

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, May 15, 2019
1:00 pm to 2:30 pm
Board Room

Members

- | | |
|-------------------------|--------------------------|
| ✓ Darlene Melby (Chair) | ✓ Kent Gross |
| Dayna Avery | ✓ Wayne Keller |
| ✓ Jesse Cecil | Cindy Martel |
| Jodi Dawson | ✓ Veronica Rivera |
| Ryan Galbraith | ✓ Carie Shaffer |
| ✓ Melissa Green | ✓ Desiree Kaae (Minutes) |

Committee's Charge:

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 related to administrative and operation services. This group serves in a recommendation capacity through the governance process to the college.

MINUTES

Convened at 1:05 pm

Item 1. Approval of Minutes (Melby)

- **Minutes of the April 17, 2019 Meeting**

MSP (Veronica Rivera/Jesse Cecil)

7 Ayes 0 Noes 0 Abstain 4 Absent

Item 2. CQIP Rankings (Melby)

Darlene Melby gave an overview of the 19-20 CQIP Request Rankings and the process by which they were ranked. She briefly went through the seven ranked categories: Technology, Software, Equipment, Operation Expense, Facilities, Furniture and Fixtures, and Staff, as well as the list of Faculty ranked by the Academic Senate. She then went through each of the expenses that are deemed "Mandatory" stating that these have been included in the 19-20 Proposed Tentative Budget. The rankings were approved at the Integrated Planning and Budget Meeting on May 3, 2019.

Item 3. Department Reports

- **Business Office (Gross)**

Kent Gross Reported –

- Business office has been working on the budget
- Jeannine Greenslade is taking on more of the day-to-day supervisory duties.
- Auditors will be visiting during the first part of June.

- **IT (Keller)**

Wayne Keller reported –

- The IT department has been spring cleaning and recycling old equipment.
- Still working on ADAP – the single sign-on project.
- Also working on atomic job-scheduling software to automate processes.

- **Facilities (Rivera)**

Veronica Rivera reported-

- The Soccer Project is on hold for tree removal
- Facilities is working on commencement set-up
- There was a recent inspection by Siskiyou County Environmental Health Inspection, other than some minor fixes, COS is cleared for the next couple of years.
- Getting ready to fly a custodial position to replace the position in the dorms
- Working on finding storage for various departments
- Reconditioning of the sports fields

- **Bookstore** (Galbraith)
Darlene Melby reported –
 - Bookstore staff is working spring returns and getting ready for inventory in June.

- **Food Services** (Martel)
Darlene Melby reported –
 - Food Services is getting ready for inventory in June and are preparing their monthly financial statements.
 - Van Guard, Upward Bound, and NOLS will be on campus in the next few weeks.

Item 4. Institutional Master Plan (Melby)
The Institutional Master plan has been moved through committees and senates for final recommendations and will be going to the joint Integrated Planning & Budget/College Council meeting this afternoon for a final recommendation to the Board of Trustees.

Item 5. 2018-2019 Standing Committee Annual Report & Evaluation (Melby)
Darlene Melby went over the outcomes of the Shared Governance Committee Surveys that were disseminated by the President’s Office. Darlene also reviewed the draft of the committees Annual Report and Evaluation. She then had the committee help determine major accomplishments for the year, major obstacles and problems, and recommendations for improvement. The members reviewed the committee’s goals and whether expectations had been met.

Item 6. Cost Containment Activities or Ideas (Melby)
None

Item 7. College Council Activity (Melby)
College Council has been working on Board Policies and Administrative Procedures. Student Services has brought forward the implementation of an emergency fund for students, non-resident fees, and lodge fees for 2019-20. Jayne Turke has been discussing doing a compensation study, and the “Pack it in/Pack it out” initiative to streamline trash pick-up in the buildings.

Item 8. Other
The 2019-20 Tentative Budget and the Institutional Master Plan will be going to a joint College Council/Integrated Planning & Budget Committee meeting for recommendation to the Board.

Item 9. Adjourned at 2:08 pm

Meeting Time and Dates: 3rd Wednesday of the Month, 1:00 – 2:30

~~September 19, 2018~~ rescheduled

~~February 20, 2019~~ canceled

~~September 26, 2018~~ 4th Wednesday

~~March 21, 2019~~ (changed from March 20, 2019)

~~October 17, 2018~~

~~April 17, 2019~~

~~November 21, 2018~~ rescheduled

May 15, 2019

~~December 5, 2018~~ rescheduled from 12/19/18