



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
July 16, 2020, 3pm-5pm
Zoom Meeting**

UNAPPROVED

MEMBERS

Name	Representing	Present	Absent
Linda Wilczewski	Administration	X	
David Techaira	Administration	X	X
Lyle Engeldinger	Administration		X
Joseph Reyes	Administration	X	
Anne Adamson	Dean of Academic Aff.	X	
Augustine Nevarez	Dir. of Stdnt. Affairs	X	
Michelle Peters	Dir. Of Stdnt. Life, DSPS	X	
Dave Phillips	I.T.		X
Balamurali Kappagantula	I.T.		X
Pedro Escoto	Faculty		X
Daniel Lopez	Faculty		X
Miguel-Angel Manrique	Faculty	X	
(vacant)	Part-time Faculty		
Marlene Tapia	CSEA	X	X
Belen Gonzales	CSEA	X	
Monica Carrasco	CSEA	X	
Laura Otero	CSEA	X	X
Hector Mosqueda	L39		X
(vacant)	L39		
Montzerat Flores Martinez	Student		X
Angelita Cisneros	Student	X	

Others

Name	Title or Representing	Present	Absent
Various participants	additional Zoom participants	127	

CALL TO ORDER & INTRODUCTIONS

Linda Wilczewski

Meeting called to order at 3:07⁸ p.m. 7/9¹⁶/2020

ACTION ITEMS

1. Consider approval of agenda for July 16, 2020 - No quorum, No vote
~~Motion to approve agenda for July 9, 2020 (Peters, Reyes) Motion Carried~~
2. Consider approval of minutes for July 16-9, 2020 – No quorum, No vote
~~Motion to approve minutes for July 9, 2020 (Nevarez, Adamson) Motion Carried~~

Linda Wilczewski

Hartnell College Vision Statement: Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

Hartnell College Mission Statement: Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Welcome Dr. Raul Rodriguez

- Dr. Rodriguez most recently served as interim president at East Los Angeles College
- A distinguished career in the California community college system.
- He previously served as the chancellor of the Rancho Santiago Community College District in Orange County
- He also served as superintendent/ president of San Joaquin Delta College in Stockton

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1.2 Academic Affairs presentation regarding BLW

SSS/TRIO/Upward Bound/EOPS

Manuel Bersamin/Cesar Velazquez /Paul CaseyCathryn Wilkinson

- The SSS/TRIO program usually accepts only 100 new FULL-TIME students each year
- With budget short fall, we decided to accept 33 additional FULL-TIME students to increase FTES over the next 2-3 years at Hartnell College.
- This will result in increased income for Hartnell College because the SSS/TRIO program is a very effective retention, graduation, scholarship and transfer program.
- The SSS/TRIO Program has a 90% fall to fall persistence rate.
- The SSS/TRIO Program has an 82% will graduation rate with an associate's degree.
- The SSS/TRIO Program has an 80% transfer rate.
- During 2018-2019, 95% of all participants served by SSS/TRIO maintained a GPA of 2.0.
- SSS/TRIO has yearlong PRO-ACTIVE counseling and workshops, educational plans, career advising, personality inventories, learning style identification and tutorial services
- SSS/TRIO Guided Pathway staff conducts a financial aid status check and also trains the students in financial and economic literacy, scholarship applications and trains them to renew the FAFSA form each year
- TRIO Program reduces time to major selection and most importantly, reduces time to degree. This will of course save the campus money for remediation of the students
- TRIO also serves our second year students by maintaining the most supportive environment for students on campus.
- All TRIO students pro-active/intrusive counseling and monitoring during their second year as well and if necessary, even their third year at Hartnell. Our five primary services for continuing students are
 - 1. Academic Advising,
 - 2. Tutorial Assistance,
 - 3. Financial Aid Workshops,
 - 4. Financial and Economic Literacy Workshops, and
 - 5. Transfer Advisement and Graduation Assistance.
- Hartnell College SSS/TRIO strategy is to serve students, we are in constant communication with our students through mail, phone calls and personal contact in the TRIO office.
- We are going to implement, Zoom/Google Meets to complete intakes forms along with USPS mail/electronically.
- We will try to use Microsoft Teams for video chats, messaging, sharing of files, etc.
- SSS/TRIO has been remote since March using Google meets and Zoom. We have tried to continue serving students with minimal interruptions and tutoring, admission intakes and appointment sessions are all done remotely and have been very effective
- EOPS is a state funded program. Very similar to trio, obviously we have some different requirements, but any EOPS students come in are required to maintain a 2.0 GPA.
- Our students meet with our counselors that are case management based, so they are required to see their counselor by making three contacts and make sure they're academically successful, we have about an 80% success rate in the UPS, we take in every fall semester about 250 students
- Give or take with the increase of possibly 10% is going to be about 274 75 more students that is a challenge for us. But I think that we can do that.
- For our spring semester we taken by 150 again that's a plus or minus, they must come in with at least 12 unit full time requirement we currently now have about 813 active students
- We do have good success transfer rate of the graduates to is that graduate each year right about 30% of them transfer to our local Cal State Monterey Bay

