Administrative Services Council Minutes
Wednesday, September 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>
<td>X</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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<td>Zahi Atallah</td>
<td>Administration</td>
<td>X</td>
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<tr>
<td>Terri Ugale</td>
<td>Classified/Confidential</td>
<td>X</td>
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<tr>
<td>Tony Anderson</td>
<td>Academic Senate</td>
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<td>X</td>
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<td>Melissa Stave</td>
<td>Academic Senate</td>
<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>
<td>X</td>
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<td>Mark Shelor</td>
<td>ASHC</td>
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Others

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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 10:10 a.m. Alfred Muñoz

ACTION ITEMS

1. Approval of previous meeting minutes

Consider Approval of Minutes from April 2014 meeting. Motion (Terri Pyer); Second (Melissa Stave). Minutes approved without changes.

2. Consider Approval of Minutes from May 2014 meeting. Motion (Terri Pyer); Second (Melissa Stave). Minutes approved without changes.

INFORMATION/DISCUSSION/PRESENTATIONS

1. 2014-15 Budget

Al Muñoz provided highlights of the budget approved at the September Board of Trustees meeting and responded to questions. He reminded all that the budget is available on the website and encouraged everyone to review it.

2. Program Review: Administration, Business Office, Human Resources

In February 2014, the College Planning Council approved Administrative Services Program Review for 2014-15.

- Administration – (1) Working on improving the student insurance process to provide the best service possible to our students. A survey is planned to send to students who have utilized student insurance in order to find out how this service can be improved. (2) Vice President will

* APPROVED *
continue being involved in the community and remind them that HCCD is here and willing to work with them.

- **Human Resources** – (1) Improving the recruitment and onboarding process, automating performance evaluation, and training opportunities. Funds were approved and the new software package will soon be implemented; next spring’s recruitment season will be the first time the new system is used. Applicants will have a different experience; the college will seem like very different employer to applicants. (2) Some computer assistance will be needed in the future for programming and data entry related to the new software. (3) Will continue working on customer satisfaction.

- **Business Office** – (1) The goal over the next 1.5 to 2 years is updating the website to be friendlier in terms of making all Business Office forms available to all constituents on campus thereby helping each department/division move their transactions forward efficiently. (2) A major remodel is planned for the cashiers’ workspace to make the area more ADA compliant. (3) Colleague is in the testing phase and implementation is planned for October or November. There will be training on the new, easier process. (4) Working with the Chancellor’s Office related to large receivable payments from students and others HCCD does general business with (COTOPS). (5) Using Ellucian to streamline the budget process.

3. **Administrative Services Council Evaluation of Effectiveness Results**

Al reviewed the survey results. Areas of concern:

- Attendance - Al reminded the members to notify Laura Warren in advance if they cannot attend a meeting to ensure meeting quorum.
- Lack of participation from CSEA
- Incentive to attend – District cannot provide financial incentive.

Al stressed the importance of agendas being posted 72 hours in advance of a meeting. Minutes are posted on the website and are open to the community for review.

4. **BPs/APs**

Al explained the method by which policies and procedures are moved through the councils, cabinet, and Board. October will be a busy month for review of the BPs/APs noted on the agenda; he asked all members to please review prior to the next meeting so the council can discuss and move through them swiftly at October’s meeting. Terri Pyer added that BP/AP 5575 originated in the Safety Committee; the current Board policy follows state law; the proposed policy is to make this a smoke-free campus. The CA government code gives each community college district the authority to set enforcement standards. Ali Saleh stated that the students have approved the updated policy and are fully in agreement with moving towards a smoke-free campus.

**OTHER ITEMS/BRIEF ANNOUNCEMENTS**

1.

**NEXT MEETING(S)**

- October 8, 2014
- November 12, 2014
- December 10, 2014
- January 14, 2015 (no meeting – winter break)
- February 11, 2015
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.

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

ADJOURNMENT
Meeting adjourned at 11:31 a.m.

Alfred Muñoz