



**Administrative Services Council
Meeting Minutes
October 10, 2019, 3:00PM
Building E Room E-112**

MEMBERS

Name	Representing	Present	Absent
Alfred Muñoz	Administration	X	
Terri Pyer	Administration	X	
Joseph Reyes	Administration	X	
Michelle Peters	Student Affairs		X
Dave Phillips	I.T.		X
Anne Adamson	Dean of Academic Aff.	X	
Augustine Nevarez	Dean of Student Aff.	X	
Pedro Escoto	Faculty	X	
Daniel Lopez	Faculty	X	
Balamurali Kappagantula	I.T.		X
(vacant)	L39		
Hector Mosqueda	L39	X	
Angelita Cisneros	Student	X	
Monzerat Flores Martinez	Student	X	
Miguel-Angel Manrique	Faculty	X	
(vacant)	CSEA		
(vacant)	CSEA		
(vacant)	CSEA		
(vacant)	Part-time Faculty		

Others

Name	Title or Representing	Present	Absent
James Fitch	IT	X	
David Techaira	Business Office	X	

CALL TO ORDER & INTRODUCTION
Meeting called to order at 3:07 pm

Alfred Muñoz

ACTION ITEMS

1. May 2019 Meeting Minutes
MSC= (Nevarez, Lopez,) Abstain (Pyer) to approve the minutes as submitted.

Alfred Muñoz

2. Consider Approval of Board Policies and Administrative Procedures Alfred Muñoz
MSC: (Manriquez, Reyes) to recommend approval of the following board policy and administrative procedures:
BP7130 Compensation
AP7210-Academic Employees
AP7212-Temporary Faculty
AP7215-Academic Employees: Probationary Contract

INFORMATION/DISCUSSION/PRESENTATIONS

1. Tracking Sheet Signature Process Augustine Nevarez
Augustine suggested that the tracking sheet signature requirements be reduced to at least 3. He asked who is authorized to make changes to the process, and Al responded, Administrative Services Council, or his office (Administrative Services Division). No board approval is needed. The Council engaged in a discussion that focused on ways to streamline the process, including the use of contract management software. Al suggested a meeting be scheduled in 2 weeks with (Al, Vanessa, Augustine, James, Bala) to gather information on contract management software.
2. Financial Statement for June 30, 2019 Alfred Muñoz
Al gave update on end of FY 19 financials:
 - Ended in over \$11mil. in reserves
 - 20% is the required reserve per Board Policy
 - FY 19 ended with about 23% in reserves
 - 50/50 Education Law, Hartnell averages about 51%
 - Objective is not to repeat recession Hartnell felt in 2009.
3. Measure T Update Joseph Reyes
Joseph Reyes provided an update on current construction projects:
 - King City construction to begin on first week of November, ready for classes spring 2021
 - Castroville construction started on spring/20 and should be ready by Spring of 2022
 - Soledad construction scheduled to begin on 11/1, open in fall of 2021
 - Buildings D: demolition has begun on 2nd floor. It will take about 1.5 week to reconstruct.
 - Building D: demolition will began on 3rd floor and reconstruction after second floor has been close to completion.
 - Building E: once bldg. B is complete.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

NEXT MEETING(S)

- November 14, 20019, @ 3PM-5PM

ADJOURNMENT

Meeting adjourned at 4:20 p.m