

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Thursday, March 21, 2019
2:30 pm to 4:00 pm
DLC 4

Members

- ✓ Darlene Melby (Chair)
- ✓ Dayna Avery
- ✓ Jesse Cecil
- Jodi Dawson
- Ryan Galbraith
- Melissa Green
- ✓ Kent Gross
- ✓ Wayne Keller
- ✓ Cindy Martel
- ✓ Veronica Rivera
- ✓ 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 2:30 pm

Item 1. Approval of Minutes

Action (Melby)

- **Minutes of the December 5, 2018 Meeting**

MSP (Dawson/Cecil)

7 Ayes 0 Noes 0 Abstain 4 Absent

Item 2. Department Reports

- **Facilities**

(Rivera)

Veronica Rivera reported-

- The Soccer Field Project bid was awarded to RB Aldrich Construction out of Fort Jones.
- Working on a retrofit of LED lights in the Cafeteria and receiving a one-to-one rebate from Pacific Power and Light Company for this project.
- Getting ready for summer projects.
- Will be falling big trees to get ready for the Soccer Field Project.
- The maintenance crew has been working on the set-up of the Police Academy.

- **Bookstore**

(Galbraith)

Darlene Melby reported-

There was a presentation regarding Open Educational Resources (OER) on March 15th. This presentation included how to access these resources and the benefits of OER to our students and faculty.

- **Food Services**

(Martel)

- HACCP and SOP (Standard Operating Procedures) Manual complete.
- Employee Training Manual – Complete and ready to be implanted by after Spring Break.
- We received our shelving from Supplies on the Fly and will be installing over Spring Break.
- Final Interviews for Part Time employee set up for the first week of April.

- **Business Office**

(Gross)

Kent Gross reported-

- FY 2019-20 Banner budget entry will be locked on Friday, March 29th.
- The cut-off for 2018-19 Purchase Orders is Monday, April 15th.
- Finalizing several reports for FY 2017-18.
- Jeannine Greenslade is currently reviewing the categorical budgets.

- **IT** **(Keller)**
Wayne Keller reported-
 - Beginning the next phase of implementing Single-Sign on.
 - Piloting a Banner add-on to assist with job scheduling.
 - Continuing with the Windows 10 upgrade and installation of new computers around campus.

Item 3. Institutional Master Plan - Draft **(Melby)**
Darlene Melby gave an overview of the most recent draft of the Institutional Master Plan. She went over the structure of the document and asked the committee to provide suggestions and feedback to be returned to Dr. Schoonmaker by April 1st.

Item 4/5. CQIP Review & Ranking Discussion/Open Hearing Administrative Services **(Melby)**
Darlene Melby gave a brief overview of the Open Hearing process scheduled for the upcoming Integrated Planning and Budget Committee (IPB) meetings. CQIP requests were presented by each Administrative department and Administrative Council prioritized each CQIP according to need. Darlene explained that after the Open Hearings the CQIPs will be compiled into each category and then sent out to the IPB Committee for ranking.

Item 6. Cost Containment Activity or Ideas - None **(Melby)**

Item 7. College Council Activity - None **(Melby)**

Item 8. Other - None

Item 9. Adjourned at 4:07 pm

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 21, 2019 (changed from March 20, 2019)

~~October 17, 2018~~

April 17, 2019

~~November 21, 2018~~ *rescheduled*

May 15, 2019

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