



Shasta College

ADMINISTRATIVE SERVICES COUNCIL

Feb 16, 2017

2:00 p.m. ~ Board Room

MINUTES

CALL TO ORDER

Chair Morris Rodrigue called the meeting to order at 2:00 p.m.

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

APPROVAL OF COUNCIL MINUTES –None

REPORTS- None

DISCUSSION/ACTION

Ranking Personnel Requests (Handout)

Morris started the discussion by saying that the ASC had already ranked the general initiatives, and now needs to rank the position requests. Looking through the list, the ones that were viewed as administrative requests were moved to the bottom. Laura said Campus Safety has the most position requests again this year, and she believes the ASC really needs to know what each position will do, and recommended that the ASC put a limit on the Campus Safety requests each year because it becomes too overwhelming.

IT Support Specialist- There has been a lot of requests from different areas for this position. With the growth of campus programs this position is needed for instructional and student services support.

Campus Safety Officers- Looking for 24 hour coverage. Laura asked which ones on the list would be the most beneficial at the moment. Morris said the Board has asked us to investigate having Service Officers on campus, either RPD or Sheriff's deputies. The RPD or Sheriff's deputies will not take the place of campus safety officers, but they will provide protection, and backup to investigations. Morris said the goal is to fill the gaps in our coverage, and the weekends are where the part-time campus safety positions would help. In Tehama they still have only one officer, and in the mornings they do not have coverage there at all, and if someone is out sick then they go without coverage. Morris said if we decide to have an RPD or Sheriffs resource officer on campus, we may not need all the Campus Safety Officers position requests submitted this year.

Warehouse Purchasing- George would like this position to work in the warehouse and look at bulk purchasing items, and would basically be a facilities purchasing agent. George thinks we could save

money and that savings would help cover the cost of the position. Morris said we need to look at the current positions that may do this same type of work before moving forward on this request.

HR Workers Compensation Position- Laura said this could be an exciting opportunity. With the help of George, Jamie, Laura and the Safety Committee, Work Comp incidents have come down significantly. Laura said we could still do more, and we must continue to educate, and it is taking time from other's work within HR. This position could pay for itself between managing leaves and work comp issues being decreased. There has been progress in these areas, but we are really just touching the surface right now and need a dedicated person to handle Work Comp in HR.

HR Analyst- Laura said everyone is waiting for the downturn in recruitment, but the customers/employees are asking for more services from HR, such as orientations and trainings. They need a third person to handle these requests and support these services. The current two HR Analyst position are doing just recruitments. A third position would be an addition to recruitment, and would provide the extra services for tours and orientations, make the interview process better, plus other additional projects.

Dual Enrollment ISA Coordinator- Morris has already approved a similar position, but they are leaving it on the list as a good idea. Student Success Facilitators may be shifted to other areas later.

Emergency Operations Coordinator- Campus Safety doesn't have time to do this consistently, and its important for the campus.

Assistant Director of Campus Safety- Morris said this would be to assist in handling a lot of the details that go into safety planning, maintaining policy and procedures, training, reviewing contracts, etc., It's basically all the stuff they have a hard time getting to and where the Director needs assistance. Joe B said he appreciates that our Campus Safety Department is doing a lot of hard work because he has always felt this was needed, but for the record, he still disagrees with having armed Police on campus because it will change the climate and culture, and he would vote no guns on campus, period.

Facility Planning Update

Joe B. said he has been reviewing all the documents. We are trying to put a plan together to indicate in phases what we will be doing and if it coincides with the bond. George has indicated that he will have the document together by next week, and then it will be shared with Cabinet.

Joe B said it seems that we do not have a comprehensive Facilities Master Plan, one that ties everything together. Joe B has contacted the District's current architectural firm- NMR and they will give us a proposal by next week. It should be a 5-10 page document with style, landscaping, drainage, etc. from an overall campus standpoint. NMR has an existing contract, and would keep it within that dollar range.

Joe B said we need a mitigated negative declaration. This is done so that as we move into each phase, it is not project by project and it goes more smoothly. Joe B has met with Steve Towers from Quercus Consultants, and to do this he has asked for copies of the Monterey Peninsula documents because of Joe B's knowledge with Monterey Peninsula and how that facilitated their bond projects. We can't break ground until this is done. Morris said he was concerned on the front end projects and the limited dollars we could spend, but since we were conservative in our analysis that may not be a problem.

Joe B said he would suggest not waiting to purchase the furniture, computers, etc., because it is reasonable to purchase ahead for the buildings that will house this equipment. Sherry and George are working on a project list and timeline document. Joe B noted that one of the things that Monterey Peninsula did was to call each division a neighborhood, and included division input and it worked out well. Morris said they have included division input through open forum meetings held last semester, and the feedback has proven useful.

Morris added that Sherry, George and Joe B have also been working on a Transition/Accessibility Plan which will be tied into the Facilities Master Plan, and will provide us some liability protection, as well and helps with Accreditation. Joe B said this will take some time to get together, and they are actively researching what needs to be in the plan.

OTHER- None

ADJOURNMENT- Meeting ended 2:50 p.m.

Recorded by:
Sherry Nicholas
Executive Assistant
Vice President of Administrative Services Office

Next Meeting: TBD