



**Administrative Services Council Meeting  
Minutes (Unapproved)  
Wednesday, April 10, 2019, 10:00 am  
E-112**

**MEMBERS**

Name	Representing	Present	Absent
Alfred Muñoz	Administration	X	
Terri Pyer	Administration	X	
Joseph Reyes	Administration	X	
Augustine Nevarez	Dean of Student Affairs/ designee	X	
Pete Escoto	Faculty	X	
Miguel-Angel Manrique	Faculty	X	
Balamurali Kappagntula	Classified Mgmt. /Supv. /Confid.	X	
Delia Edaza	CSEA		X
Lourdes Sanchez	CSEA		X
Ana Cristina Garcia	Students	X	
Vacant	Students		
Anne Adamson	Administration	X	

**Others**

Name	Title or Representing	Present	Absent
Suzie Payne	Business Office	X	
Kenneth Laird	Public Safety	X	
Marco Riggillo	Facilities	X	

**CALL TO ORDER & INTRODUCTIONS**

Alfred Muñoz

Meeting called to order at 10:03 a.m.

Alfred Muñoz introduced himself, then asked everyone to introduce themselves.

**ACTION ITEMS**

1. Consider Approval of February 13, 2019 Meeting Minutes Alfred Muñoz  
**Motion** to Approve (Terri Pyer); **Second** (Joseph Reyes); all in favor. Motion Carried, minutes approved.
2. Consider Approval of March 13, 2019 Meeting Minutes

**Motion** to Approve (Augustine Nevarez); **Second** (Terri Pyer); all in favor. Motion Carried, minutes approved.

## INFORMATION/DISCUSSION/PRESENTATIONS

1. Consolidation of the Administrative Services Council with the Facilities Development Council

Alfred Muñoz

The benefits of consolidating are; not having to sit through so many meeting, and reduce the difficulty of recruiting for the councils. Alfred asked if there are any comments related to merging Suzie added it is a great idea, many attend both, and work on the same presentations, and it makes more sense since to combine them since they are both under the administration of the CBO.

Alfred added that most of the time the council didn't have quorum, the merging will help.

Alfred then reviewed both of the handbooks to go over any possible changes needed for the merge.

Terri Added that the changes should be going to board, it would be part of BP/AP's which is a long process. Alfred continued onto page 2; pointed out that the language pertaining to procedures are the same on both handbooks and there are no changes that need to be made, they are the same across the board. He added that the impact will be in the membership. The first 5 listed memberships on the Administrative handbook should stay the same in the consolidated council; IT and HR, would be added to the consolidated council since it is anticipated on going over facilities.

Bala asked if the merge means having double the amount of people; Alfred responded that all areas should be present for support, not double in the amount of members. Alfred suggested adding two for faculty, one would be part time faculty. For the 4 classified, it would change to 2 and 2 instead of 3 to 1. Alfred then stated that most L39 issues is that the current council meeting is too early making it difficult to attend, it has been discussed that changing the time in the afternoon due to these issues about attendance would help.

Joseph added that the Facilities council has never had issues on quorum with students and that would be the reason to move forward with Thursday afternoons as students have been able to attend and participate. Alfred asked if anyone sees or has ideas on the membership or updates for the handbook to notify him via email so that he can be discussed in May. He also added if anyone has an idea on names for the new council to email that as well. Alfred stated, that other than the changing of the name, the membership updates is all that was seen needed changing for the consolidation. An update will be given at the CPC meeting about looking at the merge of the two councils.

2. Starbucks Update/ Measure T update

Joseph Reyes

Starbucks will break ground on Monday April 15<sup>th</sup>. A construction wall will be built in the common area of building C to cover the space that will be under construction. Starbucks will be fully operational towards the end of August of 2019. All is lined up; the Business Office has an RFP for an outside operating company to manage and operate the Starbucks store.

Two weeks from now construction will begin on the top floor of the parking garage, it will be completed by the end of August 2019, before the fall semester begins. During construction 1/3 of

the lot will be blocked off from Monday through Thursday. Communication has been put together that will be sent out to the campus by Scott.

Measure T updates; the first preliminary review has been conducted, and comments have been received for the Nursing and King City buildings, the project are scheduled to break ground in summer for all locations.

Build board have been put up in Soledad, and are currently waiting on King City and the Nursing Building.

Terri asked if the elevator renovation be part of building D; Joseph responded, yes, and added that the reason Building D renovations is first is to prevent from not having an elevator at all during the renovations.

Alfred added that for the RFP for Starbucks, HCCD wants to hire an outside party to manage the store. HCCD will still be responsible for overseeing the store and ensure that the contractor is following the terms of the contract with Starbucks. Responses are set to come in a couple of days from now, and hope to have candidates selected and approved in May. The contractor will not do anything until the construction is complete which will be just before the students return on campus for the Fall Semester. Joseph added that the Starbucks firm has a strict on-boarding training process that the managers, leads, and baristas must attend before opening the store, so the training will begin before opening. Joseph then added that there will be tables outside; it will be a full Starbucks store. All the food and items that are offered in any Starbucks store will be available on campus as well.

Al added that the college is looking at having the store open from Monday through Friday, 12hour days and open on Saturday with maybe less hours. Since the campus is open to the public, anyone from the public can walk in and purchase at the Starbucks store. Joseph reported that question has come up about Starbucks being a competition to the food service, the hope is that it will complement each other and not compete with each other. Alfred added that the College is currently looking for a new food service manager. Joseph stated that the screening process has started, and are actively looking for candidates now. The goal of food services is to work for the benefit of the students and not against them.

Bala asked how the contract for the management company for Starbucks will work out; Alfred responded that it will be under a 5 year contract because a 3 year term is a short period of time, and the education code allows for a 5 year contract.

Terri asked if there will be any northern entrances during construction; Joseph Responded, yes, there will be an entrance in the northwest end of the building.

3. 2018-19 Allocation Summary – Suzie Payne  
Suzie reviewed the One Time Funding Allocation report, providing the amounts funded to each department, the amounts spent and the available balances. After review, Suzie entertained some questions.
4. Campus Security Authority Training/ Security & Parking Update Kenneth Laird

Authority training went out last week at 72% compliant, the goal is to get as close to 100% compliant as possible.

An RFP has been developed for security services, and will start meetings to go over that soon.

There has been a significant increase in parking spaces in the garage, the campus was down to zero parking space, this was a result after 1,000 parking tickets were cited. Since then the 3<sup>rd</sup> floor of parking garage has had 1/3 of the lot unoccupied. Security foresees parking challenges in future.

Incidents have been significantly low; there may be more people calling in regarding mental health issues as we enter towards the end of semester. Last week security sent out a notice to everyone via e-mail regarding an arrest.

Alfred added; the College is currently waiting to see how many proposals are received for the RFP on security services and the goal is to have the contract signed by November of this fiscal year. Alfred also requested for any information from students regarding the incident that occurred; anything from the student who may have heard or not anything on the incident. Asked if Augustin can try and get some input to see how helpful the communications may be.

#### OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Evaluation of the Effectiveness of the Council.

Alfred Muñoz

Alfred explained the need of the evaluation, and provided everyone with a couple of minutes to fill out the evaluation. Then added as an information item; starting in the fall we would go over the discussion of the anticipated budget for the following fiscal year.

#### NEXT MEETING(S)

- Wednesday, April 10, 2019
- May, 8, 2019

#### ADJOURNMENT