

College of the Siskiyous
Campus-Wide Standing Committee
Annual Report

Committee Name	Administrative Services Council
Committee Members	Darlene Melby – Chair Jesse Cecil, Jodi Dawson, Melissa Green, Kent Gross, Wayne Keller, Jesse Mullins, Doran O’Donnell, Eric Rulofson, Carie Shaffer, Calvin Wagner, Chris Wehman
Committee Charge (Summary)	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 and operations. The group serves in a recommendation capacity to the college.

For Academic Year: 2017-18 **Date of Annual Report:** May 16, 2018

Month	Mtg Date	# Members Present	Date Agenda Sent	Date Minutes Posted	Please list the tasks that the Committee will be working on as a result of the meeting.
Feb.	21	8	2/19/18	5/17/18	Charge, goals, CQIPs, program reviews
Mar.	21	5	3/19/18	5/17/18	Membership, charge, goals, CQIP development
Apr.	18	5	4/15/18	5/17/18	CQIPs, program review manual
May	16	10	5/14/18	5/17/18	Committee evaluation, tentative budget
Avg Attendance		7			

Major Accomplishments or Achievements in Past Year	Developed charge & goals and membership
	Reported out on department activities and projects.
	Reviewed Tech Master Plan,
	Completed non-instructional program review, prioritized CQIPs, reviewed tentative budget

Major Obstacles or Problems with Committee	Technology issues (Zoom) during meetings, large amount to do with limited time, very difficult to get items through and onto the other governance committees based on when everyone meets and where items need to go. May need to meet more than once a month.
	New Committee did not have full year of meetings

Recommendations for Improving Process or Efficiency	Print fewer copies for meetings, people should print their own copies so extras are not made and thrown away. Schedule meetings to align with other governance committees.

Committee's Goals and Institutional Goals and were expectations met.	Review non-instructional program reviews and budget requests, administrative procedures and board policies related to Administrative Services.

Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	Review non-instructional program plans and CQIP budget requests, administrative procedures and board policies related to Administrative Services.
	Review Technology and Facilities Master Plans, Non Instructional Program Review Manual, Budget Development Manual, Budget Development Timeline,
	Provide departmental information to constituency groups,
	Review Administrative Procedures and Board Policies related to Administrative Services
	Support institutional goals #2 and #3.

Chair Signature	X
<i>Typed or Printed Name Darlene Melby</i>	

College of the Siskiyous Institutional Goals	
Goal #1:	Promote and support educational goal completion for all students.
Goal #2:	Sustain institutional health and vitality to meet the needs of the community.
Goal #3:	Evaluate institutional effectiveness for continuous improvement.

College of the Siskiyous Mission	
<i>College of the Siskiyous promotes learning and provides academic excellence for today's global students through accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.</i>	