

# ADMINISTRATIVE SERVICES COUNCIL MINUTES

**Wednesday, September 18, 2019**  
**1:00 pm to 2:30 pm**  
**Board Room**

## Membership

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

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

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

## MINUTES

Convened at 1:03 pm

**Item 1. Approval of Minutes (Melby)**

**Minutes of the May 15, 2019 Meeting - Approved**

*MSP (Jodi Dawson/Veronica Rivera)*

7 Ayes            0 Noes            0 Abstain            3 Absent

**Item 2. Committee Charge (Melby)**

**Embed Facilities planning and management into the Committee Charge**

The Council made changes to the Committee Charge as noted above.

*MSP (Kent Gross/Jodi Dawson)*

7 Ayes            0 Noes            0 Abstain            3 Absent

**Item 3. Committee Goals 2019-20 (Melby)**

The committee approved the goals to be updated as follows:

*MSP (Jodi Dawson/Kent Gross)*

7 Ayes            0 Noes            0 Abstain            3 Absent

- Review Budget Development Timeline, Budget Assumptions, Non-Instructional program reviews and CQIP rankings for Administrative Services.
- Review Technology, ~~and~~ Facilities, and Food Services Master Strategic Plans, Non Instructional Program Review Manual, Budget Development Manual, Budget Development Timeline.
- Review Facilities space requests and space allocation plans.
- Provide departmental information to constituency groups.
- Review Administrative Procedures and Board Policies related to Administrative Services.
- Cost Containment Ideas
- Enrollment Management and College Council report out
- Support institutional goals #2 and #3.

**Item 4. Review Board Policies and Administrative Procedures (Melby)**

It was recommended by the council to forward AP 3560 to the September 25, 2019 College Council Meeting with several minor grammatical corrections.

*MSP (Jodi Dawson/Kent Gross)*

*7 Ayes            0 Noes            0 Abstain        3 Absent*

**Item 5. Department Reports**

**• Facilities (Rivera)**

Veronica Rivera reported-

- Phase 1 and phase 2 of Manufacturing is complete and the first Milling Class is in progress. Now moving on the phase 3.
- There are concerns about parking and security, because of the number of people on campus. There are non-students sleeping in their cars on campus.
- Rolling out the Pack It In/Pack It Out trash initiative in McCloud Hall.

**• Bookstore (Galbraith)**

Darlene Melby reported-

- The Bookstore is exploring Open Education Source (OES) instructional materials as cost effective alternative for our students.
- Selling COS merchandise at the Footballs games.

**• Food Services (Martel)**

Cindy Martel reported-

- FRP is installed on the walls in the food service area.
- Blue Ribbon Committee is meeting in October.
- Looking for ways to reduce Food Service expenditures.
- The monthly inventory and financial statements are helpful.
- There are new Grab-n-Go “Big Meals” available.
- Changing the number of weekend shifts from three to two.

**• IT (Keller)**

Wayne Keller reported-

- Wrapping up Single Sign-on, to be complete by the end of October.
- Automatic Job Scheduling is complete.
- Working on the Banner security project, One-Drive, new firewall, Cisco Call management, and transitioning all drives and systems to the cloud.

**• Business Office (Gross)**

Kent Gross reported-

- Rush of students has slowed down, and now processing Financial Aid.
- Working through the new purchasing process.
- The 2019-20 Final Budget was approved at the September Board Meeting.
- Will be replacing the Tentative Budget with the Final Budget in Banner soon.
- Working the signing hierarchy for Purchase Requests.
- Auditors coming October 23<sup>rd</sup> through 25<sup>th</sup>.

**Item 6. Report out on College Council**

**Information (Melby)**

Darlene Melby reported that at the last College Council meeting there was discussion about cost containment initiatives, Continuous Quality Improvement (CQI), and the compensation study that has been brought forward by Jayne Turk.

**Item 7. Other - None**

**Item 8. Adjourned at 2:23 pm**

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

**September 18, 2019**

**February 19, 2020**

**October 16, 2019**

**March 18, 2020**

**November 14, 2019**

**April 15, 2020**

**December 12, 2019**

**May 20, 2020**