

**College of the Siskiyous  
Campus-Wide Standing Committee  
Annual Report and Evaluation**

<b>Committee Name</b>	<b>Administrative Services Council</b>				
<b>Committee Members</b>	Darlene Melby (Chair) - Administrative Representative Dayna Avery – Student Representative ( <i>Mar through May</i> ) Jesse Cecil – Faculty Representative Jodi Dawson – Classified Representative Ryan Galbraith – ASM Representative Melissa Green – Administrative Representative Kent Gross – ASM Representative		Wayne Keller – ASM Representative Cindy Martel – ASM Representative Jesse Mullins – Student Representative ( <i>through Dec</i> ) Veronica Rivera – ASM Representative ( <i>Mar through May</i> ) Eric Rulofson – ASM Representative ( <i>through Dec</i> ) Carie Shaffer – Classified Representative Desiree Kaae – Recording Secretary		
<b>Committee Charge (Summary)</b>	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.				
<b>For Academic Year: 2018-2019</b>			<b>Date of Annual Report: May 15, 2019</b>		
<b>Month</b>	<b>Mtg Date</b>	<b># Members Present</b>	<b>Date Agenda Sent</b>	<b>Date Minutes Posted</b>	<b>Please list the tasks that the Committee will be working on as a result of the meeting.</b>
September	26	11	09/24/2018	10/26/2019	<ul style="list-style-type: none"> <li>• Continue to monitor the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Review the Committee’s prior year goals and bring forward ideas for the current year.</li> </ul>
October	17	11	10/16/2018	03/22/2019	<ul style="list-style-type: none"> <li>• Continue to monitor the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Technology Master Plan review</li> <li>• College Council Activity</li> <li>• Decision Making Guide for COS</li> <li>• Continue to put forth ideas and recommendations for cost containment strategies campus-wide.</li> </ul>
December <i>(rescheduled from Nov 21<sup>st</sup>)</i>	5	7	12/04/2018	03/22/2019	<ul style="list-style-type: none"> <li>• Continue to monitor the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Student Short Term Loan process</li> <li>• College Council report out</li> <li>• Planning Day agenda</li> <li>• Continue to put forth ideas and recommendations for cost containment strategies campus-wide.</li> </ul>
December	19				Canceled
February	20				Canceled
March	21	8	03/20/2019	04/18/2019	<ul style="list-style-type: none"> <li>• Continue to monitor the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Review of Institutional Master Plan “Draft”</li> <li>• Continue to put forth ideas and recommendations for cost containment strategies campus-wide.</li> <li>• Forward ranked CQIPs requested from each Administrative Services department to the Integrated Planning and Budget Committee.</li> </ul>
April	17	7	04/16/2019	5/17/2019	<ul style="list-style-type: none"> <li>• Continue to monitor the projects, activities, and accomplishments of each department in the Administrative Services area.</li> </ul>

					<ul style="list-style-type: none"> <li>• Review of Institutional Master Plan “Draft”</li> <li>• Continue to put forth ideas and recommendations for cost containment strategies campus-wide.</li> <li>• Forward Board Policies and Administrative Procedures recommended to College Council.</li> </ul>
May	15	7	05/14/2019	Approval Pending	<ul style="list-style-type: none"> <li>• Continue to monitor the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Review of Institutional Master Plan “Draft”</li> <li>• Recommend accomplishments, obstacles, improvements, and goals for the Standing Committee Annual Report and Evaluation to be forwarded to the Board of Trustees.</li> <li>• Continue to put forth ideas and recommendations for cost containment strategies campus-wide.</li> </ul>
<b>Average Attendance</b>		<b>9</b>			

<b>Major Accomplishments or Achievements in Past Year</b>	<b>Improved Program Review and CQIP Process.</b>
	<b>Hearing and reviewing Administrative Services Department accomplishments and disseminating this information to the other areas and constituency groups.</b>

<b>Major Obstacles or Problems with Committee</b>	<b>Maintaining membership and representation from all constituency groups.</b>
	<b>Other area plans were postponed due to focus on development of the Institutional Master Plan. These area plans (Facilities, Technology, etc.) will be developed to align with the Institutional Master Plan.</b>

<b>Recommendations for Improving Process or Efficiency</b>	<b>Members felt that overall this new committee is continuing to develop goals and promote strategies to increase the effectiveness of all of Administrative Services departments.</b>
	<b>Continue to improve communication to all areas and constituency groups.</b>

<b>Committee’s Goals and Institutional Goals.</b>	<b>Review Budget Development Timeline, Budget Assumptions, Non-Instructional program reviews and CQIP rankings for Administrative Services.</b>
	<b>Review Technology and Facilities Master Plans, Non Instructional Program Review Manual, Budget Development Manual, Budget Development Timeline.</b>
	<b>Provide departmental information to constituency groups.</b>
	<b>Review Administrative Procedures and Board Policies related to Administrative Services.</b>
	<b>Cost Containment Ideas</b>
	<b>Enrollment Management and College Council report out</b>
	<b>Support institutional goals #2 and #3.</b>

<b>Committee Goals (if appropriate) for Coming Year. List Related Institutional Goal</b>	<b>Review Budget Development Timeline, Budget Assumptions, Non-Instructional program reviews and CQIP rankings for Administrative Services.</b>
	<b>Review Technology and Facilities Master Plans, Non Instructional Program Review Manual, Budget Development Manual, Budget Development Timeline.</b>
	<b>Provide departmental information to constituency groups.</b>
	<b>Review Administrative Procedures and Board Policies related to Administrative Services.</b>
	<b>Cost Containment Ideas</b>
	<b>Enrollment Management and College Council report out</b>
<b>Support institutional goals #2 and #3.</b>	

**Chair Signature:**  
 Darlene Melby \_\_\_\_\_

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

**College of the Siskiyous Mission**  
*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.*