

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, October 17, 2018
1:00 pm to 2:30 pm
Board Room

Members

- ✓ Darlene Melby (Chair)
- ✓ Jesse Cecil
- ✓ Jodi Dawson
- ✓ Ryan Galbraith
- ✓ Melissa Green
- ✓ Kent Gross
- ✓ Wayne Keller
- ✓ Cindy Martel
- ✓ Jesse Mullin-Doug Haugen
- ✓ 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 1:09 pm

Item 1. Approval of Minutes

(Melby)

- **Minutes of the September 26, 2018 Meeting**

MSP (Green/Cecil)

11 Ayes 0 Noes 0 Abstain 0 Absent

Item 2. Decision-Making Guide for College of the Siskiyou

(Melby)

Darlene reported that College Council, at their October 10, 2018 meeting, approved the Decision-Making Guide for COS. She briefly reviewed the guide and explained how initiatives, policies and procedures move through the committee process as shown in the organizational chart.

Item 3. Department Reports

- **Facilities**

(Rulofson)

Eric Rulofson reported:

- Board presentation for Soccer Field Project scheduled for October 29.
- Lock Bloks will be installed everywhere on the Weed campus.
- There is a possible chemical fix for the clogged drains in the Science Building. If it works there won't be any need to close part of the building during the month of January.
- New kiln is up and running.
- Space utilization inventory is into the State.
- Hazardous waste questionnaire has been submitted to the Environmental Protection Agency.
- Also the annual energy use calculator has been submitted to the Chancellor's Office. This information is used by the Chancellor's office to lobby the Legislature for more funding to do energy saving projects.

- **Bookstore**

(Galbraith)

Ryan Galbraith reported:

- Faculty has been notified to provide winter session and spring semester textbook adoptions. Ryan hopes to have a list posted by the beginning of November.
- Currently working on returning unsold books from the Fall semester.
- Had meeting regarding the set-up of the new point-to-point encryption for the credit card machine.

Item 3. Department Reports (cont.)

• **Bookstore (cont.)**

- Also looking at purchasing a second register for the bookstore and replacing the server.
- In November will be starting the gift card station for the holidays.

• **Food Services**

(Martel)

Cindy Martel reported:

- Blue Ribbon Committee is being developed.
- Has been researching HACCP (Hazard Analysis and Critical Control Points) to implement in the cafeteria.
- Researching menu and food pricing software to help streamline processes.
- Have been student-worker attrition.
- Getting ready to post vacant food service positions that have been budgeted for.

Darlene Melby reported:

- Darlene gave additional information on the Blue Ribbon Committee; the committee responsibility and membership.

• **Business Office**

(Gross)

Kent Gross reported:

- Kent reported that Jeannine Greenslade has been hired as the Associate Director of Fiscal Services.
- The Auditors will be here sometime in the month of November.

• **IT**

(Keller)

○ **Technology Master Plan**

Wayne Keller reported:

- Going live with Banner 9 on November 12.
- Everyone has been moved over to Office 365 (cloud).
- Using Barracuda to be able to replicate.
- Utilizing “short-throw” projectors in two classrooms.
- Upgrading copiers around campus.
- Working on using “single sign on” to access all systems.

Darlene Melby reported:

- Working on using BSSOT Grant dollars to create two computer labs, Science 110 and DLC 108.

Item 4. Cost Containment Activity or Ideas

Discussion (Melby)

Darlene Melby reported:

- Expanded College Council at their last (October 10) meeting discussed the concept of Cost Containment and identifying cost saving methods that are in place at COS and methods that could be implemented.
- One example from Eric Rulofson that has already happened is updating lighting hardware around campus to reduce power consumption by 80%.
- Wayne Keller has looked at Ellucian’s pricing structure for various tech services and has negotiated terms to reduce costs by as much as \$250,000.00.

Item 4. Cost Containment Activity or Ideas (cont.)

- Another suggestion was reducing copy paper waste by using electronic versions of documents.
- Also, Darlene and Wayne talked about updating our firewall and using software to monitor our entire system to prevent any potential costs from a data breach.
- Ideas, suggestions, and existing methods for cost containment can be brought to Administrative Council and this item will be a standing item on the Administrative Council agenda.

Item 5. College Council Activity

Information (Melby)

Darlene Melby reported:

Darlene would like to report out on College Council (CC) going forward.

- CC goals have been set for this year.
- CC is reviewing Board Policies and Administrative Procedures.
- CC viewed a presentation on the new Library Platform that will be used to serve our students. This platform will be implemented over the next coming year.
- Jayne Turk, in reference to mandated reporter requirements, made a request that minor students somehow be confidentially identified on class rosters.
- Jayne Turk also suggested that there be Mandated Reporter training for all staff.
- Integrated Planning and Budget has been tasked with planning the all-campus Planning Day, which will involve remastering the COS Institutional Master Plan.

Item 6. Other - None

Item 7. Adjourned at 2:10 pm

Meeting Time and Dates: 3rd Wednesday of the Month, 1:00 – 2:30

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