

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, April 17, 2019
1:00 pm to 2:30 pm
Board Room

Members

- | | |
|--|--------------------------|
| ✓ Darlene Melby (Chair) | ✓ Kent Gross |
| ✓ Dayna Avery | ✓ Wayne Keller |
| ✓ Jesse Cecil | Cindy Martel |
| Jodi Dawson | ✓ Veronica Rivera |
| ✓ Ryan Galbraith (<i>left 2:00 pm</i>) | Carie Shaffer |
| Melissa Green | ✓ 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

Item 1. Approval of Minutes (Melby)

• Minutes of the March 21, 2019 Meeting

MSP (Dayna Avery/Jesse Cecil)

7 Ayes 0 Noes 0 Abstain 4 Absent

Item 2. Review Board Policies and Administrative Procedures (Melby)

The following Board Policies and Administrative Procedures were recommended to President's Cabinet and College Council:

MSP (Kent Gross/Jesse Cecil)

7 Ayes 0 Noes 0 Abstain 4 Absent

Recommendation to President's Cabinet 4/24/19; College Council 5/8/19

- | | |
|-----------------------|-----------------------|
| 1. BP 3560 (Review) | 2. AP 3560 (Revision) |
| 3. BP 3820 (Revision) | 4. AP 3560 (Revision) |

Recommendation to College Council 4/24/19;

- | | |
|-----------------------|--|
| 5. BP 3600 (Review) | 6. AP 3600 (Revision) <i>AP 3600 amended to capitalize "Board of Directors" for uniformity throughout the document.</i> |
| 7. BP 3720 (Review) | 8. AP 3720 (For Reference only) |
| 9. BP 3810 (Revision) | 10. AP 3810 (For Reference only) |

Item 3. Department Reports

• Bookstore (Galbraith)

Ryan Galbraith reported-

- Bookstore staff have been going through inventory
- Updated perpetual inventory
- Updated clothing count
- Obtained a quote for retail cost base system for better accuracy, \$6000
- Working on textbook adoptions for Summer and Fall terms
- Attended the presentation on Open Educational Resources (OER) on March 15th.
- On April 23rd installing point-to-point encryption EMV pin pad for credit card security
- Grad supplies are in and for sale in the Bookstore

- **Food Services** **(Martel)**
Darlene Melby reported-
 - Food Service has new shelving in the walk-in which makes the area easier to clean and is now better organized.
 - An offer has been made to an applicant for a part-time permanent food service position.
 - Food Services is gearing up for commencement and many catering requests are coming in for that week.
 - Also getting ready to provide meals for summer camps
 - Blue Ribbon Committee will resume in the fall.

- **IT** **(Keller)**
Wayne Keller reported-
 - IT has cut over to the new circuit in Yreka adding bandwidth.
 - Looking at June for the implementation of Banner Single Sign-on; waiting on Ellucian for a completion date.
 - AIM software for DSPS is in use, but waiting for Single Sign-on.
 - Banner Atomic Job Scheduling:
 - Part 1 – Install auto-scheduler
 - Part 2 – Financial Aid data loads automated
 - Looking at spaces around Campus to expand IT

-Darlene Melby commented that a Facilities Committee is being developed.

- **Business Office** **(Gross)**
Kent Gross reported-
 - Gearing up for new semester
 - Settling student account charges
 - Purchase Order cut-off set for April 15th
 - IPB is having Open Hearings or CQIP requests
 - Working on 19-20 payroll calculations for Tentative Budget

-Darlene Melby commented that College Council and IPB will be looking at the FY 19-20 Tentative Budget and the Institutional Master Plan at a joint meeting on May 15th.

- **Facilities** **(Rivera)**
Veronica Rivera reported-
 - Soccer Project pre-meeting scheduled for April 22nd
 - Permanent speed bumps to be installed
 - Visited new Maker-Space at the Yreka Campus
 - Commencement reception to be outside by the Science Building
 - Planning to turn off all air-handlers on the weekend with the exception of any SchoolDude requests; this can be programmed remotely
 - Café receipts are a large source of litter around campus and takes time to clean up; is there a way to do paperless receipts?

-Darlene Melby commented that this could be brought forward to the Blue Ribbon Committee.

Item 4. Institutional Master Plan (Melby)

Darlene Melby provided information on the link set up for the Institutional Master Plan (IMP). This link is provided so that anyone can provide comments/suggestions for the IMP.

Item 5. Cost Containment Activity or Ideas (Melby)

One idea presented during the Facilities report from Veronica Rivera was to find a solution to the café receipt litter around campus by making the receipts paperless. This would decrease the time needed to pick up litter around campus and increase productivity for the custodial staff.

Item 6. College Council Activity (Melby)

Darlene Melby reported-

- Explained that there are many Board Policies and Administrative Procedures being forwarded to College Council.
- Jayne Turk is requesting that a compensation study be done to look at salaries at COS versus other CA Community Colleges, as well as staffing ratios.
- Jayne Turk has piloted a “Pack It In/Pack It Out” initiative to consolidate trash collection in her building. Veronica Rivera and Maria Ferrasci would like to implement this campus-wide.
- Reg365 is now discontinued.
- Electronic surveys are going out to all of the Councils/Committees in advance of the Annual Report and Evaluation. These reports once completed provide documentation for accreditation.

Item 7. Other

Darlene Melby reported that the 320 report for P2 is due April 19th. FTES at this time is below what was anticipated and may cause a shortfall in apportionment revenue.

Item 8. Adjournment

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

~~September 19, 2018~~ *rescheduled*

~~February 20, 2019~~ *canceled*

~~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*