

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, March 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. Approval of Minutes

The minutes of February 21, 2018 were approved as submitted.

Item 2. Membership

Darlene is working with Chris Vancil to add an additional faculty member to this council. Once that person has been identified, then the schedule of meetings for the rest of the year will be adjusted to accommodate the faculty members' schedules. Darlene would also like to have Ryan and Cindy added to the membership beginning in the fall.

Item 3. Committee Charge

After discussion, this was the draft charge created:

"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. This group serves in a recommendation capacity to the college. "

Item 4. Committee Goals

Comments were shared based on the handout from the previous meeting.

Item 5. Department Reports (IT, Business Office, Bookstore, Facilities, Food Services)

IT

- *Wayne presented the new draft of the Technology Master Plan. He gave a brief history and explained how he had cleaned up the layout of the plan and reorganized the sections. There was suggestion that the title page change the year span to "2018-2020."*

Facilities

- *The new soccer field engineering is underway.*
- *Installation of additional security cameras for Yreka and Weed campuses continues.*
- *New electronic FOB locks have been ordered for RHSI classrooms and several entries. This is funded through the RHSI Endowment.*
- *New electronic FOB locks and several new doors have been ordered for the gym.*
- *The damaged Greenhouse garage door has been replaced.*
- *The garage doors on Buildings 13 and 93 have been repaired.*
- *Engineering for the gym boiler replacement has begun.*
- *The installation of wall and floor padding for Temp 30 classroom is being scheduled.*
- *The annual space inventory update is nearing completion.*
- *An inspection of the leaking fire sprinklers in Science is being scheduled based on a potential repair option.*

Item 5. Department Reports, cont'd.)

Facilities (cont'd.)

- *The Science emergency shower drain repair is being scheduled for late this summer.*
- *The Safety Committee has recommended proceeding with purchase of additional wayfinding signs for Weed and Yreka campuses. The cost is approximately \$2,800 and it will be paid for out of safety credit money, so there is no cost to the District. They should be in place next fall.*

Business Office

- *The department is working on developing budgets for 2018-19 and preparing for year-end close-out of the 2017-18 budget. Being down one person is creating some problems.*
- *We are increasing activity with FIELD. Courtney is adding work to her load to accommodate this. We are doing monthly payments to FIELD now instead of at the end of their classes.*
- *Kent will be sending out an email notifying the campus that May 1 will be the deadline for purchase requests and orders.*
- *Kent will also be asking budget managers to look at their budgets and move money around to make sure that they are covering any deficit spending that may have occurred with accounts. This would also be the time to move money if there is something they need to purchase before the end of the year that they can cover from one of their other accounts.*
- *We are working on filling the vacant position in the office.*

Bookstore

- *Everything is status quo. Ryan is working on perpetual online ordering. He plans to have text adoption for fall semester.*
- *There is a big sale going on through this week.*

Food Service

- *The consulting group will be on campus April 16-18. A leadership survey has been distributed this week to our administrative team and Board members. There will be additional surveys done when Campus Dining is here in April. The final report should be available in June.*

Item 6. CQIP Prioritization for Administrative Services Areas

Darlene distributed an updated priority list, noting that she had added the restructured fiscal analyst position and a replacement computer for her office. Discussion regarding computer replacement resulted in removing Darlene's computer request as it should be in the funded replacement cycle.

Rankings for the Administrative Services priority list follow:

- #1 – Business Services vacant position hiring*
- #2 – IT Senior Systems Analyst/Programmer position hiring*
- #3 – Facilities Man Lift purchase*
- #4 – Facilities Staff Training*
- #5 – IT Asset Management System*

Item 6. CQIP Prioritization for Administrative Services Areas (cont'd.)

#6 – IT Customer Service Software

#7 – Facilities Tractor Replacement #8 – IT Fiber Optic Replacement

#9 – IT Equipment Replacement

#10 – IT Switch Replacement

#11 – Facilities 50% Custodian

#12 – IT – Web Enhancement

*#13 – Food Services Storage Shelves and Walk-In Freezer, Paint FRP**

*#14 – Food Services Floor Replacement**

**Any changes to food services are on hold until completion of the study by CampusDining.*

Item 7. New Position Business Services

The justification for replacing the vacant position of the fiscal analyst was discussed. Because there is so much responsibility on the current director, it prohibits that person from being able to take time off for vacation or illness. If there was an emergency that required a prolonged absence, there is no one that can assume responsibility. Restructuring the position to an assistant director would then allow cross-training and sharing of responsibilities, including supervisory duties. Based on discussion, this position was placed number one on the CQIP prioritization.

Item 8. Academic Calendar

The current academic calendar creates problems with sharing of information through the governance process before presentation of the proposed final 2018-19 budget to the Board at their September meeting. Darlene is requesting that Integrated Planning and Budget Committee and College Council hold a joint meeting on August 23 when all faculty are on campus for mandatory flex day so the proposed final 2018-19 budget can be reviewed. Any changes from the tentative budget will be distributed the week prior to the August 23 meeting so there is time for review before the meeting.

Item 9. Administrative Procedure Review

Item 10: Board Policy Review

Item 11. Other

Meeting Dates: Third Wednesday, 12:30 to 2 p.m., Board Room

April 18, 2018

May 16, 2018

Item 12. Adjournment

The meeting was adjourned at 2:04 p.m.