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

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracey Richardson</td>
<td>Administration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Terri Pyer</td>
<td>Administration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Joseph Reyes</td>
<td>Administration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Zahi Atallah</td>
<td>Administration</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Terri Ugale</td>
<td>Classified/Confidential</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jessica Tovar</td>
<td>CSEA</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Joanne Pleak</td>
<td>CSEA</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Tony Anderson</td>
<td>Faculty</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>(unassigned)</td>
<td>Faculty</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>David Jones</td>
<td>L-39</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ali Saleh</td>
<td>ASHC</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Mark Shelor</td>
<td>ASHC</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Others

<table>
<thead>
<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 10:07 a.m.

ACTION ITEMS

1. Consider approval of December 10, 2014 meeting minutes
   Tracey Richardson
   
   Motion to approve (Terri Pyer); Second (Mark Shelor); all in favor. Motion carried; minutes unanimously approved.

INFORMATION/DISCUSSION/PRESENTATIONS

1. HR Update
   Terri Pyer
   
   - The department has been very busy processing hires; there are now 294 adjuncts
   - The transition from a central database to web-based system went well
   - Currently moving to an online application system for recruitments which will improve workflow and present a different face of HCCD to the public
   - Will be renegotiating CSEA Collective Bargaining Agreement; L-39 CBA was completed in the fall
   - Also working on CSEA reclassification and updating of job descriptions

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

   Joseph reminded the council members that the Facilities Master Plan process began in November 2013. The first reading has been done by the councils and Board; and will now be going to the March Board of Trustees meeting for the second reading and potential Board approval.

3. **December 31, 2014 Budget Presentation**  
   Tracey Richardson

   Tracey gave a presentation to the council and responded to questions. She stated that during 2015-16 there will be a new growth formula. Additionally, she will be attending a meeting at the Chancellor’s Office and hopes to have more information related to the growth formula available at the next ASC meeting. Tracey pointed out that the budget is the best that has been seen in years.

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

   - Currently working through the mid-year budget review process
   - Reviewing expenditures over the first six months of the year as well as unallocated needs
   - Will soon meet with budget managers to work on building the next year’s budget

5. **Golf Cart for Security**  
   Terri Pyer/Joseph Reyes

   Terri Pyer said the Safety Committee brought up the need for a golf cart to move security officers around campus in a faster manner. The committee does not have a budget for that expense and it is unknown where the funding would come from. Terri asked if perhaps the funding can be figured out by the ASC. Joseph agreed that he does see the need for a golf cart and it could be incorporated into next year’s budget, however, the approval process must be identified. The cost may be approximately $8,000 - $10,000. Joseph stated he would bring up the subject with Zac Zardo during their weekly meeting and then meet with Dr. Lewallen to receive his direction.

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

**NEXT MEETING(S)**

- March 11, 2015
- April 8, 2015
- May 13, 2015
- June 10, 2015

**ADJOURNMENT**  
   Tracey Richardson

Meeting adjourned at 10:46 a.m.