



HARTNELL COLLEGE

**Administrative Services Council  
Meeting Minutes  
May 27, 2020, and June 4, 2020 -2 part meeting  
3pm-5pm  
Zoom Meeting  
2 part meeting**

APPROVED

**MEMBERS**

| Name                      | Representing              | Present | Absent |
|---------------------------|---------------------------|---------|--------|
| Linda Wilczewski          | 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                   | X       |        |

**Others**

| Name                 | Title or Representing        | Present | Absent |
|----------------------|------------------------------|---------|--------|
| Various participants | additional Zoom participants | X       |        |

**CALL TO ORDER & INTRODUCTIONS**

Meeting called to order at 3:06 p.m. 5/29/2020

Meeting called to order at 3:11 p.m. 6/4/2020

Linda Wilczewski

**ACTION ITEMS**

1. Consider Approval of Agenda for May 27, 2020  
Motion to approve Agenda for April 2020 (Otero, Peters) Motion Carried

Linda Wilczewski

**INFORMATION/DISCUSSION/PRESENTATIONS**

**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.*

1. **State Budget Overview**

Linda Wilczewski

- The budget proposal for FY 2020-21 is \$134 billion
- The COVID-19 has adversely impacted California's major sources of revenue funding: personal income tax; sales tax; and corporate tax, as well as property taxes
- California faces a shortfall of \$54.3B, which is a 22.3% decline in revenue from the original January budget proposal
- The community college system has taken an overall \$593M reduction coupled with payment deferrals which will place great pressure on the District to manage cash flows to ensure that we continue to meet our monthly obligations.
- The \$593M reduction in base allocation will result in an approximate \$2.8 million revenue reduction to HCCD
- This compounds our initial expectation of determining expenditure reductions of between \$2.0-\$2.5M
- Dr. Hsieh is due to present a preliminary FY20-21 budget to the HCCD Governing Board on June 2.
- The full benefit of our ongoing discussions about cost controls and revenue improvements, as well as additional information from Sacramento, will be applied to the final FY20-21 Adopted Budget, which is scheduled for Governing Board action in September.

2. **Directive**

Linda Wilczewski

- "At its 5/20/20 meeting, the College Planning Council reviewed budget limitation recommendations made by the Administrative Services Council. After a lengthy discussion, the College Planning Council approved a motion directing the Administrative Services Council to do a thorough budget analysis by forming task forces and working throughout the summer. The initial budget limitation recommendations are attached. Please let either Dr. Patricia Hsieh, Lisa Storm, or Linda Wilczewski know if you have any questions."

3. **Budget Limitation Document**

Linda Wilczewski

- Linda attend the most recent Advancement Council meeting, and some additional ideas were generated from that discussion, which were added to the document in red, you can follow link here to go to Google doc; [https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY\\_nVbQ0nUZK8XFLmMf6e7ja5MdFfk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1VF7t4eUJmzGkzAY_nVbQ0nUZK8XFLmMf6e7ja5MdFfk/edit?usp=sharing)
- You'll note also that the Advancement Council agreed to undertake the further study of some of the items on this
- As this document continues to evolve, I thought we could review the changes to it at each meeting
- Once we've agreed upon those changes, we'll spin off a dated copy so that we can track the introduction and approval of the items contained

4. **Form Task Group ---Continued on June 5<sup>th</sup>, 2020**

- Groups are to be formed by area
- Team was asked to sign up for as many teams as they feel by Monday 6/8/2020
- Per Linda Groups will begin with priority 1 in all areas

5. **Confirm Meetings for the Summer**

Linda Wilczewski

- Meeting sent out to take place weekly on Thursday's from June 4<sup>th</sup> to August 13<sup>th</sup>.

NEXT MEETING(S)

- June 11, 2020

ADJOURNMENT

Linda Wilczewski

Meeting Adjourned at 5:28 P.M 5/29/2020

Meeting Adjourned at 4:19 P.M. 6/4/2020.