



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
July 30, 2020, 3pm-5pm  
Zoom Meeting**

APPROVED

**MEMBERS**

Name	Representing	Present	Absent
Linda Wilczewski	Administration	X	
David Techaira	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		

**Others**

Name	Title or Representing	Present	Absent
Various participants	additional Zoom participants	10	

**CALL TO ORDER & INTRODUCTIONS**

Linda Wilczewski

Meeting called to order at 3:10 p.m. 7/30/2020

**ACTION ITEMS**

1. Consider approval of agenda for July 30, 2020 - No quorum, No vote Linda Wilczewski
2. Consider approval of minutes for July 9<sup>th</sup> and July 16<sup>th</sup>, 2020 and July 23, 2020 – No quorum, No vote

**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. **Year –End 19-20 Update**

David Techaira

- Working with managers to see if there are outstanding PO or invoices.
- Still processing straggling invoices that have come in
- Approved and processed stipends that will be calculated and charged to the 19-20 budget.

2. **IT Update**

David Phillips

- Extended the warranty on machine to save money and allow for more time to research replacement machines
- Working with Data Flow to get some kind of reduced price for all printers and copiers on campus that are not being used due to remote working
- Will be going out for RFP in near future for new copiers

3. **Research and College Redesign**

Linda Wilczewski

- I do not see any progress in the near term of savings resulting from those. However, beyond research, the IPRE Office has supported budget savings due to not hiring for three vacancies that occurred between late Fall 2019 and early 2020, and devising a new hybrid position that would provide permanent savings if approved in lieu of filling two of these vacancies.

4. **Budget Limitations Workbook**

Linda Wilczewski

- Linda updated BLW, see changes and additions in red fonts
- [https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY\\_nVbQ0nUZK8XFLmMf6e7ja5MdFfk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY_nVbQ0nUZK8XFLmMf6e7ja5MdFfk/edit?usp=sharing)

5. **Other Information of proposed dates**

- No meeting August 6<sup>th</sup> to allow more time for teams to research and prepare additional information
- Next ASC meeting set for August 13 to finalize any last status updates to BLW
- Proposal potentially to be submitted to CPC on 9/2/2020

NEXT MEETING(S)

- August 13, 2020

ADJOURNMENT

Linda Wilczewski

Meeting Adjourned at 3:49 P.M. 7/30/2020.]