



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
April 30, 2020, 3:00- 5:00 PM
Zoom Meeting**

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 | Dean of Student Aff. | X | |
| Michelle Peters | DSP&S | 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 | | |
| (vacant) | CSEA | | |
| (vacant) | CSEA | | |
| (vacant) | CSEA | | |
| Hector Mosqueda | L39 | | X |
| (vacant) | L39 | | |
| Montzerat Flores Martinez | Student | | X |
| Angelita Cisneros | Student | | X |

Others

| Name | Title or Representing | Present | Absent |
|-----------------|-----------------------|---------|--------|
| Belen Gonzalez | | X | |
| Laura Otera | | X | |
| Marlene Tapia | | X | |
| Monica Carrasco | | X | |

CALL TO ORDER & INTRODUCTIONS

Linda Wilczewski

Meeting called to order at 3:07 p.m.

1. I genuinely want to make this a participative process. We all will be affected by whatever decisions we make, and the voice of administration is often quite different from the voice of the other constituent groups. Hopefully, you've all had some time to think about the ideas we put forward yesterday and last week. (paraphrased statement)
2. I'd like to propose the following recommendation to CPC.....that we collect and categorize the budget limitation proposals, and form small groups or subcommittees to study each of them and make a recommendation as to feasibility and sustainability of each of its components. (Linda's proposed

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.*

recommendation statement)

ACTION ITEMS

1. Propose recommendation to CPC council for Budget Limitations Strategies 2020 Linda Wilczewski
Motion to approve recommendation to CPC for Budget Limitations Strategies 2020 (Lopez, Otera) Motion Carried

INFORMATION/DISCUSSION/PRESENTATIONS

1. **Admin Council Brainstorm Discussion** Linda Wilczewski
 - Two suggestions from a couple of employees Linda shared were;
 - eliminating over time, freezing increases cutting printing costs or digitization and using motion sensor lights and buildings to reduce electricity costs.
 - mentioned the golden handshake and whether there might be any interest in looking at that program again. Miguel Angel Manrique
 - Sell off some of Matsui Land as a one-time expense that could be seen as an investment. Per Theresa, daughter of the Matsui's, pointed out, and I thought I should let you guys all know it's not quite the same as easy as say selling a house the parcels are very large and to sell off a small piece would probably require some spending. Laura Otera
 - My thinking is in the realm of Distance Education and if we can increase our business education offerings and increase our business education offerings and increase how we're recruiting for students it makes a lot of sense for students to do their lower education requirements. for their Bachelor's degrees at a community college they see the huge amount of money. So if we can get a fully online General Study degree, we can increase our revenue in an immediate big way. Belen Gonzales
 - Question: Do we have a \$ dollar target amount that we are trying to work towards?
Linda's response was; The target that we've been discussing and cabinet at this point is a range between 3% and 6%. The number as I mentioned yesterday that we initially started out with was somewhere between two and two and a half million, and that was really predicated on the anticipated loss of revenue this year in regards to the deficit factor which may end up being more than two and a half. Daniel Lopez
 - Be our top choice right that we use the emergency reserved for an emergency. Augustine Nevarez
 - These shortfalls are not based on having to do with the current health cases, right. This is something that even if we didn't have this health crisis, we would still be trying to manage these shortfalls in the budget that correct? Linda responded Yes, we would. I think that's the difference between the two, this budget is not due to the emergency and the current health emergency that we're in. Daniel Lopez
 - That's also not 100% true, the projections, we've been given have been a source of revenue. In other words, there were tracking growth and expenses, without any adjustment to what may or may not be coming in, in terms of revenue so we are or any other factor that might even limit where these expenses are going to go in the future. So it seems that we have done a we have basically looked at the numbers and decided that we are going to project the absolute worst case for expenditures are to me. The absolute worst case for revenue that we will get zero money in the future whatsoever that somehow hard now will not find any new increase in revenue going forward; and at the same time that our projections will max out all the way. And while I understand that prudent in terms of trying to figure out where we're going, we're having a discussion setting up the course for the absolute worst case scenario and now we're scrambling all hands on deck to start making cuts based on projections that are worst case scenario and not necessarily within the confines of reasonable Laura Otera

- I think dipping into the reserves for, you know, at least the next year to while we focus on building up the revenue streams, because it takes a while to build that up. I think that that would be the emphasis that I would want to have on this

Michelle Peters

- It sounds like a lot of money right that's in our our reserve. If we had to rely on that to fund our operations, it wouldn't even it would only cover three months' salary. Because we have three and a half to 4 million a month that's being paid out and salary benefits. At the same time, I guess I also see from the standpoint of using the reserve would be a very short term solution. This is more of a long term problem because we're not looking at just a shortfall for this year, we're also looking at having a shortage our potential decrease in revenue of some sort.

Laura Otera

- I have a thought as far as personnel costs. One big expense is the professional experts that we have most of them go for \$75 an hour and that's just starting. Is there a way with contracting services and with some professional experts that we could move that work to be internal? how can we take that cost and look at what can be distributed in house.

Belen Gozales

- I think even looking on those other lines like how much are we spending and travel is usually something quick that we can cut. Everyone was cut down on travel everyone got about \$500 supplies, Max. We did try to limit the amount of overtime at all had to be really pre-approved and that was by the President also so that they were making sure that it was very systematic on how overtime was getting out there.

Augustine Nevarz

- It would be easier to look at categories if we're going to make a recommendation moving forward that we can say certain percentage should come from, operational costs a certain percentage comes from whatever those categories are, etc.

Marlene Tapia

- How soon are they looking to cut this \$2 million is this for the 2021 budget or are we looking towards the 2122 budget, how much time do we have to come up with ideas and think about how we can cut the budget. Linda responded, I would say our timeline is probably from now until August when we receive the August numbers from the state.

Laura Otera

- Can we lease any of the buildings that we have going up, since we're going to more online classes?
- One of the first things that we would suggest is to reduce the board policy where it says 20% in reserves to like 10% so it's still double what the state minimum is and then suggest using those funds to make up the difference over the next year and then during the course of this year. That's when we have those subcommittees, where we can figure out different streams of revenue or potential revenue and discuss plans for that.

Linda Wilczewski

- Recap of suggesting ideas:
 - Sell partial of the Matsui Land
 - The increase of distance ed and recruitment and bringing General Studies certification online
 - Looking at renting out our vacancy buildings
 - Retraining employees for Professional Expert's duties
 - Reduce travel over time split positions.
 - The golden handshake.
 - Lowering the operating reserve and whether or not that is coven related increasing our revenue streams.

Composed by Daniel Lopez

Final proposed recommendation for CPC council:

- The ASC recommends forming committees or using other mechanisms of the governance council to explore long term solutions to decreasing expenditures and increasing revenue. The topics of exploration should include, but should not be limited to:
 - Examining Savings available via the golden handshake
 - Asking the administration to recommend to the board to temporarily reduce the operating reserve threshold to cover expenditures for the next two years, not to exceed 15% of the current operating budget.
 - Examining the feasibility of expanding distance education programs and recruitment

- Decreasing expenditures on travel and overtime
- Training Hartnell employees to do some of the jobs performed by high expense outside contractors
- Increasing split positions to keep as many employees as possible
- Limit filling non-emergency vacancies
- Creating a full report on the financial impact of the Matsui land on the institution's long term financial health.
- Generate a new report on current savings from the campus-wide shutdown
- Explore efficiency in utility usage

NEXT MEETING(S)

- May 14, 2020

ADJOURNMENT

Meeting Adjourned at 4:52 P.M.

Linda Wilczewski