



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
May 12, 2022, 3pm-5pm  
Zoom Meeting**

UNAPPROVED

**MEMBERS**

Name	Representing	Present	Absent
Steven Crow	Administration	X	
David Techaira	Administration	X	
Linda Beam	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
Chelsy Pham	I.T.	X	
Balamurali Kappagantula	I.T.	X	
Marnie Glazier	Faculty		X
Vacant	Faculty		
Vacant	Faculty		
(vacant)	Part-time Faculty		
Julia Silveira	CSEA	X	
Lourdes Sanchez	CSEA		X
vacant	CSEA		
vacant	CSEA		
Vacant	L39		
Hector Mosqueda	L39		X
Triny Chavarin	Student		
Jane Sanchez-Hernandez	Student		X

**Others**

Name	Title or Representing	Present	Absent
Daniel Scott	Public Safety	X	
Carla Johnson	Dean of Student Affairs	X	

**CALL TO ORDER & INTRODUCTIONS**

Meeting called to order at 3:06 p.m. 5/12/2022

David Techaira

**ACTION ITEMS**

1. Consider approval of agenda for May 12, 2022 Meeting Agenda  
Motion to approve agenda for May 12, 2022 (Johnson, Nevarez) Motion Carried

David Techaira

2. Consider approval of minutes December 3, 2021 meeting minutes  
Motion to approve minutes for December 3, 2021 meeting minutes (Nevarez, Reyes) Motion Carried

David Techaira

**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.*

- **Facilities Update**

Joseph Reyes

All Campus:

- Measured T current projects: football field, the football practice field and tracker animation. Met with architectural firm. Starting construction on that project next April 2023.
- Preparing for building E, 2<sup>nd</sup> and 3<sup>rd</sup> floor staff packing and moving to building N.
- Renovation to start on building E early to mid- August and be completed by the end of the fall semester.
- Renovation of building K, plans of specifications have been completed and approved by DSA (Division of State Architects). Project to start in spring of 2023
- Plans of specification on building J have been completed and submitted to DSA
- Renovation of building B, second floor of building tentative completion first week of July. Programs that are designated to be housed will start to move in.
- Received funding from the state to have scheduled maintenance. Alisal and King City will have older doors replaced. King City will have landscape redone. Main campus will repave walkways.

- **Public Safety Update**

Daniel Scott

- Safety walkthrough on the King city and Soledad campuses with the Dean and Director of the sites and talking about employee training for those sites.
- Starting a CERT (Community Emergency Response Team) for Hartnell. Working with the state right to make sure we are in compliance.
- Working on making Hartnell a recognized training site.
- Working with a contractor to update and revise Hartnell Emergency Plans.
- Working with our current security vendor to include additional sites to be serviced.

- **Budget Update**

David Techaira

- As of April 30, Fund 11 budget to actual summary for the 2122 fiscal year budget 58.8 million, comprised of federal revenues state revenues and local revenues.
- We are at 84% in revenue around this time of year, which is on target.
- Our academic salaries are about 82% at this period.
- Classified salaries are 76% budget
- Total expenses are \$44.2 million at this time, which reflects a surplus 5.3 million but expect dwindle down at end of year close out.
- PERS rate for next year will be 25% next year, that impacts are classified budget.

- **Other Information**

David Techaira

- College received several grants to develop a basic needs Center for our students and we received a three year grant from the US Department of Education.
- The Chancellor's Office supported the effort with a one-time funding to establish the basic needs Center and the ongoing support for the activities but a requirement is that there be a physical location for the basic needs Center
- College pathways team request to move to the Adjunct faculty space in order to let the Basic Needs Center move in.
- Adjunct will move to building O or they also have space in building S, second floor

NEXT MEETING(S)

- September 8, 2022

ADJOURNMENT

David Techaira

Meeting Adjourned at 3:24 P.M. 5/12/2022