Administrative Services Council
Minutes
Wednesday, May 13, 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>
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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>
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<td>Joanne Pleak</td>
<td>CSEA</td>
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<tr>
<td>Nancy Reyes</td>
<td>Faculty</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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<tr>
<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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<tr>
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<th>Title or Representing</th>
<th>Present</th>
<th>Absent</th>
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CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 10:00 a.m.

ACTION ITEMS

1. Consider approval of minutes from April meeting

   One change requested: Nancy Reyes was in attendance. **Motion** to approve (Mark Shelor); **Second** (Tony Anderson); all in favor. Motion carried, minutes approved.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Results of Participatory Governance Survey

   Stephen informed the Council that overall, the results were positive; however, one thing which needs to be done is have a training session to remind the members of their responsibilities to the Council and to their constituent groups. The council should be used as a means of communicating information and must work to do better in the way of communicating. Stephen asked the council for their suggestions to improve. Tracey Richardson stated that information provided at meetings should match what people are interested in hearing. As an example, she said that in the past financial statements were reviewed; however, the choice was made not to continue sharing because sometimes it became confusing. Stephen suggested that at a future meeting, the Business Office could provide an overview of the 50%
law and what goes into its calculations. Discussion ensued related to the 50% law. Tony Anderson said he looks forward to being educated in the 50% law at an upcoming meeting.

2. **Vice President’s Update**
   - Stephen Garcia
   - The District will be re-doing the soccer field
   - Also doing some repair work to the asphalt walkways
   - The tentative budget will go before the Board at its Development Meeting on June 16, 2015.
   - Tracey has been working many hours to get the tentative budget into place.

3. **Budget Update**
   - Tracey Richardson
   - Tracey provided an overview of the presentation given at the May Board of Trustees meeting and responded to questions and comments.

4. **HR Update**
   - Stephen Garcia
   - Stephen said a lot of work is being done in Human Resources such as faculty recruitments and interviews for Math, ESL English, and History. He added there are many pending recruitments for each campus.
   - Stephen then expressed his thanks to those in HR who have been working on weekends to keep the process flowing. He added that AVP Terri Pyer has been out of the office and is expected back in June.

5. **Construction Update**
   - Joseph Reyes
   - Joseph Reyes stated there are two separate projects occurring currently: The soccer field replacement and asphalt work. The cost to replace the soccer field is higher than originally anticipated so the project will go before the BOT on June 2 for approval. Additionally, adding a water supply on the field and data and power communication boxes on the sidelines is being considered. The second project going to the BOT on June 2 is asphalt work on the southwest end of campus. This project will be paid from the deferred maintenance fund. Regarding the Science Building, a detailed report on why the November deadline will not be met has been requested by the president.

6. **Audit Visit**
   - Tracey Richardson
   - The upcoming visit during the first week of June is the interim audit at which time the auditors look at the scope of the audit they are going to perform when they return in September. The Administrative Services Council website has a copy of the Chancellor’s Office audit manual which contains the guidelines the auditors must follow. Last year there was one audit finding; the college’s goal is zero audit findings.
   - Tony asked where the audit results are located; Tracey explained the audits are found on the Administrative Services webpage. Tracey added this is the third year the District has used the current auditors; a change of auditors is required every five years.

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1. Stephen informed the Council this meeting would probably be his last; it is hoped that a permanent Vice President of Administrative Services will be in place by the fall. He thanked everyone for their attention to the discussions that took place during the Council’s meetings and for their support to the students of Hartnell.

**NEXT MEETING(S)**

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

**ADJOURNMENT**

Meeting adjourned at 11:01 a.m.