



**Administrative Services Council
Meeting Minutes
December 12, 2019, 3:00 PM
Building E, Room E-112**

MEMBERS

Name	Representing	Present	Absent
Rick Bennett	Administration	X	
N/A	Administration		
Joseph Reyes	Administration	X	
Marc Riggilio	Administration	X	
Anne Adamson	Dean of Academic Aff.	X	
Augustine Nevarez	Dean of Student Aff.	X	
Michelle Peteres	DSP&S	X	
Dave Phillips	I.T.	X	
Balamurali Kappagantula	I.T.		
Pedro Escoto	Faculty		
Daniel Lopez	Faculty	X	
Miguel-Angel Manrique	Faculty		
(vacant)	Part-time Faculty		
(vacant)	CSEA		
(vacant)	CSEA		
(vacant)	CSEA		
Hector Mosqueda	L39	X	
(vacant)	L39		
Montzerat Flores Martinez	Student		
Angelita Cisneros	Student		

Others

Name	Title or Representing	Present	Absent
Steve Otera	IT	X	

CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 4:15 p.m.

Rick Bennett

ACTION ITEMS

1. Consider Approval of November 2019 Meeting Minutes
Motion to approve November 2019 minutes (Nevarez, Peters) Motion Carried.

Rick Bennett

INFORMATION/DISCUSSION/PRESENTATIONS

1. **Budget Update** Rick Bennett

They CCCC currently owe Hartnell \$3 million in back pay. CCCC stated that they received extra money from the state in their taxes and will be recalculating revenue to be see how much they will be able to pay to Hartnell.

2. **Measure T Update** Joseph Reyes

Soledad:

 - Bid opened Oct. 2019
 - Currently in Construction, 16,750 sq ft.
 - Estimate opening in Spring 2021

King City:

 - Bid opened Nov. 2019
 - Currently under construction
 - Estimate opening Spring 2021

Castroville:

 - Design build awarded in Spring 2019
 - Prep. And gathering of Construction Documents
 - Estimate opening in Spring 2022

Bldg. D & E and Quad Area Renovation:

 - Bid opened August 2019
 - Currently under construction
 - Estimate completion in mid-2020

Nursing and Health Science:

 - Bid received October 2019
 - Currently under construction
 - Estimate opening in Fall 2021

3. **Construction Update** Joseph Reyes

Construction has begun on Nursing Health & Science as well as the quad area. Constructions will continue throughout the Christmas Holiday break in all locations.

4. **Adobe Sign Update** Steve Otera

It has installed Adobe DC in most of Business Office, Nursing, IT, and King City departments. The business office will be getting updated to Windows 10 version to be able to be compatible with this software. Adobe sign has also been installed to a select hand full of people to do a trial run. The conversation of using an uploaded signature or an electronic signature is to be considered with pros and cons before final decision is made.

5. **Tracking Sheet** Rick Bennett
New revamped tracking sheet introduced with flow chart. Hopefully to be rolled out in January along with Adobe Sign for future use. Matrix to be revised hopefully sometime in January, Dr. Hsieh will be talking to board about matrix limits.

6. **Public Safety** Rick Bennett
New Software from VenTek was installed to do electronic Ticketing. Discussion if this tickets can be purchase by the hour rather than a day pass that is specific to only one parking spot, (*i.e. If you pay for a day pass in parking space 123, and leave for lunch someone takes your spot, now you have to repay for another parking space*). The idea is to keep cost down for students and make the software more time consuming and beneficial for staff.

7. **Facilities** Rick Bennett
Rick show a spreadsheet of current fees compared to other Colleges on Central Coast, this was done in 2014 which is extremely outdated. Hartnell is losing money on rentals. This needs to be researched and recalculated with new numbers.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. New Hires to start; Rick Bennett
- New VPAS pending acceptance, possibly to be hired and start in January.
 - Interim VPHR & EEO to start in January
 - Director of Public Safety to start in late January

NEXT MEETING(S)

- January 22, 2020

ADJOURNMENT Rick Bennett
Meeting Adjourned at 4:40 P.M.