



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
May 14, 2020, 3:00 PM
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	Dean of Student Aff.	X	
Michelle Peters	DSP&S	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
Marc Riggilio	Maintenance	X	
Ann Wright	Faculty	X	
12 other guest	Various	X	

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

Linda Wilczewski

ACTION ITEMS

1. Consider Approval of Agenda for May 2020
Motion to approve Agenda for April 2020 (Peters, Reyes) 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.*

INFORMATION/DISCUSSION/PRESENTATIONS

1. **CPC Charge to ASC** Linda Wilczewski
 - Review of CPC email and new request from ASC
 - Linda explained the Google Doc she put together with the 10-12 items from our last meeting that were brought up as the objectives
 - Linda explained the layout and categories; Prioritizing from 1-5, 1 being the first to focus on, Recommendations, Savings, and how this will relate to Strategic Goals

2. **Line by Line Financial Statement** David Techaira
 - Excel spreadsheet was provided for financial details and posted on ASC website for reference

3. **Multi-Year Expenditures** Linda Wilczewski
 - Linda presented a line by line budget, actual financial document for the past few years.(Available on the ASC website)
 - Linda explained the Multi-year spreadsheet; all of the She mapped out all the expenditure accounts over the last few years in column. So you'll see this current fiscal year
 - column F is fiscal year 18-19 so that was last year and then 19-20 in the gray is through the amounts that were recorded through March 31,2020
 - Forecast is amount in column H, is the number that's in column G I divided it by 9 months and then multiply that by 12 months. This is where we will end as of June 30 00:15:00In
 - Academic salaries total 17 million in 1617 going up to almost 18 in 17-18 almost 19 and 18-19 and if things remain
 - Same trend we shouldn't see a significant increase in the current fiscal year. We're also going to experience some salary increases some retro pay that hasn't hit this number yet.
 - Payments that were made by the state last year that we recorded as expenses and as revenues.
 - this document is still changing but it's meant to at least give you some idea of where we're at and where it would be logical to expect that we could achieve some savings and

4. **Historical Budget Overview** Ann Wright
 - Ann presented a PowerPoint on the 2009 Budget Cuts (available on the ASC website). This group was made up of Administrators, faculty, and it was to bring a lot of people together and be very deliberate and thorough
 - This PowerPoint was made for the Board to keep them informed and have that open communication and the progress the group was making
 - The central governing group was called rack, then that RA C which stood for "Resources Allocation Committee" a similar in structure to CPC.
 - They formed a finance information subcommittee to really see and know what our expenses were what some things were that could be cut
 - Process took about two and a half months
 - Cutting sections. A way that they could cut expenses by carefully and strategically cutting certain sections. They looked through the entire Fall schedule all 800 or 900 sections and decided things that could be postponed or cut and it really took some knowledge to know which were the classes that were needed so students could finish their degrees and what were the high demand classes.
 - Enrollment management; didn't have the same tool we do now for student enrollment
 - Counseling support; they provide, how they are going to pay for it. These are some of the recommendations that were made.
 - There was a fair amount of freezing of positions going on and a position that was eliminated and never back filled
 - Impacted classified position
 - One thing that they did cut and was the Academic Learning Center, that did involve some layoffs that involve reconfiguring the way some of the services were offered instead of an open lab. It was courses.

- Another area where they did find some significant savings was the way we offered our health benefit. The benefits were paid by each employee group and it turned out that this particular change ended up saving the district a significant amount of money and also worked out better for the employee groups in certain ways.
- Contracts were looked at as well. At the time, the nursing program was housed at Natividad and they brought them to the main campus, this remove those costs associated with renting the space and all the equipment at Natividad
- There was a golden handshake in 2009 there are costs associated with that.

5. Working Google Doc;

Linda Wilczewski

- Linda gave overview of the Google Doc, "FY20-21 Budget Limitations and Related Recommendations"
- Discussion on reading each recommendation and prioritizing was done and the link to live doc can be found here;
https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY_nVbQ0nUZK8XFLmMf6e7ja5MdFfk/edit?usp=sharing or via our ASC
- The objective; Managers will need to analyze all anticipated expenses and forward only those deemed essential to business operations. Priority should be given to expenditures tied to student success outcomes. If a given expense can be eliminated or reduced, we should do so. Our immediate challenge is to prioritize our resources so that we can continue to cover essential services. Our focus remains on ensuring viability for our institution, our students and our employees during and after this difficult time.

6. Formulate Working Plan

Composed by Daniel Lopez

- Recommendation to submit to CPC is: "To submit the list of priorities to the CPC along with a recommendation to form a committee or some other governance structure to provide guidance and future big budget discussions."

7. Consider Approval for meeting Minutes

- Postponed to September meeting due to time restrictions

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Meeting Regarding CPC recommendations:

Linda Wilczewski

- Linda would like ASC to consider continue meeting through the summer to get this recommendation prepared and submitted.
- Suggested to every other week
- Daniel proposed to waitn and hear what direction CPC wants us to go in, then going from there. Linda agreed.

NEXT MEETING(S)

- September 10, 2020

ADJOURNMENT

Linda Wilczewski

Meeting Adjourned at 5:11 P.M.]