

# ADMINISTRATIVE SERVICES COUNCIL MINUTES

**Wednesday, January 29, 2020  
12:00 pm to 2:00 pm  
Board Room**

## Membership

✓ Darlene Melby (Chair)	✓ Kent Gross
✓ Jesse Cecil ( <i>left at 2:00 pm</i> )	✓ Cindy Martel
Jodi Dawson	✓ Veronica Rivera
✓ Matt Donaldson	✓ Carie Shaffer
Ryan Galbraith	Jeannine Greenslade (Resource)
Melissa Green	✓ Desiree Kaae (Minutes)

### **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, operations, and facilities services. This group serves in a recommendation capacity through the participatory governance process to the college.*

## **MINUTES**

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Convened at 12:28 pm

### **Item 1. Approval of Minutes**

**(Melby)**

#### **Minutes of the November 20, 2019 Meeting**

*MSP (Carie Shaffer/Kent Gross)*

7 Ayes                      0 Noes                      0 Abstain                      3 Absent

### **Item 2. Review or Recommend Board Policies and Administrative Procedures**

**(Melby)**

*MSP (Kent Gross/Veronica Rivera)*

7 Ayes                      0 Noes                      0 Abstain                      3 Absent

Recommended to College Council:

BP 6100, BP 6150, AP 6365, BP 6620, AP 6620, AP 6800

Tabled for later meeting:

AP 6310, AP 6315, AP 6150, AP 6305, BP 6540, AP 6540, BP 6900

#### Board Policy

*(no League BP 6310)*

AP 6310 – Bring back to Administrative Services Council draft the includes the Foundation and Student Body organizations all operating under the same structure and procedures.

*(no League BP 6315)*

#### Administrative Procedure

**AP 6310 (new)**

**AP 6315 (new)**

AP 6315 – Either find another AP to incorporate this into, or bring back draft to Administrative Services Council using examples from other Districts.

**BP 6100 (returned from College Council)      (AP 6100 approved at CC)**

BP 6100 – Recommended to College Council with minor changes.

**BP 6150**

**AP 6150**

BP 6150 – Recommended to College Council with minor changes.

AP 6150 – Tabled for consultation with Executive Council and the Board regarding expenditure threshold. Bring back through governance process

*(no League BP 6305)*

**AP 6305**

AP 6305 – Revise to add a breakdown of the reserve percentages and bring back through governance process.

**Board Policy**

*(no League BP 6365)*

AP 6365 – Recommend to College Council, with no additional revisions.

**BP 6540**

BP 6540 & AP 6540 – Darlene will check into how student insurance fits into this BP and AP. Will table until later meeting.

**BP 6620**

BP 6620 & AP 6620 – Recommended to College Council with minor language changes.

**BP 6800** *(approved at CC)*

AP 6800 – Recommended to College Council with minor changes in addition to College Council's recommendations.

**BP 6900**

AP 6900 – Not in meeting packet, will bring back to a later meeting.

**Administrative Procedure**

**AP 6365**

**AP 6540**

**AP 6620**

**AP 6800** *(returned from College Council)*

*(no AP 6900, League has option for local language)*

**Item 3. 2020-21 Budget Timeline (Melby)**

MSP *(Cindy Martel/Carie Shaffer)*

7 Ayes            0 Noes            0 Abstain            3 Absent

Darlene Melby gave an overview of the Budget Development Timeline. She explained the differences from last year that include a revised timeline for both Tentative and Final Budget to ensure all stakeholders have ample time to review the budget before it is approved by the Board.

**Item 4. 2020-21 Non-Resident Tuition Fee (Gross)**

Kent Gross gave an overview of how the Non-Resident Tuition Fee is calculated and what our options are to establish the 2020-21 rates. It was the committee's consensus to use the higher rate of \$290.00.

**Item 5. 2019-20 320 P1 FTES Report (Gross)**

Kent Gross gave an overview of the 2019-20 320 P1 FTES Report and a comparison with the two prior fiscal years.

**Item 6. Facilities Master Plan (update) (Rivera/Melby)**

Veronica Rivera announced that the next open forum for the Facilities Master Plan is scheduled for Tuesday, February 11<sup>th</sup> from 2:00 pm to 4:00 pm at the Yreka Campus.

**Item 7. Cost Containment Ideas**

**• Pack It In – Pack It Out Initiative (Rivera)**

Veronica Rivera gave a brief overview of the initiative and that it will be going to the next College Council meeting for final approval.

**Item 8. Department Reports – None**

**Item 9. Other – None**

**Item 10. Adjourned at 2:25 pm**

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

~~September 18, 2019~~

January 29, 2020 (*last Wednesday*)

~~October 16, 2019~~

February 19, 2020

~~November 20, 2019~~

March 18, 2020

~~December 9, 2019 (*cancelled*)~~

April 15, 2020

~~(*changed from Dec 18*)~~

May ??, 2020 (*tentative*)