Administrative Services Council Minutes
Wednesday, December 10, 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>Administration</td>
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<tr>
<td>Terri Pyer</td>
<td>Administration</td>
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<td>Joseph Reyes</td>
<td>Administration</td>
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<td>Zahi Atallah</td>
<td>Administration</td>
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<tr>
<td>Jessica Tovar</td>
<td>CSEA</td>
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<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>
<td>X</td>
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<td>Melissa Stave</td>
<td>Faculty</td>
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<td>X</td>
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<tr>
<td>David Jones</td>
<td>L-39</td>
<td>X</td>
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<tr>
<td>Ali Saleh</td>
<td>ASHC</td>
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<td>Mark Shelor</td>
<td>ASHC</td>
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Others

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<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
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<tr>
<td>Tracey Richardson</td>
<td>Administration</td>
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CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 10:07 a.m.

ACTION ITEMS

1. Consider approval of November 12, 2014 meeting minutes
   Alfred Muñoz
   
   Motion to approve (Mark Shelor); Second (David Jones); all in favor. Motion carried; minutes unanimously approved.

2. Consider to approve and move forward to CPC – BP/AP 3570 Smoking on Campus
   Terri Pyer
   
   Motion to approve for open discussion (Mark Shelor); Second (Terri Pyer). Motion carried; Al Muñoz to move forward to College Planning Council for final action. Al noted that the item sent to CPC may not be the final version; they may wish to make revisions.

3. Consider to approve and move forward to CPC an agreement with mass communications provider “Everbridge”
   Alfred Muñoz
   
   Motion to bring Everbridge forward for discussion (Terri Pyer); Second (David Jones). Al said that Everbridge was discussed in Cabinet; it is the same system Monterey County uses. Communication to students and employees will be provided via cell phone, social media, etc., and will enhance and...

* UNAPPROVED *
simplify the blue towers currently on campus. Everbridge was compared to other companies in terms of cost and should the contract be signed before December 31, 2014, the cost will be $1.05 per contact per year which is less than what other companies offered. **Motion** to approve and move forward to CPC (Mark Shelor); **Second** (Joseph Reyes).

**INFORMATION/DISCUSSION/PRESENTATIONS**

1. **AP 6304 Reserves**
   
   Alfred Muñoz
   
   The policy states reserve is not to go below 20%. There are concerns about the language, i.e., the AP must align with the BP. CPC returned documents to ASC for further discussion and edits. Al requested this item be tabled; ASC to revisit in February.

2. **HR Update**
   
   Terri Pyer
   
   Over the last month, HR has been doing testing on Colleague and is currently in last phase of testing for applicant tracking and online applications. The hope is to have in place by mid-January 2015. Terri added there is a lot of recruitment activity and the District is in the process of adding three new counselors. HR will also be working on collective bargaining and one side bargaining unit for two employee groups. Finally, Terri pointed out that retirees were announced at the December 9 BOT meeting: Stelvio Locci, Melissa Stave, Ken Rand (Faculty), Roberto Perez, Yolanda Barroso (Classified), Stephanie Low, and Al Muñoz (Administration).

3. **Facilities Master Plan Update**
   
   Joseph Reyes
   
   Joseph reminded everyone that the FMP process began in November 2013 and several meetings and community forums took place. Academic Senate voted against the FMP and further discussion will take place between Dr. Lewallen and Carol Kimbrough (Academic Senate chair) related to the Academic Senate’s concerns.

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1. Tony Anderson said mentors are needed to begin a mentoring program for high risk students. Faculty has requested that faculty and administrators initially take on this task.

**NEXT MEETING(S)**

- January 14, 2015 (no meeting – winter break)
- February 11, 2015
- March 11, 2015
- April 8, 2015
- May 13, 2015
- June 10, 2015

**ADJOURNMENT**

Meeting adjourned at 10:52 a.m.

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**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.