



Shasta College

ADMINISTRATIVE SERVICES COUNCIL

February 8, 2018

2:00 p.m. ~ Board Room

MINUTES

DRAFT

CALL TO ORDER 3:02 pm- BY Chair Morris Rodrigue

Membership				
x	Morris Rodrigue	x	Joe Wyse	Greg Smith
x	James Crandall	x	George Estrada	

1. **APPROVAL OF COUNCIL MINUTES –11/27/17. Wyse/Estrada. No discussion. Motion passed unanimously.**
2. **REPORTS- None**
3. **DISCUSSION/ACTION**

A. Bond Update

Morris gave a brief discussion on current projects. No action required.

B. Ranking of Initiatives (*Handout*)

Shasta Cares is the District agreement with One Safe Place. The current grant could potentially go away so that is why this one is coming through as an initiative. The agreement is not mandatory, but it is a key component of VAWA (Violence Against Women Act). The grant is used to pay for One Safe Place staff. Joe said this is considered good business practice, but it is not required.

Tasers, this initiative’s justification is for protecting the Campus Safety officers. The Director of Campus Safety has been working on Taser trainings with his staff, so they are more capable of using Tasers now. This is a safety issue.

Motorola, this will not be ranked but will remain on the list. George said he will check on this one. As a group the ASC needs to consider if it is worth the price to extend it out. This may be a Bond Project.

Lexipol Service, this is a legal resource on risk management for public safety. This is a national program. The training may not apply because the training will vary from state to state. Morris to ask the Director of Campus Safety about this one, and if there are going to be specific trainings for California.

Electronic Health Records, this one was on the list of initiatives last year and is being requested again. The Health and Wellness staff would like to move to a system that could be used for more than just health records. This system will also manage other records and it would streamline our process such as for student accidents. James said he would like to know if this program is HIPPA compliant, where will it be housed (Onsight or on the Cloud), and if they may need their own

encrypted wireless network. There is potential for the college to start collecting funds that would cover the cost. Any reoccurring costs would be built into the Health and Wellness budget. No increase in cost for the first 2-5 years, but \$5,000 will be ongoing.

Increase in Tableau Server License, the idea is that everyone will need to have licensing, and with dashboards it will increase licensing significantly. Joe asked if we have checked with getting the system through the CCC System because they can negotiate a better deal. James said we currently have 20 licenses, which allows access to the Tableau server. Morris asked how many people access it for data and updates. James said 2 Researchers, 1 Dean, and 2 Technology personnel that he knows of, but we have 20 license and they are all being used. The Reader component install was done on 30-40 machines. James suggested increasing the licensing, each one is approximately \$500 each.

The following initiatives were agreed upon and ranked in the following order:

- 1) Shasta Cares
- 2) Tasers
- 3) Electronic Health Records
- 4) Lexipol
- 5) Tableau

Positions Requests

- 1) **PT Secretary- Campus Safety** –They would like more support in the office, and be able to have the office open in the evenings. Primary reason is additional support for current staff and extended hours.
- 2) **PT Campus Safety Officers-** This request is to assist in coverage of all hours, and for substitutes
- 3) **Lead Custodian-** This position would be scheduled to come in early to do office work, and then work their regular custodial hours. This would eliminate one position, and add some cost to a higher level position.
- 4) **Convert PT Receptionist/Mailroom Clerk to FT-** HR did not back fill the HR Director position, leaving dollars within the budget to increase this position to FT. HR is also proposing to move the Confidential Executive Assistant Position to a Lead HR Specialist with the same salary range. This will give back-up to the only other Lead HR Specialist.

Rankings agreed upon and ranked in the following order:

- 1) FT Mailroom Clerk/Secretary
- 2) 2 PT Campus Safety Officers (16 hour position)
- 3) Lead Custodian – Physical Plant
- 4) PT Staff Secretary- Campus Safety

4. Other- None
5. Adjourn - 3:55 p.m.

Recorder,

Sherry Nicholas

Executive Assistant -Administrative Services