HARTNELL COLLEGE VISION STATEMENT
Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

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.

Administrative Services Council
Minutes
Wednesday, March 11, 2015; 10:00 a.m.
E-112

MEMBERS

<table>
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<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Tracey Richardson</td>
<td>Administration</td>
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<td>Stephen Garcia</td>
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<td>Terri Pyer</td>
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<td>Joseph Reyes</td>
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<td>Zahi Atallah</td>
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<td>Terri Ugale</td>
<td>Classified/Confidential</td>
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<td>Jessica Tovar</td>
<td>CSEA</td>
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<td>Joanne Pleak</td>
<td>CSEA</td>
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<tr>
<td>Tony Anderson</td>
<td>Faculty</td>
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<td>Pauline Braginton</td>
<td>Faculty</td>
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<td>David Jones</td>
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<tr>
<td>Ali Saleh</td>
<td>ASHC</td>
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<td>Mark Shelor</td>
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Others

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CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 10:00 a.m.

ACTION ITEMS
1. Consider approval of February 11, 2015 meeting minutes
   Tracey Richardson
   Motion to approve (Tony Anderson); Second (Mark Shelor); all in favor. Motion carried; minutes approved.

INFORMATION/DISCUSSION/PRESENTATIONS
1. MCSIG Update
   Tracey Richardson
   Eric Price was unable to attend the meeting; his presentation will be rescheduled.
2. **Information: Legal Review of APs 6340 and 6350**  
Stephen Garcia

Stephen Garcia asked the members to review the additions made by legal counsel. In particular, AP6350 is quite sophisticated and lengthy. He asked everyone to please read the APs as they will be coming back to the council for a first reading at a future date.

3. **Facilities Master Plan Update**  
Joseph Reyes

The Board of Trustees received the Facilities Master Plan for second reading and approval at the March meeting; it was approved. The FMP and appendices are posted on the website.

4. **2015-16 Budget Update**  
Tracey Richardson

Tracey reviewed the presentation which was given at the March BOT meeting and she responded to questions. Discussion followed.

5. **HR Update**  
Terri Pyer

Terri Pyer spoke briefly about the upcoming ethics training as well as the most recent diversity training. She stated that 98 people were unable to make the first diversity training; adjuncts were invited but not required to attend; anyone wishing to sit on a hiring committee must have attended the training; and a secondary training will be held for those unable to attend the first. Terri then briefly spoke about the monthly Affordable Care Act meetings between HR and the Business Office. Additionally, the department is working on moving all job descriptions to the district’s website. Tony Anderson inquired about the HR software discussed at an earlier meeting. Terri responded that they are about one month away from implementing the online application system.

6. **Golf Cart for Security Update**  
Joseph Reyes

Joseph informed the council that a meeting has been scheduled with First Alarm’s accounting manager to request a PPA since the purchase of a golf cart would have to go through that process. First Alarm has been asked to provide information on the benefits of having a cart for security’s use.

7. **Monterey County Treasurer’s Reports (9/2014 & 12/2014)**  
Tracey Richardson

Tracey said the most interesting information she wanted to share is the yield the district is receiving. As of 6/30/14, the rate was 0.51%; as of 9/30/14, the rate was 0.49%. The 12/31/14 yield is reported as 0.45%. Tracey added that the majority of the District’s funds are deposited and invested with Monterey County.

8. **Bookstore RFP**  
Stephen Garcia

Stephen pointed out that the college has been with Follett for approximately ten years. The time has come for the college to go out to bid for bookstore services. A committee will be formed to write a proposal and timeline. Follett will be advised that the district will be advertising a RFP and ask them to submit their proposal. Stephen stated he believed the entire process would take about three months before a recommendation could be made to the BOT. He added that ASC will be kept apprised of the status as the RFP moves forward.

**NEXT MEETING(S)**
- April 8, 2015
- May 13, 2015

**ADJOURNMENT**

Meeting adjourned at 11:15 a.m.