



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

DRAFT

**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 2<sup>nd</sup> floor. It will take about 1.5 week to reconstruct.
  - Building D: demolition will began on 3<sup>rd</sup> 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