

Committee Name:	Administrative Services Council		
Committee Members:	<u>Administrative Representatives:</u> Char Perlas (Temporary Chair through 1/2023) Dave Vigo (Chair, 1/2023 through 2/2023) Rick Bennett (Interim Chair, 3/2023 through 6/2023) Patrick Walton <u>Student Representative:</u> Vacant	<u>Faculty Representatives:</u> Jesse Cecil <u>ASM Representatives:</u> Matt Donaldson Sara Montgomery (12/2022 -) Rob Giordanengo (1/2023 -) Desiree Kaae (through 1/2023) Melissa Ericsson (4/2023 -) Veronica Rivera	<u>Classified Representatives:</u> Karen Chandler Marlena Shaffer <u>Recording Secretary:</u> Amy Howell
Committee Charge (Summary):	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.		

For Academic Year: 2022 - 2023**Date of Annual Report: 6/30/2023**

Month	Mtg Date	Number of Members Present	Date Agenda Set	Date Minutes Posted	Please list the tasks that the Committee will be working on as a result of the meeting. (Please refer to meeting minutes for more detail)
SEPT	21				Cancelled; rescheduled for 9/28/22
SEPT	28	6	9/26/2022	10/18/2022	<ul style="list-style-type: none"> - Propose and approve meeting dates for the new academic year. - Update Committee Charge, review the committee's prior year goals, and bring forward ideas for the current year. - Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area. - Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. - Continue to recommend cost containment ideas. - Continue to hear and recommend Board Policies and Administrative Procedures to College Council. <p>1 BP and 2 APs were reviewed and forwarded to College Council; 1 BP was forwarded to SJEDI for review of additional DEI language.</p>
OCT	19	6	10/18/2022	11/16/2022	<ul style="list-style-type: none"> - Review and offer feedback on the updated Student Equity Plan. - Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area. - Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. - Continue to recommend cost containment ideas. <p>Student Equity Plan</p>

NOV	16	6	11/14/2022	1/12/2023	- Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area. - Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance.
JAN	12	10	1/10/2023	3/15/2023	- Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area. - Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. - Continue to recommend cost containment ideas.
FEB	15	11	2/14/2023	3/15/2023	- Review and offer feedback on the updated Injury Illness Prevention Plan. - Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area. - Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. - Continue to recommend cost containment ideas. <i>Injury Illness Prevention Plan (IIPP)</i>
MAR	15	8	3/14/2023	5/17/2023 TBD	- Review and recommend feedback on the College of the Siskiyous Diversity Statement - Continue to hear and recommend Board Policies and Administrative Procedures to College Council. <i>1 AP was reviewed and forwarded to College Council; 1 AP was partially approved; 1 AP was tabled for further review.</i> - Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area. - Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. - Continue to recommend cost containment ideas. <i>College of the Siskiyous Diversity Statement</i>
APR	19				Cancelled
MAY	17	10	5/16/2023	TBD When approved in September 2023	- Continue monitoring the projects, activities, and accomplishments of each department in the Administrative Services area. - Continue hearing reports and information from various committees and areas regarding initiatives, accreditation requirements, and other reporting requirements in accordance with participatory governance. - Continue to recommend cost containment ideas. <i>Committee Membership Composition (to be forwarded to College Council)</i> <i>Campus-Wide Standing Committee Annual Report and Evaluation</i>
Average Attendance			[Due to the large number of vacancies through the Academic Year, there is no meaningful way to calculate an average.]		
Major Accomplishments or Achievements in Past Year					
		<ul style="list-style-type: none"> • Bus purchase for the district. • Budget - Review and Recommendation • Approval of multiple AP's and BP's; CQIP rankings; reporting out to other constituency groups; working together to make recommendations for Admin Services area in order to run smoothly. • Integrate budgeting with CQIP process. Ranking of CQIPs occurred, even with changes in leadership. Procured 2 new POS systems for Bookstore and Food Services using expiring HEERF funding. Worked with Facilities on new project timelines and upcoming & approved student housing 			

Major Obstacles or Problems with Committee	<ul style="list-style-type: none"> • Knowledge or information given may not be correct • Finding a permanent VPAS • A lot of information to cover in a short amount of time. The constant changing of the VPAS until a permanent replacement is hired. • Stable leadership. Lack of documented procedures and processes.
Recommendations for Improving Process or Efficiency	<ul style="list-style-type: none"> • Once we have vacancies filled, we can proceed with making improvements in our area. • Start the budget development earlier: with transitions, that didn't happen in Feb this year. Have committee work to explain timeline and bring issues that their managers or themselves are having, to resolve them early on.
Committee's Goals FY22-23 Related to Institutional Goals <i>Established Goals 9/28/2022</i>	<ul style="list-style-type: none"> • Budget - Review and Recommendation <ul style="list-style-type: none"> ○ Budget Development Timeline ○ Budget Assumptions ○ Open Hearing CQIPS ○ CQIP Ranking ○ Budget Narrative ○ Tentative Budget ○ Final Budget is reviewed and recommended to the Board of Trustees at the Integrated Planning & Budget and College Council Joint Meeting in the fall, with all constituencies invited to attend. • Review and recommend Technology, Facilities, and Food Services Strategic Plans, Non-Instructional Program Review Manual, Budget Development Manual, Review Facilities space requests and space allocation plans. • Make recommendations for Administrative Services areas including Facilities, Fiscal Services, Human Resources, Technology Services, Food Services, Student Lodging, and the Bookstore. • Provide departmental information to constituency groups. • Recommendations for Cost Containment Ideas. • More clearly link Enrollment Management to Budget Development • Support institutional goals #2 and #3.
Were expectations met?	Yes, with exceptions. Considering the challenges this committee encountered with having so few committee members, the committee feels they did meet expectations.
Committee Goals FY23-24 (if appropriate) for Coming Year List Related Institutional Goal	<ul style="list-style-type: none"> • Goal #3: Evaluate institutional effectiveness for continuous improvement • Provide departmental information to constituency groups, and review and recommend Technology, Facilities, and Food Services Strategic Plans, Non-Instructional Program Review Manual, Budget Development Manual. These would support all 3 goals by improving duration and effectiveness of training and onboarding when turnover/succession occurs. • Host budget development sessions, beginning with a "Budget Assumptions" presentation, that are open to all employees, managers and classified, to continue to bring transparency to the process, taking into account and improving on the timelines for continuous improvement (Goals #2 & #3). Continue good work on CQIP rankings to provide needed funds for departments and thus student success (Goal #1). Continue goal of presenting Tentative and Final Budget to ASC and then to IPB for process validation and improvement. (Goal #3)
Chair Signature:	<p style="text-align: center;"><i>Christina Van Alfen</i></p> <p style="text-align: center;"><small>Christina Van Alfen (Aug 18, 2023 13:57 PDT)</small></p> <p>Interim VPAS Christina Van Alfen</p> <p style="text-align: right;">Date: 08/18/2023</p>






Admin Services Council Standing Committee Annual Report 22-23

Final Audit Report

2023-08-18

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