



**Administrative Services Council
Meeting Minutes
December 3, 2021, 3pm-5pm
Zoom Meeting**

Need to fill in and update

UNAPPROVED

MEMBERS

Name	Representing	Present	Absent
Steven Crow	Administration	X	
David Techaira	Administration	X	
Linda Beam	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	
Marnie Glazier	Faculty		X
Vacant	Faculty		
Vacant	Faculty		
(vacant)	Part-time Faculty		
Julia Silveira	CSEA	X	
Lourdes Sanchez	CSEA	X	
vacant	CSEA		
Laura Otero	CSEA	X	
Vacant	L39		
Hector Mosqueda	L39		X
Triny Chavarin	Student	X	
vacant	Student		

Others

Name	Title or Representing	Present	Absent
Daniel Scott	Public Safety	X	
Marc Riggillo	Facilities and Maintenance	X	

CALL TO ORDER & INTRODUCTIONS

Steven Crow

Meeting called to order at 3:00 p.m. 12/3/2021

ACTION ITEMS

1. Consider approval of agenda for October 14, 2021 Meeting Agenda Steven Crow
Motion to approve agenda for October 14, 2021 (NO QUORUM) Motion (not) Carried
2. Consider approval of minutes May 13, 2021 meeting minutes Steven Crow

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.

Motion to approve minutes for May 13, 2021 meeting minutes (NO QUORUM) Motion (not) Carried

- **Facilities Update**

Joseph Reyes

Main Campus

- Final stages of completion on the nursing building. Five trucks of furniture coming in. Furniture will be moved out of the 4th floor in bldg., B and over to the new facility
- Out for bids for the renovations of the second floor building B, the bid results will go to the board in January for approval and possibly started construction in February.
- DSA is reviewing building J, The Visual Arts facility building and the building K, The Performing Arts building for structural accessibility and fire life and Safety.
- Obtaining estimates to expand football field, the intent is to expand it to be a field that is large enough and has the accommodations, restrooms, etc., to be able to hold games on campus.

Castroville

- First truck of furniture arriving, starting next week, working with IT to make sure that the spaces are ready for the first day of classes on January.

- **Public Safety Update**

Daniel Scott

- Keenan & Associates assisting with update of Injury, Illness, and the Covid Prevention. It is in final review and making final updates. It will go for review from a cabinet and other.
- Preparing to go out for RFP for security to rewrite standards and the service that we get from our contractor.
- Emergency management: Contract with a group that is going to come in and do an evaluation of our current plan, help us revise and update the plan, and provide training.
- Increasing our Covid testing, making it available not only on main campus but are working to make it available in Soledad and King City.

- **Budget Update**

Steven Crow/David Techaira

- Budget update as of October 31, just shy of 58 million and our amended budget was increased to just over 59 and a half million and that increases strictly due to the recording of our STERS on behalf payments that's provided by the state.
- As of October, our revenue is 9.7 million, which is about 17% of budget our expenses are 16.8 million, which is about 28% of the budget.
- Of our \$16.8 million in expenditures, approximately 83% or just shy of 14 million is salary and benefits with the remainder in discretionary funds.
- Salary and benefits and were about a 9% increase in the previous year and in our discretionary funds 30%.
- About 49% of our revenue on the general fund side comes from property taxes, that is about 29,000,003% is student enrollment fees so it is about 2 million.
- Are next largest chunk is the general enforcement, which is decide 13 million or 22% of revenue and then.

- **Other Information**

Steven Crow

- Dr. Rodriguez admitted and revised his contract, he will be leaving Hartnell.
- The end of June, a search will begin for the permanent president.

- Dave Phillips also announced that he would be leaving at the end of December. A search for his replacement will begin soon.
- Our annual Audit came back great. They do need to some sampling of the HERF funds part of a federal program.
- PPA Review: we've identified, you a little over \$700,000 and initially as being available for this review, capping at \$1m.
- DSPS is requesting space back that the Placement Office is currently using to accommodate brining on a full time LD Specialist. Per Steve, it will be going to cabinet for final approval and an execution.

NEXT MEETING(S)

- TBD

ADJOURNMENT

Meeting Adjourned at 3:36 P.M. 12/3/2021

Steven Crow