



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
March 11, 2021, 3pm-5pm  
Zoom Meeting**

APPROVED

**MEMBERS**

Name	Representing	Present	Absent
Steven Crow	Administration	X	
David Techaira	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.		X
Balamurali Kappagantula	I.T.	X	
Marnie Glazier	Faculty	X	
Vacant	Faculty		
Vacant	Faculty		
(vacant)	Part-time Faculty		
Marlene Tapia	CSEA	X	
Belen Gonzales	CSEA		X
Monica Carrasco	CSEA		X
Laura Otero	CSEA	X	
Vacant	L39		
(vacant)	L39		
Daniel Orta	Student	X	
Jane Sanchez Hernandez	Student	X	

**Others**

Name	Title or Representing	Present	Absent
Daniel Scott	Public Safety	X	
Marc Riggillo	Facilities and Maintenance	X	

**CALL TO ORDER & INTRODUCTIONS**

Steven Crow

Meeting called to order at 3:03 p.m. 3/11/2021

**ACTION ITEMS**

1. Consider approval of agenda for March 11, 2021 Meeting Agenda Steven Crow  
Motion to approve agenda for March 11, 2021 (Techaira, Otero) Motion Carried
2. Consider approval of minutes February 11, 2021 meeting minutes 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.

Motion to approve minutes for February 11, 2021 meeting minutes (Techaira, Orta) Motion Carried

- **INFORMATION/DISCUSSION/PRESENTATIONS**

Steven Crow

- Sent out link to “Survey for evaluation of effectiveness of governance councils and overall structure” to our ASC
- PPA Update:
  - About 1.2 million in savings that have occurred over the vacancies and lack of spending in some areas, and then the ability to use the emergency code funds for some things and it's just a combination of up just a one-time impact of being able to save enough to then put towards these priorities.
  - There was some last minute urgency that David was swapping out for other funds that we use in terms of replacement costs.
  - Nearly 2 trillion America recovery act that goes to higher education, 40 billion that goes to the California Community Colleges, we get 2.3 billion
  - We applied our ratio of what we receive based FTES, it is going to fluctuate either less or more than this. We may get as much as \$14 plus million dollars, in addition to the cares act that we've gotten and that is earmark with specific restrictions in terms of student aid and things that were impacted by COVID.
- A plan to “return to work” is in process
- Daniel Scott to present a return to work plan with dates to be presented to the board on 3/16
- Dr. Wilkinson-Thompson to present to board also on 3/16, how we will bring back in person instruction at 25%
- All managers and supervisors are expected to return to work and at regular schedule on August 1<sup>st</sup>.

- **Facilities Update**

Joseph Reyes

- King City - a week away from completion. Finishing off the installation of the solar system, the keying of the building still in process. Working with IT to make sure the building is programmed for fob keys to work. Finishing up touch up painting. By the end of next week that building should be turned over to us.
- Soledad - Building will be completed next Thursday (3/18/2021). Finishing off the solar installation and the landscape.
- Main Campus - Nursing up and working on the exterior barrier being installed and going to go into storefront which is windows and glass, permanent panels on the exterior and followed with the roofing of the building. Sheet rock has been delivered and will be put up once the building is sealed. Still looking at a completion date in October.
- Other building - (main campus): Bldg. D, second and third floor is complete. I've reached out to Vice President Wilkinson to work with staff, 26 offices will have to move back by mid-April.
- Bldg. E - all the restrooms on all three floors are done. Currently working on the interior elevator.
- Castroville - Framing has been ongoing, hope to have completed by the end of the year and be ready for spring classes of 2022.
- Main Campus - Other projects that we're working on include the reroofing of the Student Center building C. Project should be completed in about 5 months.
- Main campus - working on the programming of building J or Visual Arts building and building K are performing arts, those are the next two projects that are part of phase two.
- Also in phase two is building B, the renovation of the second floor, will go out for bids soon.

- **Public Safety Update**

Daniel Scott

- Working right now to partner with the vaccine clinic to get to the Hartnell employees vaccinated, those who choose to be. Brought in a consultant to help us with our return to work process and our planning.
- We are continuing to evaluate and monitor our PPE, we've got a very large quantity on hand and it is healthcare standards. We have in m95 mask they're going to be distributed as needed to nursing, EMT and

they are mandated to have them for specific things. Also supplying them to those who are working on campus and request them.

- Still in purple we, hoping to come out and be on red tier but numbers just barely missed that.

- **Budget Update**

David Techaira

- Not much has changed in terms of our Budget. We just surpassed that \$30-million-dollar revenue mark, which is about 57% of the budget.
- February, we would expect a rate of about 66%, being eight months into the year, but at the State level, this is when our state apportionment deferrals have kicked in so we're seeing the revenue dip.
- Expense - we're at 31.6 million, which is about 59% of the budget, we're doing good on the cost savings there.
- Academic salaries and classified salaries benefits are the bulk of the expenditures. They come out at are 27.5 million which is 87% of the expenses today.
- Operating costs – They are just shy \$4 million, that's 13%.
- Terms of areas of savings, we're saving on supplies and other operating costs.

- **Sustainability**

Daniel Orta

- Contacted the Arbor Day Foundation. Touched base with Danielle, offered to provide 10 free trees, for every new member that signs up.
- There's is a minimum of \$10 to become a member.
- They will provide the 10 trees, six to 12 inches without having to worry about shipping.
- We would receive a discount at their nursery on their overall trees for orders over \$75 and up, plus free shipping.
- Danielle provided contact information to the local arborist in the area to touch base and have a discussion about the ecology of the different types of trees and which will be best suited for the area.
- Daniel looking to work with either the local geographer or the City Planners, to see if they can come up with best location to plant these trees.
- Daniel started a website, that will provide more information and statistics, coming soon.

NEXT MEETING(S)

- April 8, 2021

ADJOURNMENT

Steven Crow

Meeting Adjourned at 3:45 P.M. 3/11/2021