



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
October 8, 2020, 3pm-5pm
Zoom Meeting**

APPROVED

MEMBERS

Name	Representing	Present	Absent
Alfred Muñoz	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
Vacant	Faculty		
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

Alfred Muñoz

Meeting called to order at 3:05 p.m. 10/8/2020

ACTION ITEMS

1. Consider approval of agenda for September 10, 2020 Meeting Agenda Alfred Muñoz
Motion to approve agenda for September 10, 2020 (Nevarez, Reyes) Motion Carried
2. Consider approval of minutes September 10, 2020 Meeting Minutes Alfred Muñoz
Motion to approve minutes for all (Reyes, Techaira) 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** Alfred Muñoz
 - The audit was completed for 2020, 19-20 fiscal year and we will be able to see if they have any findings.
 - We have over \$40 million in assets at the foundation. We're probably one of the top five in California
 - The voters approved Measure-T by 67%.
 - The CBO position interview process will be this month in October and Final selection will go to the president either the end of October or first week in November.

- **Budget Limitations Workbook** Alfred Muñoz
 - CPC ran out of time the day it was on the agenda to be presented. This will be presented next CPC meeting.
 - https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY_nVbQ0nUZK8XFLmMf6e7ja5MdFkx/edit?usp=sharing

- **Facilities Update** Joseph Reyes
 - Main Campus
 - Our main campus nursing structural skeleton is now standing.
 - Started working on the plumbing and electrical the interior.
 - Ready to pour the second floor next week and then they'll start off with the first floor.
 - They started framing the exterior walls on the building D and E.
 - The quad area should be completed this weekend, which means the concrete work, grass, plants, and bark will be done over the weekend.
 - Work continues on the exterior elevator.
 - The interior is about 50% installed and they started working on the exterior brick façade.

 - King City & Soledad
 - King city and Soledad are about two months away from being completed. The exterior stucco is complete.
 - Painting the buildings to begin soon.
 - Interior finishes are now moving forward.
 - Installed all the drywall & taping.
 - Ordered furniture, hoping to install furniture in mid-December and have the facilities ready for the spring.

 - Castroville
 - Fences installed.
 - Monday, construction will begin in Castroville.
 - Project will take 14 months to complete.
 - Working closely with some Native Americans, because believe their ancestors could have been located within that area.
 - We'll have to hire a monitor as we move the dirt and trench, just in case we disturb an ancient burial site.
 - Programming on phase two projects building J and K has begun
 - Had our first meeting with the programming committee.
 - DSA inspection will be within a year. Once approved we can start construction once phase one projects are complete
 - Groundbreaking ceremony is scheduled for the 22nd of this month. Time will be at two o'clock.

- **Public Safety Update** Daniel Scott
 - Moving forward with the return to campus planning.
 - Regular meetings with our return to campus working group and Monterey County Public Health and emergency weekly are in place.
 - We have completed the annual security report.
 - There are new guards that are transitioning and being trained.
 - Expanded some of our openings to include the Track and Tennis Court operations.

- The County of Monterey requested to utilize main campus and Alisal campuses for COVID-19 testing.
- County of Monterey will be doing a drive through clinic next week at our Alisal Campus.
- The main campus has not been determined if it's going to be used at this time
- Drive through dates are scheduled for Saturday, October 10th and Sunday the 11th. In addition, they have also scheduled one for Tuesday the 13th.
- These are being done in the first come first serve basis.

- **Budget Update**

David Techaira

- David presented a PPT summary of the final budget that was submitted and presented to the Board:
https://www.hartnell.edu/governance/councils/asc/docs/2020-21_proposed_final_budget.pdf
- \$2.2 million in vacancies and retirements are not included in that budget.
- We ended the 19-20 fiscal year with an ending reserve ratio of 26.3% and we're projected at the end of fiscal year 20-21 to increase the rate to 26.8%.
- Salary and benefits account for about 85% of the total expenditures for 20-21 and that's a slight increase from 19-20 from 83%.
- Chancellor's office is holding our funding at the 19-20 levels by deferring payments of apportionment.
- \$4 million of general funds will be deferred in terms of payment into the following year. We'll get the money in July through November of 2021.
- They're also meeting this gap by deferring the payments for categorical programs.
- There is a budget deficit or a structural budget deficit at the state level where Hartnell's portion of that is \$431,000. This is already built into our budget and is inclusive of getting us to a balanced budget. There were no growth funds or a cost of living increase
- The hold harmless provision is extended to 2023- 24. It's a minimum revenue guarantee that has been extended and in 2021.
- We are in receipt of a COVID 19 response block grant allocation of approximately \$800,000
- Total expenditures have increased by about \$918,000 or 2% from the prior fiscal year.
- Employee salary and benefits increased by \$1.76 million or 4% over the prior fiscal
- Received \$3 million from state apportionment. We ended the year with transferring money to fund 41 to build some of our capital outlay funding.
- We ended the 19-20 year with about total reserve of \$69 million

NEXT MEETING(S)

- November 12, 2020

ADJOURNMENT

Meeting Adjourned at 3:47 P.M. 10/8/2020]

Alfred Muñoz