



HARTNELL COLLEGE

**Administrative Services Council
Meeting Minutes
May 13, 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	
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 3:04 p.m. 5/13/2021

ACTION ITEMS

1. Consider approval of agenda for May13, 2021 Meeting Agenda Steven Crow
Motion to approve agenda for May 13, 2021 (Reyes, Techaira) Motion Carried
2. Consider approval of minutes April 8, 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 April 8, 2021 meeting minutes (Phillips, Otero) Motion Carried

Joseph Reyes

• **Facilities Update**

King City

- complete with a facility
- we have delivered all the equipment for the wet and dry labs
- IT working on computers for wet and dry labs
- finalize the keys and finalizing the keyless entry system as well

Soledad

- Facility complete
- finalizing ribbon cutting for some time in August
- we've had several tours that included the Soledad City Council and the Gonzalez City Council
- Pepsi machines going being installed soon

Main Campus.

- the exterior elevators complete the quad areas complete.
- The second and third floor of building D is complete,
- Need to mount the computers in the computer labs before school starts
- Nursing building is moving along nicely exterior panels have started being installed.
 - The windows have been installed
 - the roofing is scheduled to start next week
 - drywall on the interior
- Reroofing of building C the student Center will be completed next week

Castroville

- Walls up, and other framing is completed,
- we started the completing the exterior sheeting roofing
- Roofing will start shortly and interior plumbing and electrical is ongoing
- some of the sidewall has started
- the repaving and the installing of the utilities across the street and also repaving of the streets

Other Projects

- New programming on building J the visual arts building and building K, the performing arts building, those are ongoing.
- get into construction documents by this summer and
- in roughly three months after submit to dsa the division of state architects for review and approval projects that we have pending that are in the pipeline
- the second floor of building D

Pending Projects

- 2nd floor building B-redoing it for any student services, once the nursing building is complete will move the nursing program over, construction could start early spring of next year.

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• **Public Safety Update**

Daniel Scott

- Return to campus planning group, is closing that group out with final in person meeting on main campus.
- Seeing more foot traffic on campus with athletics, the gameplay has returned
- Soledad campus will be getting security officers upon their requests for when they start doing their soft opening and return to campus planning

- Working on daily symptom check in COVID APP for all employees, which will also eventually be put out to students
- Have had two vaccination clinics on campus in the last month
- We have utilize our campuses for more than 1000 vaccinations
- Virus Geeks on campus seven days a 9-4 on the main campus

- **Budget Update**

Update as of April 30 2021

Steven Crow/David Techaira

- Revenue budget is about 53 million, this period we are at 42.6 million, which is about 81% that difference here is strictly to deferrals.
 - State general apportionment
 - EPA funding
- We expect to receive that 2 million and in the 4th quarter
- Caught up a bit from our last, we we're at 81% versus 75% expenses, it was flipped last time, we've brought in more than we've spent due to the receipt of property taxes in April
- the gap that will remain at June 30 is the Deferral of State apportionment
- we're about 75% in terms of a rate, you know, with this being the 10th month out of out of 12
- Expenditures at 87% of personnel related expenses
- 13% of that being discretionary funds of supplies other operating costs and capital outlay expenses.
- In comparison to previous fiscal year, we are down 10% in terms of revenue that think that strictly based on deferral payments.
- Academic Salaries gone down about 2%.
- Classified salaries have increased about 3% and then the
- Benefit costs have increased about 8%
- In total, it is about a 2% increase in personnel costs from the prior year now.
- Discretionary area down 16% compared to last year
- We have budgeted 13 and a half million But, but as of April period, you have 5.6, that difference we won't receive until July to November of next year or next fiscal year.
- EPA funds, that difference between 8 million and the 6 million we will receive in the fourth quarter
- As of April, we have a \$17 million, cash balance as of that period and that's is due to the reserve that's in existence, and the large inflow of property tax

- **Other Information**

Steven Crow

- Shared Tentative budget spreadsheet with council
- Talked about PPA funds and how they will assist in various departments

NEXT MEETING(S)

- December 9, 2021

ADJOURNMENT

Steven Crow

Meeting Adjourned at 3:48 P.M. 5/13/2021