

# ADMINISTRATIVE SERVICES COUNCIL MINUTES

**Wednesday, September 26, 2018**  
**1:00 pm to 2:30 pm**  
**Minutes**

## Members Present

- ✓ Darlene Melby (Chair)
- ✓ Jesse Cecil
- ✓ Jodi Dawson
- ✓ Ryan Galbraith
- ✓ Melissa Green
- ✓ Kent Gross
- ✓ Wayne Keller
- ✓ Cindy Martel
- ✓ Jesse Mullin
- ✓ Eric Rulofson
- ✓ Carie Shaffer
- ✓ Desiree Kaae (Minutes)

### **Committee's Charge:**

*As part of the governance structure and decision-making process of the college, the Administrative Council brings together college constituents in a meeting to advise and consult on college-wide issues **related to administrative and operation services**. This group serves in a recommendation capacity **through the governance process** to the college.*

## Minutes

Convened at 1:06 pm

### Item 1. Approval of Minutes

(Melby)

- Minutes of the May 16, 2018 Meeting

*MSP (Dawson/Shaffer)*

*11 Ayes            0 Noes            0 Abstain            0 Absent*

### Item 2. Committee Charge – Approved as mended (see above)

(Melby)

*MSP (Green/Martel)*

*11 Ayes            0 Noes            0 Abstain            0 Absent*

### Item 3. Department Reports

- Facilities

(Rulofson)

- Eric Rulofson gave a report on the tasks and projects completed by Facilities staff during the 2017-2018 school year and summer. He also reported that the College of Siskiyou received \$62,000.00 from the State for scheduled maintenance projects: \$40,000.00 for repair to the gymnasium roof, \$3,000.00 for installation of the kiln, and the remainder, \$19,000.00, goes to instruction. This amount is significantly less than what has been received in previous years.
- Eric also spoke about the fire system in the Sciences Building. The system leaks and the cost of repairs is in the hundreds of thousands of dollars range. The college is looking at having the system certified this year as evidence to show that, despite the leaks, the system will work. Also, due to a contractor's error, the emergency shower drains are clogged and will require a repair that is anticipated to be completed in January. Insurance will cover this repair.
- Darlene Melby explained that the sprinkler repairs will cost over half million dollars, and that one option being looked at is to do the repairs in phases over a three year period.

**Item 3. Department Reports (cont.)**

- **Bookstore** **(Galbraith)**
  - Ryan Galbraith reported that the Bookstore took in \$188,000.00 so far for the fall semester.
  - He thanked maintenance for transporting books to and from Yreka.
  - He also thanked everyone for helping out when the flood in the quad crept into the bookstore. There was no damage.
  - The bookstore sold merchandise at the alumni football game and had approximately \$1,600.00 in sales.
  - The point-to-point encryption and new pin-pads will be set up by early January.
  - The bookstore is looking at bringing in a new mobile register and replacing the server or using a virtual server.
  - The two student workers are working out well and are learning how to operate the register, keep the store straightened, and help out with social media promotion of the Bookstore.
  - The Bookstore staff met and brainstormed ideas for this semester including a craft center for greeting cards and marketing tools to motivate textbook rental returns.
  - Ryan will be attending the California Association of College Stores 2018 Professional Development Conference & EXPO in November.
- **IT** **(Keller)**
  - Wayne Keller reported that the Banner 9 'Go Live' is scheduled for November 9-12 over Veteran's Day weekend. There will be notifications going out periodically as the date approaches.
  - The migration of staff email to Office 365 Outlook will be happening soon. There have been two pilot groups, and when IT is ready to migrate the rest, the staff will be notified.
  - IT has been working on setting up the operational data store for Banner, rolling out new computers with Windows 10 and Office 2016 around campus, and then will be upgrading existing computers to the new systems next.
  - Also, IT purchased new Help Desk software for better communication with Help Desk requests.
- **Food Services** **(Martel)**
  - Cindy Martel reported that Food Services has a new menu with more healthy options, and will reevaluate in mid-October to remove items that aren't selling as well. She said the response has been positive. Other projects for menus are possibly a large poster for the grill area and maybe in the future a digital display.
  - Also the staff now have aprons with the college logo and Cindy is looking at laundering service logistics for the aprons. She is looking at the best way to establish a set dress code.
  - Other changes included adjusting prices to round to nickels and dimes and adding a "Go Large" option for an additional price for students who want a larger meal.
  - Darlene Melby added that she and Cindy will be putting together a strategic plan and presentation for the Board based on the evaluation report from the Campus Dining consultants who visited this past spring.

**Item 3. Department Reports (cont.)**

- **Business Office** **(Gross)**
  - Kent Gross reported that the Final Budget, with a lot help from Darlene, has been approved. There were no remarkable changes to any of the operational budgets when compared to the tentative budget. Most changes occurred in salaries and benefits.
  - Darlene Melby shared that that reductions made when tentative budget was going through the governance process were implemented with input from the VPs to help alleviate some of the deficit. This information was to be shared by the VPs with their respective departments.
  - Kent also stated that with current business office staffing they are working to provide information to various departments who are trying to finish year-end reporting, and also working on closing the 2017-2018 books before the auditors visit the second week of October.
  - A new associate director of finance has been hired and will be starting October 8<sup>th</sup>.
- **Administrative Services Office**
  - Darlene Melby reported the activities happening in the Administrative Services area.
  - Desiree Kaae has organized the contracts and MOUs, and is researching how to utilize electronic signatures such as Docusign to streamline the contract signing process.
  - Desiree is also assisting Business Services by performing the morning reporting process in Banner to free up some of Kent's time.
  - There will be budget training for budget managers after the Banner 9 conversion has been completed.
  - Program reviews will begin in the next month.
  - Darlene would like to establish a process to manage facility rentals.
  - There will soon be APs/BPs to be reviewed by Administrative Council regarding camera surveillance at the College.
  - Darlene is writing a Budget Development Manual and is working on several other manuals as well.
  - Melissa Green and Darlene are working on a Non-Instructional Program Review Manual which will eventually be integrated with the Instructional Program Review Manual.

**Item 4. Goals 2018-19**

**(Melby)**

- Darlene Melby opened up discussion for the committee goals.
- Darlene said there had been discussion at President's Cabinet regarding the review Facilities Master Plan.
- Eric Rulofson spoke about the need to update the current Facilities Master Plan, and that the plan should have input from all constituent groups because of the high dollars associated with facilities upkeep, remodel, and modernization.

**Item 4. Goals 2018-19 (cont.)**

- Darlene thought a good solution would be to draw together a workgroup with representation from the different areas and then take it the appropriate councils/committees for recommendations or start with councils/committees for recommendations for facilities needs.
- The group expressed concerns about having another committee.
- Eric and Darlene said in this case, while there would be a need to gather a group more often to review and update the plan in the beginning; once in place, the plan would then only need to be updated annually.

**Item 5. Other - None**

**Item 6. Adjourned at 2:20 pm**

**Meeting Time and Dates: 3<sup>rd</sup> Wednesday of the Month, 1:00 – 2:30**

<del>September 19, 2018</del> <i>rescheduled</i>	February 20, 2019
<del>September 26, 2018</del> <i>4<sup>th</sup> Wednesday</i>	March 20, 2019
October 17, 2018	April 17, 2019
November 21, 2018	May 15, 2019
December 19, 2018	