



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
October 14, 2021, 3pm-5pm  
Zoom Meeting**

**Need to fill in and update**

UNAPPROVED

**MEMBERS**

Name	Representing	Present	Absent
Steven Crow	Administration	X	
David Techaira	Administration		X
Linda Beam	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	
Marnie Glazier	Faculty		X
Vacant	Faculty		
Vacant	Faculty		
(vacant)	Part-time Faculty		
Julia Silveira	CSEA	X	
Lourdes Sanchez	CSEA		X
vacant	CSEA		
Laura Otero	CSEA	X	
Vacant	L39		
Hector Mosqueda	L39		X
Triny Chavarin	Student	X	
vacant	Student		

**Others**

Name	Title or Representing	Present	Absent
Daniel Scott	Public Safety		X
Marc Riggillo	Facilities and Maintenance		X
Bronwyn Moreno	Dir. Of Student Affairs	X	
Laurencia Walker	Dir. Of Student Affairs	X	

**CALL TO ORDER & INTRODUCTIONS**

Steven Crow

Meeting called to order at 3:03 p.m. 10/14/2021

**ACTION ITEMS**

1. Consider approval of agenda for October 14, 2021 Meeting Agenda  
Motion to approve agenda for October 14, 2021 (NO QUORUM) Motion (not) Carried

Steven Crow

**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.

2. Consider approval of minutes May 13, 2021 meeting minutes Steven Crow  
 Motion to approve minutes for May 13, 2021 meeting minutes (NO QUORUM) Motion (not) Carried

• **Facilities Update**

Joseph Reyes

King City

- Center is complete

Soledad

- Center is complete
- Grand opening celebration, Saturday, October 23rd

Main Campus.

- Nursing facility should be ready for Spring classes of 2022
- Ordering all the equipment that will be needed for the nursing programs
- Ordered furniture for the teaching stations
- Working on the interior elevator of building E
- Restrooms have been completed on first, second and third floor
- Second and third floor classroom spaces to be renovated are scheduled for fall of 22.

Castroville

- Castroville Education Center, to be complete for classes in Spring of 22
- In both Nursing and Castroville, the buildings are getting the interior finishes, and exterior site work done, which includes the addition of the light Poles.

Other Projects

- two projects moving forward;
  - building J the Visual Arts Facility
  - building K, the Performing Arts Facility, currently at the division of state architects for review and approval.

• **Public Safety Update**

Daniel Scott

- no report this month

• **Budget Update**

Steven Crow/David Techaira

- Managers are submitting their PPA's to VP's for review and requests for the next fiscal year
- No decisions or recommendations being made at this next CPC. Will send out new budget information
- Budget managers thought they had spent differently than what the report showed. Going to clarify.
- Had savings in the prior year and was able to put in contingency funds

• **Other Information**

Steven Crow

- Bronwyn Moreno and Laurencia Walker presented there space request for the Umoja Program-granted approval to move forward.
- Laura Otero asked about how Hartnell is budgeting for staffing for new locations. Steve responded that he labeled it as "Cost of Ownership" to see what it will cost to staff and run each location, how it unfolds is up to the board.
- BP/AP review on Policies and procedures presented by Steve for input/discussion- moved forward for approval;

BP/AP	No.	Title	New or Revised
AP	6307	Debt Issuance & Management	New; legally required

BP	6307	Debt Issuance & Management	Renumbered to align with CCLC statewide numbering system, and revised to separate language within existing policy to develop procedures
AP	6330	Purchasing	New and suggested as good practice
BP	6330	Purchasing	New and legally required
AP	6400	Financial Audits	New; aligns with accreditation standard
BP	6400	Financial Audits	New; aligns with accreditation standard
AP	6450	Wireless or Cellular Telephone Use	New; legally advised
BP	6450	Wireless or Cellular Telephone Use	New; legally advised
AP	6500	Property Management	New; legally required
BP	6500	Property Management	New; legally required
AP	6540	Insurance	New; legally required
BP	6540	Insurance	New; legally required
AP	6600	Capital Construction	New; legally required
BP	6600	Capital Construction	New; legally required
AP	6910	Housing	New
BP	6910	Housing	New

#### NEXT MEETING(S)

- TBD

#### ADJOURNMENT

Meeting Adjourned at 3:50 P.M. 10/14/2021

Steven Crow