



# Shasta College

## ADMINISTRATIVE SERVICES COUNCIL

February 5, 2016

9:00-10:30 a.m. ~ Room 2314

### MINUTES

#### CALL TO ORDER

Chair Morris Rodrigue called the meeting to order at 9:03 a.m

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

**APPROVAL OF COUNCIL MINUTES – January 13, 2016. Wyse/Benson. Discussion- A few minor edits was noted. Motion carried unanimously.**

**COMMENTS** -None

**REPORTS**- None

#### DISCUSSION/ACTION

##### Facilities Master Plan Update- Morris Rodrigue

The first open forum facilities session was held with the PEAT division. There is a standard set of questions that are used to start the conversation about what is needed in each area. The meeting was well received and very productive. The meeting notes are being compiled for the planning record. We are scheduled to meet with the SLAM division today.

We have the survey results from the consultant, the numbers are promising and we are focusing on a potential bond in November. The survey results show that we a garnered a 65% support. Several of the top items include upgrading the public safety training grounds, some of the old facilities, upgrades to technology and a more resources for veterans. The public perception of the condition of the campus came in very good, but the reality is, it needs work.

##### Title IX Polices & Procedures- Laura Cyphers-Benson (handout)

Laura said there is not yet a formal committee for Title IX, but currently she is working with Lonnie Sea, Kevin O'Rorke and Mike Mari. Title IX is under HR, and needs to be added to our governance manual. The faculty staff diversity committee reports to this committee, so it makes sense that this one will stay in HR. The college must follow a detailed process or face penalties. The first Title IX document/binder has been developed- Laura gave an overview of the document, adding that any report that impedes a students' learning must be investigated and addressed.

Laura said Title IX is not just athletics anymore; it's much broader than that. There are components in Title IX that protects males and females, who have been the victim of sexual assault, on and off campus. It also includes domestic violence and stalking. The current BP and AP were used to create a written template for reporting. We will be providing training to all faculty and staff. It will then go to Laura and then the investigation will begin, if we come up with a solution, if it impedes ay students learning then we find a remedy, changing schedules, etc....

George- is this template language. Laura, great question I have talked to the folks and BP and AP and they write them and it goes to the league. I went straight to them. They said they will not write policy, and they feel it is embedded in other policies. So it is up to each district to come up with their own procedures. Laura, we are only two colleges who are trying to get this done. I have friends who are asking when ours will be done. Lonnie and Kevin and Mike and Laura have done a lot of work. The reason we are spending so much time and energy on this is the repercussions are great. We could use our federal fudging and down. We have already had some complaints that we needed title 9. The complaints are sensitive issues, we need this to guide us and can tell the Office of Civil Rights that we have and are following the policy. Summarize.

We are working on a date for training, and we hope for March or April. Basic and brief training and what to do. We will develop a title 9 website.  
Joe look it over and provide feedback as necessary.

### **Ranking of Initiatives- All**

This is the final ranking of the non-positional initiatives. Morris gave an overview of the process and led the committee through a second review of the rankings. Morris explained that some of the items tied together and they have now been combined.

Discussion: The highest issue is communication, and that all campuses should be able to communicate via radio and that the Talk-A-phone is very important. All agreed.

The laptops are viewed as an efficiency item for Campus Safety officers writing reports in the field. James pointed out that he didn't want the sheer number of Campus Safety initiations to over shadow the top ranked initiatives. All agreed to the final ranking order and gave approval to send the list forward to College Council.

### **Ranking of staff positions**

#1- FT Professional Development Coordinator- Considered a lower priority than other positions

#2- and #3- FT Campus Safety Officers for the main campus. The main campus needs full coverage on the weekends, and even with two FT positions there may still be times that some hours on the weekend that will not be covered.

#4- FT Campus Safety Officer Health Science Center- There is still a great deal of time at the downtown campus that is not covered.

#5- PT Case Manager for Health and Wellness. This one is supporting an initiative from the academic side, it ties into some of the issues that come out of BIRT. All agreed it's a valuable position.

#6- FT Custodian- This one ties back into the Grounds, we have a detailed hourly. 50% is athletics and UOF. This position would fill in during the day and help with UOF setups. More help is needed with grounds. Morris said from a fiscal aspect part of this position could be funded with dollars that would have been spent on tree removal. This is proposed as a 10 month position.

#7- FT Grounds

#8- FT Administrative Secretary I. (Increase from current PT position to a FT position)

### **After a thorough discussion the final position rankings are:**

1. FT Campus Safety position main
2. FT Campus Safety position for HSUC
3. PT Case Manager for H & W
4. FT Campus Safety position main campus
5. FT Admin Secretary I
6. FT Custodian
7. FT Grounds
8. FT Professional Development position

### **OTHER-**

### **ADJOURNMENT-**

Notes taken by:

Sherry Nicholas

Executive Assistant / VPAS

**Next Meeting: TBD  
3:00-5:00, Board Room**