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- Cathryn stated, "since I've been here, I know the deans have made a very concerted effort to address those issues by monitoring enrollments and trying to be very judicious about cancellations and also studying past enrollment trends as they build a future schedule so if you compare this summer to last summer. We've already made some pretty substantial improvements there in terms of offering the classes that are meeting the most demand."
- Looking at adult learners, it's a very broad population and we do have a very strong tie with the Salinas Valley Adult Education Consortium, however, that is funded strictly by the state definition of adult learner, which is someone over 18 years old enrolled in non-credit. We probably think of adult learning population as much more broad, especially when you think about people retooling and working adults who would come in the evening.
- We've made a big push this past spring for non-credit ESL was very successful in spite of coven 19 on that's kind of limited, how much we can reach that population and new students that might not be able to jump in as new students online.
- There's also a very detailed strategy document that Krista Marquez put together with her staff and with assistance for Dean to identify some of the, the key strategies and populations that we can reach out to.
- Regarding funding cap, we've also discussed this in Enrollment Management team today and in previous meetings. We do have a challenge in this area at heart. In the past year when we finish up the tallies for this year. It looks like we have exceeded the funding cap by serving students.
- We have more demand more students wanting to take classes than what we had projected based on last year's level and the state uses last year's level to project how much they're going to pay us
- To some extent, that's the state projections are out of our control. But we can decide to put on registration caps.
- We don't want to be turning away students who want to be served when we have seats and classes. We will exceed if we can exceed enrollments above the funding cap next year.
- Regarding, "incentivize full time enrollment," this is an area where from my perspective and academic affairs, we can't expect to have a lot of revenue increase
- The people that are looking at our current enrollments per student and trying to identify how many of those might be able to roll up to full time. It doesn't appear that we have a lot of opportunity for growth there.
- Where we do opportunity for growth would be for students who could add one more class and actually
- Course capacity is something that's defined in our contract. Individual faculty member can choose voluntarily to exceed, of course cap. Don't see this as a very strong or a very top level opportunity for increasing revenue or reducing expenses.
- To expanding distance education programs and recruitment we need to have curriculum approved for online delivery and permanent approval, not an emergency approval, like we're under right now.
- Cost savings related to the 16-week term, from academic affairs perspective, a lot of what will happen here is efficiency with how we use the time throughout the year. It's not necessarily going to decrease our costs.
- We're still delivering the same amount of instruction, just in 16 weeks, our faculty are still providing the same number of instructor-student contact hours
- Scott Faust has been working on presenting our college as you know, "Hartnell is here for you" even if we are online so we're moving in that area.
- Our enrollments right now is 1000 FTS ahead of where we were at this point last year.

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20.3 Budget Update - State

Program

Wilczewski

- Hartnell enrollment data shows a 14% increase from local high schools
- 37% increase in students who enrolled full-time
- North Monterey County HS showed the highest increase in enrollment, from 10 full time in to 51 full time
- More than a 10% improvement over the prior three years
- The increase in enrollment of full-time students is particularly important because full-time students complete a certificate, a degree or transfer to a university at a higher rate than part-time students.

