE employees

8. Construction Update Joseph Reyes
Construction will continue on various projects, see notes in Measure T for details.

9. Measure T Update Joseph Reyes
King City:

- 11/7/19 Bids opened
- Board approval Nov. 19th
- Break ground on Dec. 3rd
- Open Spring 2021

Soledad:

- Construction started mid-October
- Ground Breaking ceremony was on 11/8/19
- 14 month project
- Open Spring 2021

Castroville:

- Awarded General Contractor/Architect
- Break ground late next Fall
- Open Summer 2020

Nursing & Science Building

- November 25th Lot 3 will not be in use for staff and student
- Ground breaking is Dec 12th at 11:00am and this will be in parallel to Quad area as well
- Open Spring 2022

Building D:

- Phase 1, renovation quad area and exterior elevators to be done by May 2020

Building E:

- Transition will began 14 months after bldg. D has been completed
- Bldg. E to relocate to new location of Bldg. B, 2nd floor, late Summer of 2021

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

NEXT MEETING(S)

- December 12, 2019

ADJOURNMENT

Meeting Adjourned at 5:08 PM

Rick Bennett