



Shasta College

ADMINISTRATIVE SERVICES COUNCIL

January 13, 2016
2:00-3:00 p.m. ~ Board Room
MINUTES

CALL TO ORDER

Chair Morris Rodrigue called the meeting to order at 2:05 p.m.

Membership					
Morris Rodrigue	x	Joe Wyse	x	Laura Cyphers Benson	x
James Crandall		George Estrada	x		

APPROVAL OF COUNCIL MINUTES –None

REPORTS- None

DISCUSSION/ACTION-

Facilities Master Plan (FMP)

Morris informed everyone that things are moving forward, and the next step is going to be analyzing projects that might tie into a bond measure. They have developed a list of projects to test in case we do go out for a bond measure.

Meetings are being scheduled with all divisions to collect feedback from faculty and staff regarding their areas and what improvements they might like to see. Then a list of future projects will be developed. One project that is being pushed ahead faster is the public safety training ground/fire training ground. This project is important because one component for the Fire Academy can't be offered to students, and the students must travel to Butte College to complete this component. The fire training grounds have been discussed with several groups campus-wide and additionally with the Sustainability and Facilities committees. There has not been a formal recommendation from the Sustainability committee given yet, but the discussions have involved recommending phase one of the project, relocation of the training grounds and bringing in a DSA certified building so that students can complete their entire fire academy program at Shasta College. This will be a great project if we go out and receive bond dollars.

Ranking Initiatives-

Morris gave each member the ranking rubric. This is the same one that was used in the past and the same one that was in the revised planning cycle. Morris reviewed the list and made hard copies available to the members for each initiative. An automated tallying - spreadsheet was used to track the votes for each initiative. Not all areas of Administrative Services submitted initiatives this year. There are a total of 22 to review.

- 1) **Staff lounge 100 building**- Fixtures in both the bathroom and the lounge are in need of replacement. There are several ways this project could be approached; move the sink, move the door, remodel the entire bathroom and bring it up to ADA requirements. This bathroom is combined with a staff room. The group agreed to combine initiative #1 and #18, as both address bathroom improvements in the 100 building, this would address the occupancy (male/female usage and ADA requirements. Joe suggested looking at the entire 100 building, and possibly expanding the current unisex bathroom, or looking at adding a men's bathroom.
- 2) **Business office fixed asset inventory**- The system currently is very antiquated, and is only on one computer so they are looking for a solution to this problem. There are a variety of systems available. Morris said the criticality of data is important, but not to students. (#1 was ranked over #2).

- 3) **Motorola Extended Radio Communication Integration**- Some upgrades have already been done. This item would link the main campus to the extended campus sites, communicating with all other campuses via radio. It involves having an annual license, and could end up costing a lot. George said in addition, we are already getting custodial radios. Security's goal is to have a designated line in case of an emergency. The group agreed that fewer students are impacted by this initiative. (Ranked over #1).
- 4) **Video surveillance**- This would more typically be used in a forensic manner. Joe said if this is campus-wide he would rank that lower than everything because it could hinge on the wireless. Cost \$30K-\$50K. (This one ranked lower than #2 or #3)
- 5) **Laptops Campus Safety**- The director of Campus Safety wants his people to be able to use laptops in the field. Lonnie felt this one was important. They are requesting one laptop for each officer. (Ranked over #1 & #3)
- 6) **Talk-A-phone Emergency**- This was on last year's list and we were investigating it. George said they did do some costing out. It could be 5 million dollar project if we do the entire thing. Joe reminded all that cost doesn't matter if it's important. Morris the idea behind the talk phone is it would solve the VOIP issues we have. Joe said this is important but it might be a bond project or done in phases or with the assistance of grants. Laura said she thinks it needs to be ranked high to show the importance. Morris said this is a big one and it really does affect our students. (Ranked #1).
- 7) **Tasers**- Laura said she understands in a difficult situation that our safety officers have no other protection except their words. Morris said he wasn't sure about ranking this above anything else on the list thus far. Joe we need additional information on this one. (Ranked at the bottom of the list).
- 8) **Body Camera**- Joe said he has read that body cameras create tons of data that has to be stored. Is that included in the cost estimate? Morris there would be a lot to consider with this one, storage, liability, policies, etc. Laura said if we get Tasers we would need body cameras. Joe said tis one could assist in student discipline. Laura we shouldn't discount it, but without a policy in place we could not implement it. All agreed additional information is needed on this one.
- 9) **Full and Complete Background Checks and Psychological Exams- Campus Safety**- Joe asked if this would be covered in a Board Policy. Laura said yes because the people the District would be checking are perspective employees, and this is one would protect us in a liability. Morris said Lonnie favors this one over the laptop request. Additional information is needed on this one.
- 10) **Hazmat/Confined Space Monitoring Equipment**- George asked if this is this something the Physical Plant staff needs, or is it needed in training. Morris said we currently have one but it is very old. This request is for a replacement. George asked if this could be added to the curriculum. Joe said all agencies must keep their staff trained, and this seems like an important safety issue. (Ranked above all other initiatives except #6).
- 11) **Student Health 101 Resource Guide**- Online resource guide. Joe said this might be an initiative that Student Equity could fund. Laura said this is a low cost item and it could help a lot of students. All agreed (not ranked).
- 12) **Parking Shade Structure, Physical Plant**- George explained that they are looking at the longevity of firetrucks and the new buses and any other new vehicles. The weather is hard on vehicles, especially the sun. All agreed this one does not impact students, and ranked it lower than the previous initiatives.

