



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
June 11, 2020, 3pm-5pm
Zoom Meeting**

UNAPPROVED DRAFT

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. Affairs		X
Michelle Peters	Dir. Of Stdnt. Life, DSPS	X	
Dave Phillips	I.T.		
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	X (36)	

CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 3:08 p.m. 6/11/2020

Linda Wilczewski

ACTION ITEMS

1. Consider approval of minutes for April 9, 2020
Motion to approve minutes for April 9, 2020 (Tapia, Adamson) Motion Carried
2. Consider approval of minutes for April 29, 2020
Motion to approve minutes for April 29, 2020 (Reyes, Kappagantula) Motion Carried
3. Consider approval of minutes for April 30, 2020
Motion to approve minutes for April 30, 2020 (Reyes, Kappagantula) Motion Carried

Linda Wilczewski

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.

4. Consider approval of minutes for May 14, 2020
Motion to approve minutes for May 14, 2020 (Kappagantula, Adamson) Motion Carried
5. Consider approval of minutes for May 27 & June 4th, 2020
Motion to approve minutes for May 27 & June 4, 2020 (Kappagantula, Gonzales) Motion Carried

INFORMATION/DISCUSSION/PRESENTATIONS

1. **Personnel Topics from BLD –Golden Handshake**

Lyle Engeldinger

- We started to work on looking at an early retirement plan.
- It would be available to all employees and typically, it's the 60 to 70-year range. Employees in those age groups are most likely to participate.
- We have about 55 employees in that category.
- We have employees who are older than 70 but generally speaking with early retirement plans if you're over 70 you've made a decision to continue to work and for variety of reasons, and they're less likely to participate in an early retirement plan.
- We think that somewhere between 15 and 20 employees statistically (may vary) will take part in that plan.
- The District apparently has offered early retirement plans in the past but looking at the past history that was a plan for faculty only but that did not go forward.
- This is basically an annuity plan, which is an immediate recovery to the district.
- Is dependent upon who actually participates in retirement and the cost of the plan and the savings overall. Generally speaking, an annuity plan is paid out over five years. That's the district's part of the payout.
- So it pays 20% of the cost to the district over five years and then there's potentially an immediate savings to the district as a result.
- We have a history here of bringing people in pretty high on Steps. So we'd have to talk about a potential adjustment of the delta between those, that is also a potential savings for the district.
- According to our calculation, if 15 employees approach and take this offer, it would save about one 1.2 to 1.5 million.
- We would see savings starting in the first couple of months by our calculations
- One of the areas that we're considering is when we will purchase annuities for employees, that comes from a life insurance company.

2. **Personnel Topics from BLD –Delay returning to campus**

Lyle Engeldinger

- We currently have three Classifications of employees as defined by Monterey County and our essential employees are in that group. We have about 103 or so that have been identified as essential employees.
- According to Monterey County, the essential employee group includes Faculty, Administrators, Maintenance, Payroll, certain Student Services positions and some food services employees.
- We have roughly about 50 to 60 employees here at any particular time and they may rotate depending upon the manager needed at the time.
- The second group has two parts to it: employees who can work from home and those employees whose work lends itself to working from home
- The third group which their jobs, simply do not lend itself to working from home, at least, as the work is currently constructed, like some L39 positions.
- For employees to return to work, particularly in schools, we think that the social distancing will be one of the criteria .
- We're currently undertaking a plan to assess our facilities to determine how many employees we can accommodate with a six-foot social distancing.
- That continuing to work from home group of employees will assist with the social distancing situation by not having a huge number of employees on campus
- Now what about those jobs, who don't lend themselves to working from home: So we have two choices. That that's the group that we begin to bring back or we look at their jobs and work with the unions in a redesign of those jobs so they also can work from home.

- One strategy for making this work is for as many people as we possibly cannot work from home.
- I suspect that there will be child care facilities that have sufficient space to accommodate the six-foot distancing, for those employees with young children
- Cost savings currently for the last 3 months on utilities has been \$109k – please check this number with Joseph. I thought it was \$190k for the year.

3. Personnel Topics from BLD –Freeze Step Increase

Lyle Engeldinger

- This would be a cost to employees so we would see this as down the road but we have to cost. We know that there's a significant savings if we would freeze step increases for one year.
- This would depend on how much revenue we are trying to save.
- This is an area we would not recommend as an initial step but again, if it's affecting shortfalls significant enough, this is something HR has to talk about and these are very serious questions for something like this.
- Compare and contrast this with something else - another idea that would come out of HR, for example, would be delayed hiring; this would preserve capital
- We would propose to look at a less aggressive approach, meaning, one that doesn't reach directly into the pocket of employees. We look at those things first.
- We might all agree with eliminating one week of administrators paid vacation time. If there is to be a reduction of pay, we look to them first.
- We would look at grant funded positions and any split funded positions to see if we can offload the salary cost.

4. Personnel Topics from BLD –Benefits

Lyle Engeldinger

- The Affordable Care Act has a Cadillac provision, you probably all heard about that and unions opposed it but it was passed during the Obama administration as a way to pay for The Affordable Care Act provisions.
- Now it has been delayed so the cost to Hartnell and the other community colleges has not been passed on it but it's still out there and it's a significant penalty of about 40% on the Cadillac medical plans.
- Almost all of our plans are Cadillac medical plans. Even if it were cancelled the cost is still there so there has to be a way to fund this that's going to have to be dealt with somehow
- Our finance people are projecting something somewhere around 12-13% increase in premiums next year for medical but that may be an understatement.
- One of the things we can do is shop our insured pool. Our insured pool is all of our employees who are covered under our plan, that is our insured pool.
- Actuaries look at those pools and decide based on the age, gender and other factors in a pool, what it's likely to cost to provide medical insurance for that pool.
- We can drive as much as 5% of our medical costs and that's significant.
- There's no cap on our health costs unlike most of the other community colleges.
- MCSIGs revenues are not keeping up with their expenses.
- We're going to have to think about what other options we have, and then start shopping, looking for another provider.
- There is something like 58 providers in California of MCSIG's type. So we could join with any number of groups.

5. Personnel Topics from BLD –12 to 10-month voluntary work year

- I think it's a very viable idea.
- General idea would be, it would be offered to everyone, we'd have to work out those provisions with the bargaining units.
- The bargaining units and the district would decide what time of the year is best, they would work through the details over the summer months or winter months.

6. Personnel Topics from BLD –work furlough

- Louann said that the district has done it once before and they did a 5% cut over the course of a year rather than a month so you don't feel the loss to your paycheck all at once.

NEXT MEETING(S)

- June 18, 2020

ADJOURNMENT

Meeting Adjourned at 4:53 P.M. 6/11/2020.]

Linda Wilczewski