# Administrative Services Council Minutes

**Wednesday, April 8, 2015, 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>Stephen Garcia</td>
<td>Administration</td>
<td>X</td>
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<tr>
<td>Tracey Richardson</td>
<td>Administration</td>
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<td>Joseph Reyes</td>
<td>Administration</td>
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<td>Terri Pyer</td>
<td>Administration</td>
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<td>Zahi Atallah</td>
<td>Administration</td>
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<tr>
<td>Terri Ugale</td>
<td>Classified/Confidential</td>
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<tr>
<td>Jessica Tovar</td>
<td>CSEA</td>
<td>X</td>
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<tr>
<td>Joanne Pleak</td>
<td>CSEA</td>
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<tr>
<td>Nancy Reyes</td>
<td>Faculty</td>
<td>X</td>
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<td>Tony Anderson</td>
<td>Faculty</td>
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<td>Pauline Braginton</td>
<td>Faculty</td>
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<tr>
<td>David Jones</td>
<td>L-39</td>
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<td>Mark Shelor</td>
<td>ASHC</td>
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<td>Ali Saleh</td>
<td>ASHC</td>
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## Others

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### CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 10:04 a.m.

### ACTION ITEMS

1. **Consider approval of minutes from March meeting**

   **Motion** to approve (Stephen Garcia); **Second** (Mark Shelor); all in favor. Motion carried, minutes approved.

### INFORMATION/DISCUSSION/PRESENTATIONS

1. **Vice President’s Update**

   Stephen Garcia provided an update on the progress of the Science Building. He stated that no final decisions have yet been made related to the moves which are expected to take place after the Science

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**HARTNELL COLLEGE VISION STATEMENT**

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**HARTNELL COLLEGE MISSION STATEMENT**

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.
Building is occupied; the President is working through a lot of items. Space planning is a definite issue and Joseph Reyes is carefully working with the President.

Another item Stephen touched on was the reserve and why the District keeps a large reserve. He stated the primary reason a large reserve is maintained is because funding from the state does not always materialize on time and keeping the reserve allows the District to keep programs and staffing. Tracey Richardson added that a 20% reserve could be wiped out in one year; however, if no additional funding was received, the reserve could keep the College running for only a couple of months.

2. Admin. Asst. II – Request to Hire

Tracey gave an update on a request that will be presented at the following week’s Cabinet meeting. She explained that the requested position has been a part of the Business Office’s program review; however, the classification has changed. The new request is for a full time administrative assistant II who will assist with Affordable Care Act reporting compliance for approximately 50% of his/her time. There is a large penalty for non-compliance, the minimum of which is $140,000 and, by making the position full time, the District can keep up with the reporting requirements. Tracey believes the change is a good investment for the District to prevent the possibility of a penalty. Stephen added that if Cabinet allows the request to proceed, it will move forward to the College Planning Council. He stressed that administrative work has to be done and taxpayers’ dollars have to be maximized.

3. HR Update

Terri spoke about the recent mandatory training requirement; said it is a challenge to get full participation. An upcoming mandated training is related to Mandated Reporter Training which has to do with reporting child abuse. She added that there are obligations about reporting if someone recalls something from when they are a child; reporting has to occur in a very short time. It was decided that eight additional full time faculty would be hired. Currently, there is a recruitment for the VP for Administrative Services. A new director for HSInitiatives was hired; he will be working on identifying grant opportunities for the District. HR is also working on updating policies and procedures. The first reading of the smoke-free tobacco-free policy was done at the April Board meeting; the BOT will vote on it in May. The first CSEA negotiating session will take place on 4/15/15; the second on 4/20/15. On 4/10/15, a small team from the accrediting commission will be visiting and speaking to people to ensure everything we said would be done in our report has been done. One remaining recommendation was that employee evaluations be conducted regularly. In the past decade, it was a challenge to routinely conduct evaluations for adjunct instructors; however, we have now been doing this religiously. There is a new push to offer professional development to all employee groups. Faculty has been getting the opportunity for quite some time and it has been more challenging for other employee groups but we are trying to switch that around. Joseph inquired about the mandatory training related to being on a hiring committee; Terri confirmed that to serve on a hiring committee one must have attended the mandatory training. There is a small list of people who are ineligible at this time.

4. FMP Update

The Facilities Master Plan went to the March Board of Trustees meeting for final review and approval. It was approved. The president is preparing a BOT development meeting that will highlight the District’s “next steps.” After the Science Building is complete, people will be moved but the District must decide what to do with the newly available space. Currently, the first floor of MER is designated for nursing but the decision about the second floor of Building B needs to be decided. The funds remaining after the Science Building is complete need to be reviewed; it is doubtful that all the projects can be done with what is left. It is also important to leave a reserve. On Monday, 4/13/15, the fencing surrounding the Science Building project will be moved out; on Wednesday, 4/15/15, mobilization will take place and demolition work started. The site grading will take approximately three months. Maps will be posted for path of travel. Campus is not closed off entirely. The President is working on a communication that will

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go out informing the campus community of what is being done and what to expect. Joseph added that
the work being done is primarily underground work and the campus should not be hearing a lot of noise.

5. **Budget Update**
   Tracey Richardson

   Tracey reviewed the slide presentation on the ASC webpage. As of 2/28/15 we are 67% through the
   fiscal year and have spent 64% of the budget for the year. Anything over 67% is excellent for revenue
   and anything under 67% is excellent for expense. Tracey added that we had a planned deficit budget;
   the reserve is down from last year. She pointed out that most expenditures are greater this year;
   however, capital outlay is lower. Tracey confirmed that the College is in a good position but it cannot
   have a 9.2% increase every year. Joseph asked if any surplus is expected to go back to capital outlay;
   Tracey responded that $250,000 has already been transferred this year and there is a plan to move
   additional but currently we are trying to deal with some unanticipated expenses.

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1. n/a

**NEXT MEETING(S)**

- May 13, 2015 (last meeting of spring semester)
- September 9, 2015 (first meeting of fall semester)
- October 14, 2015
- November 11, 2015 (holiday)
- December 9, 2015

**ADJOURNMENT**

Meeting adjourned at 10:53 a.m.

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