Administrative Services Council Minutes Wednesday, May 10, 2017, 10:00 a.m. E-112

MEMBERS

Name	Representing	Present	Absent
Benjamin Figueroa	Administration	Х	
Joseph Reyes	Administration	Х	
Terri Pyer	Administration	X	
Jon Selover	Administration	Х	
Paul Casey	Dean of Student Affairs, designee		Х
Maggie Melone-Echiburu	Class. Mgr./Supv./Conf.	X	
Deb Pyle	CSEA		Х
Vacant	CSEA		Х
Mark DeHart	Faculty		Х
Diane Harley	Faculty	Х	
Frank Gallegos	L-39		Х
Valeria Dueñas	ASHC	X	
Paola Delgado	ola Delgado ASHC		

Others

Name	Title or Representing	Present	Absent
Suzie Payne	Interim Controller	X	

Jill Sweeney

Ben also stated he would like to see member feedback increase and asked that members begin to consider things which will generate discussion. He added that he will bring more items forward that are

Ben then asked if there were any further comments on the survey. There were none and he thanked everyone for their input.

2. Courtesy Review: BP/AP 6700

Benjamin Figueroa

Ben brought these two documents forward for informational purposes only and explained they are related to rules for facilities use. Ben then asked for questions or comments. Terri Pyer commented that the District subscribes to a service that reviews BPs and APs that HCCD has to follow. The service reminds us of updates to the BPs and APs. Ben stated this item will be placed on the next meeting agenda and the current and updated versions of the BP/AP will be available for purposes of evaluation.

3. Food Service Update

Jill Sweeney

Ben began by telling the members that he asked Jill Sweeney to attend meeting in order to provide a report on the Food Service area. Jill stated the following:

Pretty busy throughout the rest of the semester there are many events are going on Checked on the vending machine in the PA building which was broken into a year ago. She is currently working with Maintenance to have a lock installed on it.

An ice cream freezer was delivered to the Alisal campus

There were survey requests for burgers of the week and bacon wrapped hot dogs. She is hoping to have these in place for the fall

Pepsi donated bottled water for graduation

Trying to get organic ideas

Jill asked that if anyone has ideas for Food Service that they please let her know.

4. Budget Update

Suzie Payne

Suzie reviewed the monthly budget update presentation given at the recent Board meeting The Business Office is currently working on the 2017-18 budget The

5. HR Update Terri Pyer

Terri provided the following information:

Safety Committee met recently and discussed parking and enforcement regulations. There will be some things coming up to make things clear to everyone who uses parking lots including marking of spaces

Safety Committee is also looking at what can be done to alleviate injuries on campus Professional Development Committee is proud that a lot of programs have helped people be more aware of learning new things to become better at what they do to help them better serve students

Just went through the third round of applications to send employees to conferences. The committee wants to increase opportunities for everyone

6. Facilities/Bond Measure Update

Joseph Reyes

Joseph reported:

LED light replacement is about 90% complete in the parking structure; stairways remain to be completed

Interior painting of structure is complete; about 1/3 of exterior is complete

In the process of entering into an agreement with an architectural firm to assist with the master planning of all Measure T projects

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.