



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
September 10, 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
Vacant	Faculty		
Vacant	Faculty		
Miguel-Angel Manrique	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
Al Munoz	guest	X	

**CALL TO ORDER & INTRODUCTIONS**

Meeting called to order at 3:05 p.m. 9/10/2020

Linda Wilczewski

**ACTION ITEMS**

1. Consider approval of agenda for September 10, 2020 - No quorum, No vote  
Motion to approve agenda for September 10, 2020 (Reyes, Peters) Motion Carried
2. Consider approval of minutes for July 9<sup>th</sup>, July 16<sup>th</sup>, July 23<sup>rd</sup>, July 30<sup>th</sup> and August 13, 2020  
Motion to approve minutes for all (Reyes, Nevarez) 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

- **VP Position to be vacant** **Linda Wilczewski**
  - Linda announced her departure from Hartnell. Last day to be on September 16<sup>th</sup>.
  - Former VP of Administrative Services, Al Munoz to return as Interim VP until position is filled with permanent.
  
- **Budget Limitations Workbook** **Linda Wilczewski**
  - Linda added BLW to CPC council agenda, however it was far at end of list that they did not get to it
  - It will have to be carried over as a priority for next CPC meeting
  - [https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY\\_nVbQ0nUZK8XFLmMf6e7ja5MdFfxk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY_nVbQ0nUZK8XFLmMf6e7ja5MdFfxk/edit?usp=sharing)
  
- **Facilities Update** **Joseph Reyes**
  - Main Campus
    - It is typical for construction projects to start slow, with progress hard to identify initially. The same can be said for the end of a project when minute little details are what remain

Quad and Elevator: Elevator is ready for equipment and it was delivered on the 10th and 11th. KONE the elevator subcontractor will begin work on the 17th estimating about a 4-week timeframe to install. On the exterior of the shaft, tile will commence next week after results of the mortar strength test are received. Following the tile will be the painter. The bands around the elevator shaft will be painted to match the catwalk columns. The landscape contractor will install sod, remaining plants and do a final walk to determine any plants not healthy to prepare for a final walk with the landscape architect at the end of the month. The flatwork in the remaining areas of the quad around the elevator and main stairs has been poured, treated and power washed. The benches and tables/umbrellas are now in place.
  - King City
    - Construction has forged ahead on this project. The exterior is almost buttoned-up. The brown coat has been applied (the second of three coats), the windows are in. Scaffolding will soon come down at completion of the stucco finish coat and then the site work (landscape, sidewalks) will be started. On the interior, drywall is up almost 100%.
  - Soledad
    - Slightly behind King City the exterior is getting the storefront (glazing) installed next week and the metal roofing will continue through September on the classroom wing of the building. Where roofing installation has been completed, drywall has gone up. This is in Area A (the administration portion of the building). Stucco application is also scheduled to be complete next week. Electrical and Mechanical rough I will also continue through this month.
  - Castroville
    - DSA has passed the fire portion of their review. Studio Architecture will meet with DSA reviewers to answer and hopefully complete the ADA and structural portions of DSA review. Typically, after all clarifications and questions have been answered to DSA satisfaction it takes 3-5 days to receive the stamped and approved drawings. As this is a DESIGN/BUILD project, the contractor was selected with the architect as a team, so once those drawings are received, the District can authorize the contractor to start right away
  
- **Public Safety Update** **Daniel Scott**
  - Update given by Linda- He is working on the Return to Work Plan.
  - Negotiations going on as far as bargaining units regarding work conditions
  - Plan is nimble because we don't know when we will be able to bring staff back
  - Daniel is scheduled to give presentation to board on Return to Work plan on Tuesday evening
  
- **Budget Update** **David Techaira**
  - David gave update on the 2020-21 Budget-below are some adopted notes.
  - Adjustments for State Apportionment (Total Revenue of \$50M Advance vs \$48.3M 19/20 P1 Available Revenue)
  - Adjustments for Property Taxes, Enrollment Fees, Other local income Update on Budget

- Added Interim Superintendent/President, Interim Dean of Instructional Programs & Support, Soledad and KC expansion Spring 2021 projections.
- Added Vacancies - Director of Academic Affairs, Math Science Institute and Accounting Manager, Removed Senior Accountant
- Adjustment for South Bay (200 FTES); \$62.5K reduction for student athlete travel; added Soledad Center utilities and janitorial estimate (\$68K); \$120K reduction in IT Maintenance Agreements (COGNOS, VMWare, Colleague); added 3% campus safety escalation; added \$955K in contingency
- Removed PARS/OPEB Transfer-In, \$19,000 reduction for student athlete travel

NEXT MEETING(S)

- October 8, 2020

ADJOURNMENT

Meeting Adjourned at 3:31 P.M. 9/10/2020.]

Linda Wilczewski