

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, December 5, 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
- 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 1:05 pm

Item 1. Approval of Minutes

Action (Melby)

- **Minutes of the October 17, 2018 Meeting**

MSP (Dawson/Cecil)

7 Ayes 0 Noes 0 Abstain 4 Absent

Item 2. Student Short-Term Emergency Loan

(Green)

Melissa Green reported-

Student Services will be offering short-term emergency loans to students who are in need. They can borrow up to \$200.00. This is not funded out of the general fund. Requests for loans will be made through the Student Equity office. Students will need to apply detailing what the funds are needed for, and will sign a promissory note. There will be hold placed on the student's account until the loan is repaid.

The Foundation will also offer grants as a last stop option for students after all other resources are exhausted. This will follow the same procedure as the emergency loan with a few differences. As a grant, the funds will not have to be paid back and the distribution of funds will follow stricter guidelines. An example would be if a student needed help paying rent, the funds would be distributed directly to the landlord rather than the student.

There was discussion about other resources for students, i.e. Cal Fresh, SNAP, etc.

Item 3. Enrollment Management Committee - Report

(Green)

Melissa Green reported-

The Enrollment Management Task Force identified goals for the 18-19 school year regarding FTES, degrees and certificates, and Pell Grant recipients, California College Promise and persistence rate.

- FTES goal - 2594.85 based on the three-year rolling average.
- Degrees and Certificates – 353
- Pell Grant Recipients – 850
- Fall to Spring Persistence – 51%
- California Promise, Siskiyou Promise, Applicants to Yield – to be determined

Melissa spoke about the efforts being made to meet or exceed the 18-19 goals such as evaluating transcripts of students who are close to achieving a degree or certificate and contacting them. Meghan Witherell has a list of about 100 students she will be contacting. Also Financial Aid is actively pursuing assisting students in completing their FAFSA to fully

Item 3. Enrollment Management Committee – Report (cont.)

determine potential Pell Grant recipients. They are using a third-party vendor to process the verification of files, which is speeding up the verification process for students.

Darlene Melby reported –

Darlene ran through the three components of the new funding model, base FTE, low income students (i.e. PELL grant recipients) and success (Degree and Certificate recipients) these three components drive the funding COS receives from the State.

Item 4. Department Reports

• **Bookstore** (Galbraith)

Ryan Galbraith reported –

- Winter session books are in stock.
- Students can return Fall book buybacks and return rentals by December 14th.
- Spring semester books have been shipped and are arriving soon.

• **IT** (Keller)

Wayne Keller reported –

- IT is updating the copiers around campus. This should be complete in the next couple of weeks.
- Working on the two new computer labs
- Utilizing new asset software to do a long over-due physical inventory
- TJ Baugus, last day Dec 7th
- Banner upgrade is going well. There are two updates scheduled for December 19th and January 19th.

• **Food Services** (Martel)

Cindy Martel reported –

- Updating the inventory list to initiate monthly inventories to be submitted to Business Services
- The Blue Ribbon Committee has been formed and the first meeting will be Dec. 7, 2018.
- Creating a drafts of a training handbook and onboarding form for all food service workers, including permanent, temporary, and students.
- Preparing for Planning Day
- Preparing for Winter Break closure on December 17th; the grill and dining hall will reopen on January 2nd for staff and then later for students when they return for Spring Semester.
- Working with HR to provide the Food Handlers test through Keenan; this will be helpful for food service employees to be able to take the test in-house.
- Currently screening applicants for the three open food service positions.
- Recently have done a walkthrough to reconfigure the dining hall area, to be completed over Winter Break.

• **Business Office** (Gross)

Darlene Melby Reported-

- The auditors are supposed to provide a draft audit and have an exit interview before going the audit goes through the Audit Committee and Board.
- IT is working on 1098T form in Banner 9 and training staff on the process.

Business Office (cont.)

- Also working on a cost analysis initiative for different educational departments. Currently looking a CTE, and have finished going over the Nursing Program and Fire Academy. Looking at FTES generation and finding strategic ways to manage these programs more efficiently from a fiscal standpoint.

• **Facilities** **(Rulofson)**

Darlene Melby reported –

- Repairing a leak in the RHSI building in Yreka. This will be funded by a \$5000.00 endowment through the Foundation.
- If anyone is ever on the Yreka Campus, check out he Advanced Manufacturing area; it’s amazing.
- The Turf project has had a few different models presented; from the original football field project at a cost of 1.8 million dollars, to a broader soccer field project at a cost of 2.7 million dollars. We are now taking a step back and looking at a much narrower scope that involves reseeding and landscaping the soccer field area.

Item 5. Planning Day **Information (Melby)**

Darlene Melby reported –

IPB is planning Planning Day and is tasked with starting the process for developing the Institutional Master Plan (IMP). The President formed a task force to create draft Vision and Mission statements. This will be the starting point for the IMP.

Darlene went over the five key initiatives and how the facilitators and groups will begin developing each initiative utilizing an established list of sub points. Desiree Kaae and Darlene also talked about the survey that will help place people in their area of interest.

Item 6. Cost Containment Activity or Ideas **Discussion (Melby)**

None

Item 7. College Council Activity **Information (Melby)**

None

Item 8. Other

Darlene noted that this committee will be busier this spring with Program Reviews, CQIPs, and APs/BPs coming through.

Item 9. Adjournment

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

~~September 19, 2018~~ rescheduled

~~February 20, 2019~~ cancelled

~~September 26, 2018 4th Wednesday~~

March 20, 2019

~~October 17, 2018~~

April 17, 2019

~~November 21, 2018~~ rescheduled

May 15, 2019

~~December 5, 2018~~ rescheduled from 12/19/18