

# ADMINISTRATIVE SERVICES COUNCIL MINUTES

**Wednesday, May 20, 2020**

**1:00 pm to 2:30 pm**

<https://cccconfer.zoom.us/j/97335679949>

## 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 1:06 pm**

**Item 1. Approval of Minutes (Melby)**

**Minutes of the February 19, 2020 Meeting**

*MSP (Melissa Green/Carie Shaffer)*

*10 Ayes                      0 Noes                      0 Abstain                      0 Absent*

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

*MSP (Kent Gross/Karen Chandler)*

*10 Ayes                      0 Noes                      0 Abstain                      0 Absent*

The following Board Policies were heard and recommended by the council with minor grammatical changes and changes to reflect standard naming conventions.

### Board Policy

*No BP*

*No BP*

**BP 6500**

**BP 6520**

**BP 6540**

**BP 6700 (minor grammatical changes)** AP 6700 (to be updated later, attached for reference to BP 6700)

*No BP*

**BP 6910**

### Administrative Procedure

**AP 6310 (new) (minor change-naming convention standard)**

**AP 6315 (new)**

*No AP*

*No AP*

**AP 6540**

**AP 6850**

*No AP*

**Item 3. Committee Annual Report and Evaluation (Melby)**

*MSP (Melissa Green/Carie Shaffer)*

*10 Ayes                      0 Noes                      0 Abstain                      0 Absent*

Members discussed the annual report and updated the committee's major accomplishments and obstacles, as well as made recommendations for improving processes and efficiencies.

**Item 4. Cost Containment Ideas (Melby)**

Ronnie discussed replacing lighting in the entire student center building and gym. Costs are offset through the PP&L Watt Smart retrofit rebate program.

**Item 5. Department Reports (2-3 minute each)**

• **IT**

**(Donaldson)**

Matt Donaldson reported there is a lot happening:

On the application side:

- Vision server upgrade
- Rolling out the FLAC Banner module
- Integration with CVC-OEI website so that students can sign up for classes through that interface
- Automatic deployed to automate registrar functions
- Electronic transcripts

On the client side:

- Upgrading classrooms and deploying Zoom on both the Weed and Yreka campus.

On the infrastructure side:

- Force Point, a security tool for tracking important and confidential data to verify that it is secure.
- Looking at our Single Sign-on to undo some of the unintended consequences that were associated with the original rollout.

• **Facilities**

**(Rivera)**

Veronica Rivera reported:

- Richard Giordanengo is retiring after over 20 years, and will be spending the summer finishing up landscaping projects around the campus.
- Other projects:
  - Sealing cracks and painting lines in the parking lots
  - Replacing the roof on the recycle shed
  - Electronic locks on TTC
  - Touching up the Siskiyou entry signs
  - Painting the HR hallway
  - Painting the McCloud fascia
  - Sand structure in daycare
  - Summer testing/inspection of sprinklers, fire alarms, fire extinguishers, hoods, etc.
  - Add insulation and lights to compressor shed
  - Roof repair and painting of the Building 3

• **Bookstore**

**(Galbraith)**

Ryan Galbraith reported:

- Textbook rental return deadline extended
- Has scheduled dates to have drive-by textbook returns in the gym parking lot
- Getting ready for June inventory
- Getting ready to order textbooks for Fall 2020 Semester
- Making proper accommodations to maintain social distancing and deliver course materials more efficiently

• **Food Services** **(Martel)**

Cindy Martel reported:

- Discussions are beginning as to how best serve the students at large moving through summer and fall, while maintaining social distancing and serving people in a timely manner.

• **Business Office** **(Gross)**

Kent Gross reported:

- Working on trainings related to purchasing and budgeting tools in Banner. After piloting the training via Zoom, it may be more efficient to wait until there can be live trainings.
- Kristine and Jeannine have had third-party billing training, which will be rolled out soon. This will enable students to authorize someone else to pay on their accounts, and we can directly bill to the third party who is paying on the student's behalf.
- Developing process to do refunds under the CARES Act.
- Working with Auditors.

**Item 6. Other**

Veronica Rivera asked if there could be a higher-level budget training to better understand how the college funded.

**Item 7. Adjourned at 2:23 pm**

**Meeting Time and Dates: 3<sup>rd</sup> Wednesday of the Month, 1:00 – 2:30**

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~~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 (cancelled)~~

~~April 15, 2020 (cancelled)~~

May 20, 2020 (tentative)