

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, April 18, 2018
12:30 to 2 p.m.
Board Room

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

Committee's Charge: *As part of the 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 and operations. This group serves in a recommendation capacity to the college.*

Guests: Todd Tekiele, Campus Dining

Item 1. Approval of Minutes

MSP (Shaffer, Dawson, unanimous) to approve the minutes of March 21, 2018 as submitted.

Item 2. Campus Dining

Darlene introduced Todd Tekiele from Campus Dining, who is on campus this week to gather information regarding our food service operations. Mr. Tekiele spoke briefly.

Item 3. CQIP's "First Two Open Hearings"

Darlene provided the CQIPs from Instruction and Student Services that were presented at the last two open hearings at Integrated Planning & Budget Committee.

Item 4. Lodge Fees

This information has gone to Integrated Planning and Budget and College Council. Melissa Green indicated that these fees will be effective for the fall semester.

Meal points will change from this last year, mainly because we changed from serving meals five days a week to seven days a week, which made it necessary for more meal points. An option for 2300 meal points was added for students who are big eaters. There has been an inter-fund transfer of \$115,000 from the Lodge account to help cover the deficit created by adding the additional two days of operations each week. The other component is having a Campus Dining here to analyze our operations. The goal is to reach a break-even point in the next couple of years, without needing to do an inter-fund transfer from the Lodges.

Item 5. COS Program Review Manual

The Program Review Manual draft was provided for review. The document was presented at College Council earlier but it was requested that it go through the shared governance process before proceeding further. The manual does not address non-instructional program review, so this also needs to be considered going forward. Kent asked about the review cycle and syncing with accreditation.

Item 6. Department Reports (IT, Business Office, Bookstore, Facilities, Food Services)

Facilities

- *The soccer field engineering is nearing completion of schematic drawings.*
- *The installation of additional security cameras for Yreka and Weed campuses is complete.*
- *New electronic FOB locks for RHSI classrooms and entries and classrooms have begun arriving.*
- *New electronic FOB locks for the Gym in Weed have been ordered.*
- *The Gym boiler replacement project will soon be out to bid. Installation will occur this summer.*
- *Floor and wall padding installation for Temp 30 classroom is complete.*
- *The annual update to the District's space inventory is nearing completion.*
- *An evaluation and creation of scope of repair for the leaking fire sprinklers in Science has been contracted.*
- *The Science emergency shower drain repair is scheduled for the second week in July.*
- *We are beginning the hiring cycle for the open custodial position.*
- *Eric is putting together the ASC carpet Phase II project for the end of July.*
- *We are also planning the roof recoating of the Welding roof, paying with scheduled maintenance funds.*
- *Eric is working on completing the State Integrated Waste Management plan, the first one required since 2011.*

IT

- *They are working on the Banner 9 upgrade, creating user access. HR training is scheduled for May 7.*
- *They are finalizing some revitalization dates.*
- *They are scheduling ODS software implementation for August through December.*
- *They are discussing getting single sign-on (SSO) set up for Office 365 and Outlook for students. Wayne found language in our Banner agreement that states that they will do this installation. It is scheduled for completion in May.*
- *There will be training occurring over the summer. IT will be training on Banner 9 and there will be Microsoft training. There will be enforcement of strong passwords and multi-factor identification.*
- *There is a possibility of additional funds being made available through the Rural Technology Grant. We were able to update switches with \$90,000 from this grant and if we were able to obtain other funds, Wayne is interested in underground fiber and security devices.*

Item 6. Department Reports (IT, Business Office, Bookstore, Facilities, Food Services), cont'd.

Business Office

- *The office is still trying to get Banner 8 updated in order to move to Banner 9.*
- *Kent has been utilizing his other staff to try to lessen the impact of being down one position in the office.*
- *A lot of quarterly reporting is done. The P2 was completed Friday, and we are on track with other reporting.*
- *The Lodges were built in 1968. Kent is happy to report that the debt for the construction of the Lodges was paid off last week.*
- *The office is doing some Banner revitalization themselves.*

Item 7. Board Policy Review

There were no policies to review.

Item 8. Administrative Procedure Review

AP 3300 – Public Records

There is reference to PIO and PRO. There should be consistency, so it was requested the AP 3300 be returned to correct this.

Item 9. Other

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

Item 10. Adjournment

The meeting was adjourned at 2:03 p.m.