- 13) **2900 Restrooms-** Located in Physical Plant area, and only staff uses this bathroom, and George said the cost would be about \$2500 to do a remodel. (This one ranked right below initiative #1 which addressed bathroom updates/remodels).
- 14) **Upgrade District WIFI Infrastructure-** This impacts students and every classroom. This could be a phased in project. The 911 towers could be affected, and it could affect the campus safety laptop requests. Morris said this ranks high because it is instructional related and has impact on students and a number of classrooms. Joe said some of this could possibly be funded by instructional equipment. Morris agreed. The actual cost is 350K, not including the software. All agreed this initiative should be ranked high because it impacts students and everyone uses it. (Ranked #1).
- 15) **Create a Fund for Tech Equipment Replacement-** Joe recommends ranking this one high and then wait and see how College Council ranks it. This one would create an internal budget fee, such as \$5 a month per computer for each office/division. (Ranked #4).
- 16) **Adobe Creative Cloud-Site Subscription-** We currently buy a license for each computer. If we buy a cloud version we can license multiple computers. Initially it could be more expensive, because we don't buy as many licenses on average now, but right now we have a lot of users that do not have Adobe on their computers. If we are going to develop the computer lab then it makes sense to do the cloud site. There is some management component to it, and it still requires some technical support, but it provides the software to more individual's. (Ranked mid-range- more information needed).
- 17) **Improve access to printing and copying outside of class-** This one is driven by the downtown campus, and it does impact students. The idea is to recoup the costs over time. (Ranked mid-range).
- 18) **100 building bathroom expansion -** (Combined with #1 & #18).
- 19) **MyLearning Plan Software-** This initiative is from the Professional Development Committee. It will take care of tracking FLEX time, and has other tracking components that could be used in other areas of campus. FLEX tracking is a mandate from the Chancellor Office. All agreed, this one should be considered. (Ranked mid-range).
- 20) **Professional Development Group Funding-** This initiative is from the PDC. They are asking for two more years of Group Funding. More information is needed, but possibly the group funding should come before the software. All agreed to rank #19 and #20 above #10, and then re-rank once they have additional information.
- 21) **Update Campus Building Flip Charts-** This one removed from the list because it can be done internally, working with the Printshop.
- 22) **Bicycle Unit- Campus Safety-** More information is needed. Ranked low, along with the Tasers at the bottom of the list.

The next meeting day and time is to be determined. The committee will revisit the initiative ranking, and also review the staffing initiative list. Morris will send out his ranking numbers from today's meeting to the group. Joe suggested that they be done with all rankings (both lists) by the first week of February.

ADJOURNMENT- 3:55 p.m.

Notes taken by:

Sherry Nicholas,

Executive Assistant / VPAS

Next Meeting: TBD