



Administrative Services Council
Minutes

Wednesday, September 10, 2014; 10:00 a.m.
E-112

MEMBERS

| Name | Representing | Present | Absent |
|--------------|----------------|---------|--------|
| Alfred Muñoz | Administration | X | |
| Terri Pyer | Administration | X | |
| Joseph Reyes | | | |

Hartnell College Vision Statement: 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.

Hartnell College Mission Statement: Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

continue being involved in the community and remind them that HCCD is here and willing to work with them.

Human Resources – (1) Improving the recruitment and onboarding process, automating performance evaluation, and training opportunities. Funds were approved and the new software package will soon be implemented; next spring's recruitment season will be the first time the new system is used. Applicants will have a different experience; the college will seem like very different employer to applicants. (2) Some computer assistance will be needed in the future for programming and data entry related to the new software. (3) Will continue working on customer satisfaction.

Business Office – (1) The goal over the next 1.5 to 2 years is updating the website to be friendlier in terms of making all Business Office forms available to all constituents on campus thereby helping each department / division move their transactions forward efficiently. (2) A major remodel is planned for the cashiers' workspace to make the area more ADA compliant. (3) Colleague is in the testing phase and implementation is planned for October or November. There will be training on the new, easier process. (4) Working with the Chancellor's Office related to large receivable payments from students and others HCCD does general business with (COTOPS). (6) Using Ellucian to streamline the budget process.

3. Administrative Services Council Evaluation of Effectiveness Results Alfred Muñoz

The survey was delivered to all councils and an assessment was requested from each member.

AI reviewed the survey results. Areas of concern:

Attendance - AI reminded the members to notify Laura Warren in advance if they cannot attend a meeting to ensure meeting quorum.

Lack of participation from CSEA

Incentive to attend – District cannot provide financial incentive.

AI stressed the importance of agendas being posted 72 hours in advance of a meeting. Minutes are posted on the website and are open to the community for review.

4. BPs/APs Alfred Muñoz

AI explained the method by which policies and procedures are moved through the councils, cabinet, and Board. October will be a busy month for review of the BPs/APs noted on the agenda; he asked all members to please review prior to the next meeting so the council can discuss and move through

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