

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, February 19, 2020
1:00 pm to 2:30 pm
Board Room

Membership

- | | |
|-------------------------|--------------------------------|
| ✓ Darlene Melby (Chair) | ✓ Kent Gross |
| Jesse Cecil | ✓ Cindy Martel |
| ✓ Karen Chandler | Veronica Rivera |
| ✓ Matt Donaldson | ✓ Carie Shaffer |
| ✓ Ryan Galbraith | Jeannine Greenslade (Resource) |
| ✓ Melissa Green | ✓ Desiree Kaae (Minutes) |

Committee's Charge:

As part of the participatory 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 related to administrative, operations, and facilities services. This group serves in a recommendation capacity through the participatory governance process to the college.

MINUTES

Convened at 1:03 pm

Item 1. Approval of Minutes (Melby)

Minutes of the January 29, 2020 Meeting

MSP (Carie Shaffer/Kent Gross)

8 Ayes 0 Noes 0 Abstain 2 Absent

Item 2. Review/Recommend Board Policies and Administrative Procedures (Melby)

Board Policy

BP 6900

No Changes were made to BP 6900

MSP (Kent Gross/Melissa Green)

8 Ayes 0 Noes 0 Abstain 2 Absent

Administrative Procedure

(no AP 6900, League has option for local language)

Item 3. Servitas (Haugen)

MSP (Carie Shaffer/Melissa Green)

8 Ayes 0 Noes 0 Abstain 2 Absent

Doug Haugen gave an overview of the Servitas Student Housing Development Survey and proposal for additional housing for students. Currently the Lodges are 110 – 115% over capacity. Doug is looking for approval to enter into an agreement with Servitas to continue the study. Doug explained the process and financing for this project. This would be financed by a third-party investor and there would no cost to the general fund. There was discussion about costs to the district if the new units did not fill up, and what would be charged to students to live in the new units.

Item 4. 2020-2021 Lodge/Meal Rates (Haugen)

MS (Kent Gross/Carie Shaffer) amended motion to recommend Option 2

MSP (Carie Shaffer/Karen Chandler)

8 Ayes 0 Noes 0 Abstain 2 Absent

Doug Haugen gave an overview of the Room and Meal Rates for the 2020-21 school year. He explained that there have been some modifications to address problems with responsible usage of meal points. There was discussion regarding the methodology used to arrive at the new rates. The council recommended Option 2.

Item 5. International Student Application Fee Proposal (Green)

MSP (Carie Shaffer/Kent Gross) with recommended changes to the format of the proposal document.

8 Ayes 0 Noes 0 Abstain 2 Absent

Melissa Green reported that Homeland Security will now be charging the college an I-17 recertification fee of \$1250.00 for our International Student Education Program, and to offset this fee she is proposing an incremental fee increase over the next couple of years to \$100.00 per international student. We currently charge \$35 per international student, but other colleges in our area charge \$100.00, which is the maximum that can be charged. The recertification occurs every two years and this certification is for two-year degree programs that we can offer to international students. There were questions and discussion regarding the recertification process and the fees other colleges charge. There was also discussion regarding the impact of the increased costs to students.

Item 6. CQIP Review & Ranking Discussion (Melby)

MSP (Cindy Martel/Kent Gross)

8 Ayes 0 Noes 0 Abstain 2 Absent

Darlene thanked the committee for submitting their program reviews in a timely manner. She went through the ranking process with the committee and how to use the zero, one, three or five to rank each item. She then explained the process going through the participatory governance process and how CQIP Requests are funded. Each department went through their CQIP requests. It was agreed that Desiree Kaae would send out an email ranking for each member to complete.

Item 7. Open Hearing Administrative Services (Melby)

This was discussed during Item 6.

Item 8. Cost Containment Ideas - None (Melby)

Item 9. Department Reports (2-3 minute each) No Department Reports

- Facilities (Rivera)
- Bookstore (Galbraith)
- Food Services (Martel)
- Business Office (Gross)
- IT (Donaldson)

Item 6. Other - None

Item 7. Adjourned at 2:31 pm

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

~~September 18, 2019~~

~~October 16, 2019~~

~~November 20, 2019~~

~~December 9, 2019 (cancelled)~~

(changed from Dec-18)

~~January 29, 2020 (last Wednesday)~~

February 19, 2020

March 18, 2020

April 15, 2020

May ??, 2020 (tentative)