ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, May 16, 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
✓ Chris Wehman

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 advice and consult on college-wide issues and operations. This group serves in a recommendation capacity to the college.*

Item 1. **Approval of Minutes**
MSP (Gross, Green, unanimous) to approve the minutes of April 18, 2018 as submitted.

Item 2. **Department Reports (IT, Business Office, Bookstore, Facilities, Food Services)**
Business Services
- *Nancy is working with CampusWorks this week and Kristine is working on third-party billing. Kent is hopeful this will be implemented for fall semester.*
- *Working on payment page online for students. They will be able to set up accounts online.*
- *Moving work around among staff until position is filled.*

Facilities
- *The soccer field design concept and football field repair was presented to the Board in May. A new design proposal is under administrative review. Construction has been postponed until spring 2019 with project completion scheduled for August 1, 2019.*
- *The new electronic FOB locks for RHSI classrooms and entries are scheduled for installation in June.*
- *The new electronic FOB lock system for the Gym in Weed is scheduled to begin May 29, 2018.*
- *The gym heating plant replacement project funded by Prop 39 is out to bid and closes June 1. Construction is scheduled to begin June 25, 2018.*
- *We are still awaiting word on our Prop 39 request for $170,000 in unclaimed Prop 39 funds to replace the heating plants in the Student Center and Life Science buildings.*
- *An evaluation of the scope of repair for the leaking fire sprinklers in Science was completed on April 21, 2018. The administration is reviewing the data and options.*
- *The Science Building emergency shower drain repair is scheduled for the second week in July.*
- *We are awarding the bid for the ASC carpet Phase II project to Design Time and Tile. Installation is scheduled to begin the end of July.*
- *The order for material and labor to repair the Fire Tower has been created and issued. We are awaiting material delivery dates to schedule the repair date.*
- *The recoat of the Welding roof funded by State Scheduled Maintenance has been rescheduled for June 2018. We are also hoping to use State funds to repair the Gym roof.*
- *The repair of the Science building drains has been postponed until later in the year, tentatively Winter/Christmas break.*
- *The new speed bumps recommended by the Safety Committee have been installed.*

Item 2.   Department Reports (IT, Business Office, Bookstore, Facilities, Food Services) (cont'd.)
Facilities (cont'd.)
- *Pavement crack sealing and traffic line painting will begin shortly after the semester ends. Please watch for facility personnel working in the roadways.*
- *The Safety Committee recommended new crosswalks at Siskiyou Way. Installation is scheduled for installation in late June.*
- *New directory signs will soon be installed on the campus roadways in Yreka and Weed.*
- *Custodial service has one open position. The hiring cycle is expected to begin soon.*

Technology Services
- *CampusWorks is working with HR staff this week for Banner revitalization training.*
- *The order is being processed for technology equipment replacement.*
- *We have consultants working with us on Banner now. Banner training is being scheduled.*
- *Windows 10 is being worked on right now. Part of the process is training staff, part is upgrading our technology. There will need to be changes in the network environment to work with Windows 10. There are over 200 computers used by staff on campus. Most of them are past their four-year replacement life. The oldest computers will need to be replaced before Windows 10 can be installed, and then training can occur.*
- *Chris Wehman is doing a lot of work with Active Directory and security.*

Item 3.   Tentative Budget Overview
Kent explained that our budget includes twelve funds. When the 2018-19 budget was initially being developed, mandatory expenses were carried over at this year's amount. With increases in STRS and PERS, step and column increases, insurance costs, etc. the budget was $1.5 million in the hole. All the administrators worked at making cuts to their budgets last week, and all spending has been frozen to assist in keeping a healthy reserve at 13%. The latest news is that we will get a bit more COLA that we expected, and there may be some additional money that will be added to our apportionment base. The revenue side of the budget is based on the May revise. It appears that funding formula is set and there should be two years to switch over to the new formula.
The budget has been through the process all rankings have been done, we just have to wait to get the final numbers.

The 2018-19 budget should be loaded in Banner July 1.

Item 4.   Annual Standing Committee Evaluation Report
This council just formed at the beginning of the year, so there is nothing to refer to from the previous year. Darlene would like to expand membership for the next year.

Major accomplishments for the year:
- *Developed the charge and goals of the Council, discussed and prioritized CQIPS, reviewed the Technology Master Plan, monthly departmental reports, non-instructional program review was done for each department, sharing of the budget.*

Item 4.   Annual Standing Committee Evaluation Report (cont'd.)
Major obstacles:
- *Technology issues during the meeting (Zoom). Darlene will bring this to Cabinet.*
- *There is a very small amount of time to get everything done in just a few months.*
- *Meetings need to align with other governance committees and timelines needed to move items through the process.*

Recommendations for improvements:
- *Recommend printing fewer copies. Have membership bring their own copies so additional copies are not made and thrown away.*

Committee goals for the next year:
- *Keep the same goals as this year.*

The evaluation form will be sent out to the membership with this information for review.

Item 5.   Other - None

Item 6.   Adjournment
The meeting was adjourned at 1:54 p.m.