



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
July 23, 2020, 3pm-5pm  
Zoom Meeting**

APPROVED

**MEMBERS**

Name	Representing	Present	Absent
Linda Wilczewski	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
Pedro Escoto	Faculty		X
Daniel Lopez	Faculty		X
Miguel-Angel Manrique	Faculty	X	
(vacant)	Part-time Faculty		
Marlene Tapia	CSEA		X
Belen Gonzales	CSEA	X	
Monica Carrasco	CSEA	X	
Laura Otero	CSEA	X	
Hector Mosqueda	L39		X
(vacant)	L39		
Montzerat Flores Martinez	Student		X
Angelita Cisneros	Student		

**Others**

Name	Title or Representing	Present	Absent
Various participants	additional Zoom participants	10	

**CALL TO ORDER & INTRODUCTIONS**

Meeting called to order at 3:04 p.m. 7/23/2020

Linda Wilczewski

**ACTION ITEMS**

1. Consider approval of agenda for July 23, 2020 - No quorum, No vote
2. Consider approval of minutes for July 9<sup>th</sup> and July 16<sup>th</sup>, 2020 – No quorum, No vote

Linda Wilczewski

**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.

## INFORMATION/DISCUSSION/PRESENTATIONS

### 1. Facility Rental Pricing

Joanne Pleak

- Just a little brief history workforce and community development was in charge of facilities scheduling.
- The last changes were done in 2005
- The department was eliminated and went to Academic Services and was handled by an Admin. Assistant in 2011
- In 2013 they gave it to me (Joanne Pleak) during that time it was under Al Munoz who formed a committee to go over the fees and got them done, But then he retired so
- With all the changes going on all the corrections are still pending. So we're just trying to move forward to raise our fees accordingly.
- They have researched and compared them to other colleges.
- See document referenced in this presentation on ASC website;
  - "Regulations and Procedures for Community Use of College Facilities Issued According to Governing Board Policy 6700"
  - <https://www.hartnell.edu/governance/councils/asc/docs/index.html>

### 2. Year-End Close update

David Techaira

- Our your enclosing is underway, we had some due dates for internal documents at the beginning of July
- We're currently just paying past 19-20 fiscal year invoices and will probably continue to do so up until the middle of August
- We are requested that the budget managers review their current purchase orders and any encumbrances they have as well as just reviewing their reports through 19-20 just to ensure that we all we have the correct expenditures
- We're hoping to wrap it up towards the end of August, and just in time for our year-end audit, which is in September.
- We should be getting results from our interim audit soon

### 3. COVID-19 Expenditure update

Linda Wilczewski

- Linda shared an COVID- 19 Expenditure Update spreadsheet that she and David have been working on over the last few months, to keep track of the various expenditures that the district has incurred in relation to COVID-19
- This could be used for safety, PPE, cleaning supplies, the transition to online learning or some of the training that goes along with that.
- Showed different funding sources that are currently in place for COVID-19 such as the three different categories of CARES – student, institutional and HSI. We have FEMA, we have the FFCRA, which is an employee sick time initiative, we have the Foundation. We have the National Endowment for the Humanities grant, which was awarded to Hartnell just recently. And then we have general funds, as well as restricted funds and other funds.
- Most recently we've added the California State Block Grant, as a result of the recent budget discussions.
- In all we have about a \$5 million resource
- \$828,000 from the State Block Grant, for which we don't really have any rules around eligible expenditures
- CARES was a \$3.6 million initial award that was to be split half and half between student and institutional. On the student side that is direct aid given to students in the form of financial aid and on the institutional side, expenses that benefit the student such as laptops, hot spots, tutoring as well as training associated with the transition to online.
- HSI supplemental also addresses the needs of the students related to training and technology as well as lost revenues
- For FEMA, we have PPE and cleaning supplies, safety and security payroll; however, we're limited to only 75% of the documented eligible expense.
- We're able to charge the remaining 25% to CARES.
- It's a little bit more difficult to obtain funding from FEMA in that they require that you submit documentation
- FFCRA is for employee's sick time while they're experiencing COVID 19 symptoms and are being treated for symptoms
- The Foundation - if there is any money left over from these other sources, we can determine whether it is allowable to redirect some of the expenses that were initially covered by the Foundation in order to put funds to work quickly.
- The General Fund is the source of last resource, the district will be held harmless on that as it relates to the 50% law. I think we've done a pretty good job of holding that down thus far.
- We have about \$4,000 in there for; laptops for staff.

- The National Endowment for the Humanities grant is supposed to be used by December 31 to strengthen online teaching and the humanities programs
- \$82,000 worth of Chromebooks were initially charged to Strong Workforce and \$7,000 to Adult Ed.
- Some of the expenditures that we've incurred thus far are the Chromebooks for the students. The software licensing for Adobe. Adobe Creative Cloud, Hotspot technology and service related service IT storage, emergency scholarships, crisis counseling, headsets and phone setup that were provided to employees, remote working supplies, laptops for staff, food pantry giveaways, additional security, Distance Learning expenses, cleaning supplies, thermometers and lost revenues. I think we still have some work to do on the lost revenues front.
- I know for sure there's been several contracts that we were unable to execute in relation to our pool and other athletic facilities.
- All of the CARES funds are already within our control. They've been credited to our G5 account. So as we incur expenses we can actually repay ourselves immediately. We've already drawn down the student portion of CARES and could draw down another \$952,000 out of the institutional portion. We haven't done that yet because we want to make sure that we categorize everything in the most advantageous way because once you've drawn it down you're kind of locked in. So any questions on any of that?
- Where we are right now with the \$5 million. We've probably spent a little less than half. We have until 2022 to spend the remainder.

#### NEXT MEETING(S)

- July 30, 2020

#### ADJOURNMENT

Meeting Adjourned at 3:40 P.M. 7/23/2020.

Linda Wilczewski