

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, February 21, 2018
12:30 to 2 p.m.
Board Room

✓ Darlene Melby (Chair)
✓ Jesse Cecil
✓ Jodi Dawson
Jim Gilmore
✓ Melissa Green
✓ Kent Gross
✓ Wayne Keller
Jesse Mullins
Doran O'Donnell
✓ Eric Rulofson
Carie Shaffer
Calvin Wagner
✓ Chris Wehman

Committee's Charge: To be determined.

Item 1. Committee Charge

Darlene Melby distributed a document with a list of items that might be considered for the Council's charge and goals. She would like everyone to review the document and respond back to her or Lori with suggestions for the charge. This information needs to be compiled before the next meeting so it can be written and presented for review on the next agenda. Please have comments completed by March 14.

Item 2. Committee Goals

Darlene explained that this council will review non-instructional program reviews and budget requests, administrative procedures and board policies related to Administrative Services. Additional goals can be developed by reviewing the above-mentioned handout. As with the charge, suggestions should be forwarded to Lori and Darlene by March 14 to be included on the March 21 agenda.

It was also requested that the governance organization chart be brought to the next meeting so this council can review where it aligns in the governance process.

Item 3. Department Reports (IT, Business Office, Bookstore, Facilities, Food Services)

IT

- *The Banner 9 update and Banner revitalization projects are expected to be completed by the end of the year.*
- *The department is working to get the entire application converted to a single-sign on.*
- *They are updating wireless on campus. Access points are old and new ones are being installed systematically.*
- *The team is working on migrating staff exchange to Office 365.*
- *The department is working on inventory and is researching software they can use for the project. They are working on software product that everyone can use.*
- *They are cleaning up the area. There is a lot of equipment that has been stored for years.*

Business Office

- *Due to a staff vacancy, there are some delays in the office.*
- *COTOP was submitted for the year.*
- *They are working on third-party billing in Banner. This will help remove holds for students once it is established. Kent hopes to have single-sign in for Touchnet/Heartland. Students have trouble getting into the system because Touchnet does not offer single sign-in.*
- *The budget processing is coming up very soon.*

Item 3. Department Reports (cont'd.)

Facilities

- *They will be working with IT on a projector installation in March.*
- *Dugouts are undergoing modifications.*
- *The crew will be installing padding on the walls in Temp 30 for the Administration of Justice program.*
- *New carpet will be installed in the Board Room on March 14.*
- *Work continues on the leaking sprinkler system in Science. The emergency shower drains that are non-functional are also going to be addressed.*
- *RHSI is being outfitted for more door fobs.*
- *Security cameras are being installed in Yreka and Weed.*
- *Electronic locks are being ordered for the Gym.*
- *The roof of the Welding Shop will be resealed over the summer.*
- *Work will begin on the soccer field over the summer.*
- *Doors will be repaired and replaced on Buildings 13, 93 and the Greenhouse.*
- *Crosswalks will be installed on the corner of Siskiyou Way, the Transitions Building and by TTC.*
- *The Fire Tower will have repairs made this spring.*
- *There will probably be a few more dorm rooms remodeled over the summer.*
- *Eric is working on prioritizing several painting projects that will be scheduled in the future.*
- *Handling of facility use is being transferred from Lori to Melinda.*
- *Eric noted that for all items being worked on, funding has been identified and information has gone through the governance process.*

Bookstore

- *Ryan is researching new point-of-sale technology.*
- *He is looking at the floor plan of the Bookstore to redesign to make more eye appealing.*
- *The Bookstore is working on a merchandise change.*
- *He implemented text adoptions for intersession and spring semesters. In the future, he will have all orders for faculty online via a third-part vendor.*

Food Services

- *Facilities took care of several issues identified by the Health Department in the area over the winter break.*
- *We are proposing bringing in a food service consultant for three days to assess quality, efficiencies and our current business model. They will help identify resources needed in the future. This proposal is currently going through the governance process. They are tentatively scheduled to be here April 16.*

Item 4. Program Review & CQIP for Administrative Services Areas

IT – Program Review

- *Track assets with new asset software.*
- *Move software off old servers to the cloud.*
- *Replace aging network wireless access points and network switches.*
- *Implement Banner ODS to support data-enabled decision making.*
- *Update the public website.*
- *Obtain a new Help Desk with self-service capabilities and management reports.*
- *Revitalize Banner.*
- *Implement Banner 9 upgrade.*

IT – CQIP and Priority

- *#1 – Banner Analyst/Programmer budgeted to become full-time position.*
- *#2 – Help desk software upgrade - \$3,000 annually.*
- *#3 – Switch replacement - \$48,000 one-time expenditure.*
- *#4 – Replace fiber optic network - \$33,000 annually for three years.*

Business Services – Program Review

- *Student education on financial aid obligations.*
- *Implement third-party billing to assist students' access to their financial accounts.*
- *Improve process efficiencies through self-service Banner for budgeting, purchase order processing.*
- *Fill vacant position.*

Facilities – Program Review

- *Maintain space inventory.*
- *Continue sustainable operational practices.*
- *Improve wayfinding signage on campus.*

Facilities – CQIP and Priority

- *Increase travel budget - \$5,000 annually to provide avenue for staff training.*
- *Manlift purchase - \$8,700, one-time purchase.*
- *Replace tractor to support grounds work - \$33,000, one-time purchase.*
- *Additional custodian for Yreka campus - \$40,000 annually.*

Bookstore – Program Review

- *Leverage/update technology.*
- *Improve appearance of Bookstore.*
- *Survey customers.*

Bookstore – CQIP

- *Replace point-of-sale equipment – funded by income over three years.*

Item 4. Program Review & CQIP for Administrative Services Areas (cont'd.)

Food Services – Program Review

- *Health & Safety/Operational Efficiencies - Continue upgrades of infrastructure, contract consultant to review operations.*
- *Quality and Customer Service – Create food service committee, train staff in customer service, increase exposure through social media, public relations and service area signage.*
- *Food Service Fiscal Stability – Enhance understanding of budget development to plan for short and long-term health of department, create statistical trend reports.*

Food Services – CQIP

- *#1 – Freezer shelving, paint and FRP for walls – one-time cost, \$9,629.*
- *#2 – Floor replacement – one-time cost, \$26,000.*

Item 5. Administrative Procedure Review

- **AP 3810 – Claims Against the District**
MSP (Rulofson, Wehman, unanimous) to recommend acceptance of revisions to AP 3810.

Item 6. Board Policy Review

- **No items to present**

Item 7. Other

*Meeting Dates: Third Wednesday, 12:30 to 2 p.m., Board Room
March 21, 2018
April 18, 2018
May 16, 2018*

Darlene will compile all the information provided today and will present it at the March 21 meeting for the group to prioritize. It will then be forwarded to Integrated Planning and Budget for the April 27 meeting.

Item 8. Adjournment

The meeting was adjourned at 2 p.m.