Promise

Bronwyn MorenLinda

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- An Analysis of Variance (ANOVA) was conducted to compare the difference in course success rates between full-time Salinas Valley Promise students and full-time, first time in college students (not in SVP). The results of an ANOVA found that Full-time Salinas Valley Promise participants were more likely to succeed.
- Average Number of Courses Taken Per Semester:
- Both first time in college & continuing or returning students who participated in the Summer Leadership Experience Program took more courses on average per semester (4.3 & 4.4 courses respectively) than first time in college students who did not participate in the program (3.1 courses).
- In June 22, Governor Newsom and Assembly and Senate leadership reached an agreement on a final 2020-21 state spending plan, enacted on June 30.
- For California Community Colleges, the 2020-21 budget agreement prevents cuts to apportionments and categorical by deferring \$1.5 billion to future years and provides no COLA and no enrollment growth.
- Up to \$791 million in deferrals could be rescinded if Congress approves a fourth stimulus package with sufficient funding by October 15, 2020.
- The plan extends the minimum revenue provisions (hold harmless) under the Student Centered Funding Formula (SCFF) by an additional two years and protects against cuts to categorical programs, including Strong Workforce Program (SWP) and Student Equity and Achievement (SEA), keeping them at 2019-20 spending levels.
- Includes \$120 million one time from Proposition 98 and federal funds to support a basic needs/learning loss/COVID 19 response block grant to colleges, allocated on actual reported FTES.
- Hartnell's share of this one time funding will equate to \$828k.
- The Chancellor's Office is projecting a \$547 million deficit on \$7.433 billion Total Computation Revenue (TCR), which equates to a 7.362% system wide structural revenue deficit, in which all community college districts will share proportionately to their apportionment revenues:
 - \$462 million shortfall due to a significant decrease in EPA.
 - \$64 million shortfall due to estimated offsetting property taxes.
 - \$17 million shortfall due to offsetting enrollment fee revenue.
- Most of this is expected to be backfilled by delayed 2019-20 General Fund appropriations.
- We anticipate receiving a P2 revision in July or August
- Classified staff employment: The plan includes language disallowing layoffs of certain classifications:
 - "From July 1, 2020, to June 30, 2021, inclusive, the governing board of a... community college district... shall not implement layoffs or releases of any permanent or probationary classified employees of the... community college district... who hold classifications in, or are assigned to positions in nutrition, transportation, or custodial services.
 - Nothing in this section shall be construed to prohibit a... community college district... from terminating a classified employee for good cause."
- Temporary reduction in pension costs includes a \$2.3 billion reallocation to buy down employer contribution rates for the CalPERS and CalSTRS in 2020-21 and 2021-22. This equates to \$668k reduction for Hartnell.
- Approves Proposition 51 resources to support 25 new and 15 continuing capital outlay projects and reappropriates funds for 23 projects:
- Reduces funding for CalBright College by \$5 million ongoing and \$40 million one time, redirecting those resources to help defray apportionment shortfalls.
- Student Aid provides \$15 million one time General Fund (through the Cal Grant program) to support emergency financial aid for undocumented students at UC, CSU and the community colleges, with community colleges receiving the lion's share of \$11 million (73%).

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3. Budget Update—Hartnell—

David

~~Teachair~~Linda Wilczewski

- At this time, we're anticipating an August revise, the results of which will be communicated at the budget meeting on August 14th
- Two members of the legislature have tested positive for COVID-19. There's disagreement between the Senate and the Assembly as to whether they are legally allowed to vote remotely.
- This could have extreme implications on all the policy bills, and may push some of those out to the next budget year
- The CARES Act funding can be used to supplement the 25% match required by FEMA for emergency aid. This may help take some pressure off of our General Fund
- On the Hartnell budget side, the Board approved our Tentative Budget on Tuesday evening, and it should have already been loaded into Colleague for FY20-21 budget visibility and reporting.
- Dr. Rodriguez shared a document entitled, "Budget Reduction Tools and Strategies" for additional ideas, this can be found on the ASC website:

- <https://www.hartnell.edu/governance/councils/asc/docs/index.html>Text

Assumptions:

- 2020-21 active Budget
- apportionment based on 2019-20 P1 Available Revenue
- enrollment growth funding for 2020-21 No COLA or
- increases Step/column
- increases 2% salary
- assume implementation of a golden handshake or SERP Does not
- changes for STRS and PERS Proposed rate
- health benefit costs 12% increase in
- South Bay Regional Public Safety Training (JPA) 200 FTES from
- account funds as allowable Leverage PARS
- backfill on existing vacancies \$2.4M absent alternate plan Assumes no
- unknown costs related to the opening of centers Does not include
- dependent upon the finalization and adoption of State budget We are
- Unrestricted
- General Fund Balance Forecast June
- 30, 2020- \$11.51M Forecast
- Surplus/Deficit 2020-21- \$0 Forecast June
- 30, 2021 balance- \$11.51M* *Meets or
- exceeds Board policy reserve limit based on 20% of expense budget

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NEXT MEETING(S)

- July ~~4236~~, 2020

ADJOURNMENT

Meeting Adjourned at ~~53:0538~~ P.M. 7/~~16/9~~/2020.

Linda Wilczewski