Administrative Services Council
Minutes
Wednesday, November 12, 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>
<td>X</td>
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<tr>
<td>Zahi Atallah</td>
<td>Administration</td>
<td>X</td>
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<tr>
<td>Jessica Tovar</td>
<td>CSEA</td>
<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>
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<td>X</td>
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<tr>
<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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<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<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. Alfred Muñoz

ACTION ITEMS

1. Consider approval of October 8, 2014 meeting minutes
   Alfred Muñoz
   Motion to approve (Terri Pyer); Second (Joseph Reyes); all in favor. Motion carried; minutes approved.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Budget Update
   Alfred Muñoz
   Al Muñoz reviewed the budget update presentation he makes monthly at the Board of Trustees meetings and summarized the District’s financial position as of September 30, 2014. Discussion followed.

2. Financial Statements
   Alfred Muñoz
   Al gave a brief explanation of the differences between Funds 11 and 12. He then reviewed the District’s various funds and responded to questions.
3. Monterey County Treasurer’s Report of Investments  
Alfred Muñoz  
Al asked the members to review the quarterly report at their convenience. He explained that through the Monterey County Office of Education (MCOE) the County conservatively invests funds for HCCD and K-12 schools. Over the past two years, earnings have been approximately .5%. This report is presented to the BOT on a quarterly basis.

4. HR Update  
Terri Pyer  
Terri Pyer began by reminding everyone that as a council member, all should be thinking “what did I learn here that I can share with my area?” She stressed the importance of communication among the campus community. Terri went on to update the council on HR’s new software package which will move the District’s recruitment to an online system allowing applicants to apply for positions via the web. Terri added that HR hopes to go live with online recruitment around January 2015. Additionally, she stated that HR is currently working on collective bargaining with District groups.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Al informed the council that the recently submitted AP 6305 (Reserves) was rejected by the College Planning Council (CPC). Further clarification is needed; Al will re-write and bring to the December ASC meeting.

2. Joseph Reyes gave an update on the Facilities Master Plan. The FMP process began in November 2013, included community forums on main, Alisal, and King City campuses which were attended by District personnel as well as community members, and focused on the District’s needs over the next ten to twenty years. Lionakis prepared the FMP document which was reviewed by the Academic Senate on Tuesday, 11/11/14. Al added that once the Board approves the FMP, the District can begin moving forward on some of the programs or ideas that have been developed within the master plan. Further, Joseph stated that the goal for completion of the new science building is in November 2015 with occupancy expected January 2016.

NEXT MEETING(S)

- December 10, 2014
- January 14, 2015 (no meeting – winter break)
- February 11, 2015
- March 11, 2015
- April 8, 2015
- May 13, 2015
- June 10, 2015

ADJOURNMENT  
Alfred Muñoz  
Meeting adjourned at 11:37 a.m. |