

## Campus-Wide Standing Committee Annual Report and Evaluation

Committee Name	<b>Administrative Services Council</b>				
<b>Committee Members</b>	<p><b><u>Administrative Representatives:</u></b> Darlene Melby (<i>Chair</i>) Melissa Green</p> <p><b><u>Faculty Representatives:</u></b> Jesse Cecil</p> <p><b><u>Student Representative:</u></b> None</p>	<p><b><u>ASM Representatives:</u></b> Matt Donaldson (<i>Jan through May</i>) Ryan Galbraith Kent Gross Wayne Keller (<i>Sep through Dec</i>) Cindy Martel Veronica Rivera</p>	<p><b><u>Classified Representatives:</u></b> Karen Chandler (<i>Feb through May</i>) Jodi Dawson (<i>Sep through Jan</i>) Carie Shaffer</p> <p><b><u>Recording Secretary:</u></b> Desiree Kaae</p>		
<b>Committee Charge (Summary)</b>	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.				
<b>For Academic Year: 2019-2020</b>			<b>Date of Annual Report: May 20, 2020</b>		
Month	Mtg Date	Number of 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. (Please refer to meeting minutes for more detail)
SEP	18	7	09/17/2019	04/17/2020	<ul style="list-style-type: none"> <li>• Update Committee Charge and review the committee's prior year goals and bring forward ideas for the current year.</li> <li>• Continue to hear and recommend Board Policies and Administrative Procedures to College Council. <i>One AP was reviewed and forwarded to College Council</i></li> <li>• Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance.</li> </ul>
OCT	16	9	10/15/2019	04/17/2020	<ul style="list-style-type: none"> <li>• Continue to hear and recommend Board Policies and Administrative Procedures to College Council. <i>Eight BPs and APs were reviewed and forwarded to College Council.</i></li> <li>• Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance.</li> </ul>
NOV	20	6	11/19/2019	04/17/2020	<ul style="list-style-type: none"> <li>• Continue to hear and recommend Board Policies and Administrative Procedures to College Council. <i>One AP was reviewed and forwarded to College Council</i></li> <li>• Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. <i>IIPP, Facilities Master Plan, Non-instructional Program Review</i></li> </ul>
DEC	18				Cancelled
JAN	29	7	01/28/2020	04/17/2020	<ul style="list-style-type: none"> <li>• Continue to hear and recommend Board Policies and Administrative Procedures to College Council. <i>Thirteen BPs and APs were reviewed and six were forwarded to College Council.</i></li> <li>• Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>• Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. <i>Budget Timeline; Non-Resident Tuition Fee; P1 FTES Report; Facilities Master Plan; Pack-it-In/Pack-it-Out;</i></li> </ul>

Month	Mtg Date	Number of 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. (Please refer to meeting minutes for more detail)
FEB	19	8	02/18/2020	05/21/2020	<ul style="list-style-type: none"> <li>Continue to hear and recommend Board Policies and Administrative Procedures to College Council <i>One AP was reviewed and forwarded to College Council</i></li> <li>Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>Rank department CQIPs to forward to IBP</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance.</li> </ul>
MAR	18				Cancelled
APR	15				Cancelled
MAY	20	10	05/19/2020	When approved in September 2020	<ul style="list-style-type: none"> <li>Review and approve Committee Annual Report and Evaluation</li> <li>Continue to hear and recommend Board Policies and Administrative Procedures to College Council. <i>Nine BPs and APs were reviewed and forwarded to College Council.</i></li> <li>Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area.</li> <li>Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance.</li> </ul>
Average Attendance		8			
Major Accomplishments or Achievements in Past Year		<b>Heard and/or recommended major initiatives:</b> <ul style="list-style-type: none"> <li>Facilities Master Plan</li> <li>Injury and Illness Prevention Plan</li> <li>Non-Instructional Program Review</li> <li>Revised Room &amp; Meal Rates</li> <li>Servitas Housing Study</li> <li>Non-Resident Tuition Fee</li> <li>International Student Fees</li> <li>Pack-it-In/Pack-it-Out</li> <li>Space Allocation</li> <li>CQIP Ranking for IPB Open Hearings</li> </ul>			
		<b>Heard and recommended Board Policies and Administrative Procedures.</b>			
Major Obstacles or Problems with Committee		<b>COVID-19 Pandemic</b>			
		<b>Membership – Student and Faculty representation</b>			
Recommendations for Improving Process or Efficiency		<b>Zoom Meetings have increased efficiency.</b>			
		<b>High level budget training for members.</b>			
<b>Committee’s Goals FY20 related to Institutional Goals</b> <i>Established Goals 09/18/2019</i>		<ul style="list-style-type: none"> <li>Review Budget Development Timeline, Budget Assumptions, Non-Instructional program reviews and CQIP rankings for Administrative Services</li> <li>Review Technology, Facilities, and Food Services Strategic Plans**, Non-Instructional Program Review Manual, Budget Development Manual**, Review Facilities space requests and space allocation plans.</li> </ul>			

<p><b>Were expectations met?</b></p>	<ul style="list-style-type: none"> <li>• Provide departmental information to constituency groups.</li> <li>• Review Administrative Procedures and Board Policies related to Administrative Services.</li> <li>• Cost Containment Ideas.</li> <li>• Enrollment Management and College Council report out</li> <li>• Support institutional goals #2 and #3.</li> </ul> <p><b>Goals were met with the exception of items noted with **. These will need to be addressed in FY21.</b></p>
<p><b>Committee Goals FY 21 (if appropriate) for Coming Year</b> <b>List Related Institutional Goal</b></p>	<p><b><u>Budget Review</u></b></p> <ul style="list-style-type: none"> <li>• Review Budget Development Timeline, Budget Assumptions, Non-Instructional program reviews and CQIP rankings for Administrative Services.</li> <li>• Review Technology, Facilities, and Food Services Strategic Plans, Non-Instructional Program Review Manual, Budget Development Manual, Review Facilities space requests and space allocation plans.</li> <li>• Provide departmental information to constituency groups.</li> <li>• Review Administrative Procedures and Board Policies related to Administrative Services.</li> <li>• Cost Containment Ideas.</li> <li>• Enrollment Management and College Council report out.</li> <li>• Support institutional goals #2 and #3.</li> </ul>
<p><b>Chair Signatures:</b></p> <p><b>Darlene Melby</b> _____</p>	

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

<p><b>College of the Siskiyous Mission</b></p>	
<p><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></p>	