HARTNELL COMMUNITY COLLEGE DISTRICT

Administrative Service Council
Minutes
Wed., January 8, 2014, 10:00 a.m.
E-112

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Alfred Muñoz</td>
<td>Co-chair</td>
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<td>Terri Pyer</td>
<td>Co-chair</td>
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<tr>
<td>Zahi Atallah</td>
<td>Administrative</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>
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<tr>
<td>Tony Anderson</td>
<td>Faculty</td>
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<td>Melissa Stave</td>
<td>Faculty</td>
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<tr>
<td>Cristina Westfall</td>
<td>CSEA</td>
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<td>Joanne Pleak</td>
<td>CSEA</td>
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<td>Associated Students</td>
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<td>Associated Students</td>
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Others

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<th>Name</th>
<th>Title or Representing</th>
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CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 10:13 a.m.

ACTION ITEMS

Quorum not present

1. Approval of December 11, 2013 meeting minutes

   Alfred Muñoz

   Approval of minutes from the November and December meetings carried over to February meeting.

2. Program Review

   Alfred Muñoz

   Unable to vote to move Program Review items forward. Al stated that the next fiscal year’s summaries relating to annual and needs assessments of HR and Admin Services will be going forward to the CPC. Related discussions followed.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Financial statements update

   Alfred Muñoz

   Information will be presented at upcoming Board of Trustees meeting; this item was bypassed.

2. Review of BP & AP 6750

   Alfred Muñoz

   Pulled from agenda; Lucy will be sending to councils for review. Will address at next meeting.

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.
3. **Review of BP & AP 6150**
   Alfred Muñoz
   Pulled from agenda; Lucy will be sending to councils for review. Will address at next meeting.

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1. **Smoking policy**
   Terri Pyer
   The Safety Committee will develop a tobacco free policy and will strategize how to implement. Terri commented that we are in the minority of community colleges who follow the state law of 20’ from doors and windows only.

2. **Amenities**
   Joseph Reyes
   Joseph is working on putting together an accurate list. Looking into best practices and requirements.

**NEXT MEETING(S)**

- February 12, 2014
- March 12, 2014
- April 9, 2014

**ADJOURNMENT**

10:33 a.m.,