



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
June 18, 2020, 3pm-5pm
Zoom Meeting**

APPROVED

MEMBERS

Name	Representing	Present	Absent
Linda Wilczewski	Administration	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	
Belen Gonzales	CSEA	X	
Monica Carrasco	CSEA		X
Laura Otero	CSEA	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	26	

CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 3:03 p.m. 6/18/2020

Linda Wilczewski

ACTION ITEMS

1. Consider approval of agenda
Motion to approve agenda for June 18, 2020 (Reyes, Peters) Motion Carried
2. Consider approval of minutes for June 18, 2020
Motion to approve minutes for June 18, 2020 (Nevarez, Kappagantula) Motion Carried
3. Consider approval of Controller to be new permanent seat on ASC Council
Motion to approve Controller to be new permanent seat on ASC Council (Reyes, Peters) 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. Facilities Report –BLD status savings

Joseph Reyes

- Explore efficiency in utility usage:
 - So, number eight is the next item and let's explore efficiencies in utility usage. Obviously, there is some savings. On some of our campus, especially like Alisal how typically runs is on our on solar so we'll see those savings in its future billing
 - We run probably 95 to 98% of total solar so anything that is generated that is not that being used right now will be saved with PG&E.
 - Main campus, on top of the parking garage there is a 1.3 megawatt solar system that has not been activated yet but once it's on we can expect to see about \$110,000 in savings
 - We are pending in que for PG&E to connect the service, the goal is to hopefully have it up and running sometime in July.
- Force cuts to the M&O budget by a % or \$ amount to be determined in partnership with the Controller:
 - The main thing we can save right is power. The buildings need to remain open as far as functioning. We're asking the custodians after they clean their areas to turn off the light if they don't have light sensors, our main savings would be in custodial supplies. We average a saving of about \$6,000 a month, as long as we remain closed.
 - Regarding their Salaries, we don't see any savings at this time because everybody is continuing to get paid and and most of the maintenance staff is on campus. They are working five days a week.
- Reduce building cleaning costs by keeping more employees working from home & utilize only 2-3 buildings on campus. Close all others:
 - We continue to clean the buildings.
 - We see no savings at this time because everybody is still employed.
 - Marco met with the custodial staff yesterday to insure that they clean the areas thoroughly and then sanitize
 - One of the drawbacks is that once the areas are sanitized and they post signage on the doors. If someone comes in again, then we'd have to go back and sanitize again so we are constantly working towards sanitizing the different areas to make sure that once we are ready to open that everybody feels safe and comfortable
 - There was some conversation about removing all the smart refrigerators and space heaters. We haven't done anything yet.
- Review facility rental pricing. Explore revenue vs expenses for Pool Maintenance, and discontinue use if needed:
 - The last time we looked at this, it was back in 2014
 - Since overtime can be offered straight across about 39 If a maintenance specialist takes the overtime versus a custodian. The maintenance specialist at their pay rate will surpass what we're charging for overtime. I think we're charging \$36 an hour
 - The other area that we lose money in is in on events on campus, we don't charge for overtime. Example would be in Athletics because it is used as a recruiting tool. So these are all that impact.
 - Our goal is always to recuperate what it costs us for the event, but there's certain departments that don't have enough funds
 - We also want to look at farming out the rental facilities. Most colleges have gone to a third party to do that they would come and assess our facilities they would take pictures of every area that we would be interested in in renting and they were also take over the billing/renting and handle paperwork and give us the proceeds
- Limit other discretionary spending:
 - We only spend money on replacement of equipment. If it goes down, and if it's essential if it continues to operate. You know, we just do the maintenance every month so replacement of equipment.
 - We do have buildings on campus or aging.
 - One of the things that maintenance started doing years ago is we were replacing staff. We're looking for staff that was specialists in certain areas so we have an electrician, plumber, heating and AC, etc.

2. Food Service Update- BLD status

Kenneth Skinner

- Food Service Department is its own enterprise, Fund 52

- It is self-operating and does not affect the general fund in the college
- Joseph managed the department for about five years that I had it.
- At that time, they had a profit of a roughly around 70,000 a year and that that profit would go into a reserve, that reserve would be used for potential years when they didn't make a profit or for replacement of equipment
- While Joseph was in that role, they had rebuilt the walk-in refrigerator, the freezers and stuff like that
- When Starbucks was open, we borrowed or the college borrowed \$50,000 for supplies to get the Starbucks moving now it is alone
- So once the profit is made in Starbucks. They would be repaid.
- One of the things we were looking at with that reserve was, what do we, what can we do to better serve our students within the cafeteria and idea was the entrance and exit that definitely can be improved and there are times during the day that you do need two registers
- Former CBO did look into outsourcing food service but they had a daily minimum that they needed to meet. In other words, they wanted to be profitable. So for example, if they wanted to make a daily minimum of 15 1500 a day and they only sold 500 they wanted the college to pay the difference.
- Food Service currently has \$250,000 in reserves
- Ken would send out email reminders of daily lunch specials
- Ken would offer/advertise for that Food Service can cater there next meeting or event
- Lea was starting to get more customer and put out more advertising for Starbucks and it was doing really well

3. **Budget Limitations Workbook**

Linda Wilczewski

- Linda did go before the Foundation and Advancement Council to solicit for their help in some of the categories
- Advancement Council will be presenting their feedback next meeting

4. **Budget Update**

Linda Wilczewski

- I talked about the state senate and how they'd come out with a completely different path plan and the governor's rescinding all of the cuts and increasing the referrals based on the assumption that aid would be forthcoming from the heroes Act.
- The next step after that was for the Assembly to look at it and to come to an agreement with the state so that the legislature could sign a budget into action and that had to be done, done by the 15th or they would have lost salary
- The budget package that past in the legislature was very much very similar to the state senate proposals.
- The budget been put forward largely based on that version is anticipating heroes act funding materializing that could be good if it happens but the problem is if it doesn't happen, we haven't taken that into account in our budget.
- If six months down the road the heroes Act doesn't come to fruition. Then we'll be faced with making those cuts right retrospectively.
- I'd rather take the cuts now and restore them when the funding comes through to the degree that that we can do that without affecting people.
- The governor and the legislature should be coming together and determining where they can meet hopefully somewhere in the middle and we'll have better idea what our revenues will look like.
- We'll need that in order to put forward our tentative budget at the board meeting in July.

NEXT MEETING(S)

- June 18, 2020

ADJOURNMENT

Linda Wilczewski

Meeting Adjourned at 4:21 P.M. 6/18/2020.]