



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
April 9, 2020, 3:00 PM  
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. Affrs.	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		
(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
David Techaira	B.O.	X	
Daniel Scott	Public Safety	X	

CALL TO ORDER & INTRODUCTIONS  
Meeting called to order at 3:05 p.m.

Linda Wilczewski

**ACTION ITEMS**

1. Consider Approval of Agenda for April 2020  
Motion to approve Agenda for April 2020 (Lopez, Reyes) Motion Carried
2. Consider Approval of February 2020 Meeting Minutes  
Motion to approve February 2020 Minutes (Lopez, Nevarrez) Motion Carried

Linda Wilczewski

Linda Wilczewski

**INFORMATION/DISCUSSION/PRESENTATIONS**

**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.

## 1. **Administrative Services Update**

Linda Wilczewski

- ERT – Meeting daily
- Deploying resources to students for distance ed & financial aid (Chromebook distributions, food programs, and hot spots)
- College services have largely been moved online
- Telecommuting – until further notice (currently May 3). Follow county guidelines
- Work with your manager or VP to address concerns i.e. scheduling, equipment needs, campus access, etc. Wellness discussion – breaks, stretches, exercise
- HR Resources
- Interim audit will likely be conducted virtually
- Still on target for May 11
- PBC list just received. Individual assignments forthcoming.
- Most on-campus events have been cancelled or postponed
- Western Stage
- Gala? WELI? Hall of Fame?
- Spring session – end date 5/30 as planned
- Graduation – will be 5/29 as planned
- VIRTUAL ceremony under discussion
- Summer session – online
- Board Resolution 4/7/20
- Projects underway will continue to move forward
- Keygent Advisors contract approved
- Series B Financing

## 2. **Public Safety**

Daniel Scott

- Increased security coverage on the main campus to aid in increased call volume and added additional patrol responsibilities.
- With campus closed and locked for public access, there is an increase number of calls for service in opening buildings, classroom, and offices.
- With decreased foot traffic from students and staff, there a need for increased visibility on and around campus to deter public and criminal activity.
- Placed signage around campus about Hartnell being closed.
- Track Closed until further notice
- Increased security on main campus for “WiFi Spot” for students to access in own vehicle
- WiFi currently available at all campuses except Alisal Campus which will be going up soon
- PPE (Personal Protective Equipment) from EOC (Emergency Operation Center) to distribute to Facilities and Campus Safety Officers
- Joint information Center to be notified from state of any updates
- Officers and student worker being trained on SEMS (Standardized Emergency Management System) and National Emergency Management System in order to apply for reimbursement, this is a requirement
- Hand sanitizer dispensers have been placed around campus

## 3. **Information Technology**

Dave Phillips

- Soft Phone- Hartnell phone extension connected to home computer
- 100 Chromebooks to be passed out 4/9, 4/10 and 4/13 in a drive through set up so students don't have to get out of vehicle

- 500 more Chromebooks to be ordered thanks to funding from Foundation
- Hot Spot shortage, deliver possibly in June
- 250 Headsets ordered to use with softphones

4. **Measure T/ Construction Update**

Joseph Reyes

**Soledad:**

- Slab formed and framing is scheduled to continue next week

**King City:**

- Slab foundation work is proceeding and has been completed.

**Castroville:**

- Project is now ready for (DSA) Division of State Architects for review and approval, once approved construction can begin. DSA approval process takes 6 to 10 months.

**Bldg. D & E and Quad Area Renovation:**

- Contractor has been making large strides in getting the flatwork rebar and concrete poured this past week
- Courtyard flatwork between buildings D and E is about 80% complete and what was installed, has received its finish coating and pressure wash
- Bldg D, doors have arrived – so next week’s schedule will be for installation of the classroom doors, exterior or courtyard doors first and then, the interior doors. Installation of floor coverings continue as well as corridor wallcoverings. Interior windows are scheduled for next week as well.
- Bldg E, sidewalk is being graded, formed and will be poured next week
- **NOTE:** With the campus closed to public and only essential employees on site, the ADA ramp to building D [the temporary ramp on the south side of that building] will be disassembled on Monday April 6. This is to allow the completion of the grading, framing of formwork and pouring of walls and flat work in this area. During these two weeks, there will be no ADA access to Building D and E.

**Nursing and Health Science:**

- The rebar cages were scheduled for delivery April 3
- If rain does not pose problem for the soil, production piles will begin to be bored on week of 4/6

5. **Budget Update**

David Techaira

- Received prior year apportionment of 2.1 Million that were held last fiscal year due to structural deficit within the college system
- Pursuing all emergency resources, state and federal. Applied for FEMA
- Communication email to go out to keep track of expenses related to remote teacher for Reimbursement-Note: DSPS bought headsets and webcams for their department
- Retro pay for FT/Faculty scheduled for April pay out, Adjunct to follow by end of May
- Gave update on Revenue sources that include Property Taxes, Student enrollment fees, State General Apportionments, Other. Our revenue is at 66%
- Gave update on expense types such as Academic Salaries, Classified Salaries, Benefits, Supplies/Material and Operations we spend about 62%

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Auditors:

Linda Wilczewski

- Week of May 11, 2020, Audit still scheduled to proceed virtually

NEXT MEETING(S)

- May 14, 2020

ADJOURNMENT

Linda Wilczewski

Meeting Adjourned at 3:47 P.M.]