HARTNELL COMMUNITY COLLEGE DISTRICT

Administrative Service Council Minutes
Wed., February 12, 2014, 10:00 a.m.
E-112

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfred Muñoz</td>
<td>Co-chair</td>
<td>X</td>
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<tr>
<td>Terri Pyer</td>
<td>Co-chair</td>
<td>X</td>
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<tr>
<td>Zahi Atallah</td>
<td>Administrative</td>
<td>X</td>
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<tr>
<td>Joseph Reyes</td>
<td>Management-Facilities</td>
<td>X</td>
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<tr>
<td>Terri Ugale</td>
<td>Classified-Confidential</td>
<td>X</td>
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<tr>
<td>Tony Anderson</td>
<td>Faculty</td>
<td>X</td>
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<tr>
<td>Melissa Stave</td>
<td>Faculty</td>
<td>X</td>
<td></td>
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<tr>
<td>Cristina Westfall</td>
<td>CSEA</td>
<td>X</td>
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<tr>
<td>Joanne Pleak (resigned)</td>
<td>CSEA</td>
<td>X</td>
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<tr>
<td>unassigned</td>
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<tr>
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<td>unassigned</td>
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Others

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<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracey Richardson</td>
<td>Controller, Admin Svcs</td>
<td>X</td>
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CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 10:12 a.m.

Alfred Muñoz

Terri Pyer stated that Cristina Westfall and Terri Ugale may not be able to be present at meetings at the same time and requested that Laura work with CSEA to ensure they are represented.

ACTION ITEMS

1. Approval of November, December 2013, and January 2014 meeting minutes

Alfred Muñoz
Terri Pyer motioned to approve the minutes from the previous meetings; motion was seconded by Joseph Reyes. All minutes were approved with no changes.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Financial statements update

Alfred Muñoz
Al Muñoz presented the financial statements in detail by fund and responded to questions.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Smoking policy

Terri Pyer

Hartnell College Mission Statement

Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.
Terri provided four documents to the group and reviewed each. She stated that currently the college has a smoking policy that follows state law only which specifies no smoking 20’ feet from operable doors and windows. She added that CSUs are going smoke-free per a smoke-free advocacy group’s survey that was provided to the safety committee. The safety committee has put together a chart that indicates Hartnell is in the minority of campuses following state law only. Other campuses have either increased the distance from doors or windows or they have stated no smoking anywhere on campus. The majority have a designated smoking area such as a particular parking lot. Tony Anderson expressed that he did not realize smoking to be that prevalent on campus and stated it would be nice to have a designated area that is weather sensitive. Terri said that smoking currently affects the planetarium area. Zahi Atallah expressed his belief that there are more smokers and smokeless tobacco users on the Alisal campus. Terri said that the safety committee could alone or with the students prepare and send out a survey to find out if there is support for a proposed no smoking rule or policy. She added that MPC has an online survey. Al asked if the safety committee would move this idea forward to the student senate; Terri responded that she will take this council’s input back to the safety committee and let them know it was favorably received.

2. Amenities
   This item was bypassed.

3. Program review
   Al stated that all divisions are going to work with their groups to begin the process of needs assessment for fiscal year 2015-16. Based on the calendar, all is going to be submitted within each group before the end of spring semester. Over the summer, VPs, Deans, Managers will be reviewing with the Business Office to make sure the Business Office knows what is being asked is in line with the total five year comprehensive program. When fall begins, the documents will go to the various councils for review and then will be routed to the College Planning Council.

4. BPs & APs 6750 and 6150
   • 6750 was pulled from the agenda because edits remain. After the edits are completed, Lucy will route to the constituent groups for review and comment; it will then return to this council’s agenda.
   • 6150 was pulled from the agenda because it has not yet been seen by the constituent groups. It will be placed on a future meeting agenda.

NEXT MEETING(S)

• March 12, 2014
• April 9, 2014
• May 14, 2014

ADJOURNMENT

Meeting adjourned at 11:32 a.m.

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