

# ADMINISTRATIVE SERVICES COUNCIL AGENDA

**Thursday, March 21, 2019**  
**2:30pm to 4:00 pm**  
**DLC 4**

## **Committee's Charge:**

*As part of the governance structure and decision-making process of the college, the Administrative Council brings together college constituents in a meeting to advise and consult on college-wide issues related to administrative and operation services. This group serves in a recommendation capacity through the governance process to the college.*

## Members

**Darlene Melby** (Chair)  
Dayna Avery  
Jesse Cecil  
Jodi Dawson  
Ryan Galbraith  
Melissa Green  
Kent Gross  
Wayne Keller  
Cindy Martel  
Veronica Rivera  
Carie Shaffer  
Desiree Kaae (Minutes)

## AGENDA

- |         |   |                     |
|---------|---|---------------------|
| Item 1. | Approval of Minutes                       | Action (Melby)      |
|         | • Minutes of the December 5, 2018 Meeting |                     |
| Item 2. | Department Reports                        |                     |
|         | • Facilities                              | (Rivera)            |
|         | • Bookstore                               | (Galbraith)         |
|         | • Food Services                           | (Martel)            |
|         | • Business Office                         | (Gross)             |
|         | • IT                                      | (Keller)            |
| Item 3. | Institutional Master Plan - Draft         | Information (Melby) |
| Item 4. | CQIP Review & Ranking Discussion          | Action (Melby)      |
| Item 5. | Open Hearing Administrative Services      | Information (Melby) |
| Item 6. | Cost Containment Activity or Ideas        | Discussion (Melby)  |
| Item 7. | College Council Activity                  | Information (Melby) |
| Item 8. | Other                                     |                     |
| Item 9. | Adjournment                               |                     |

## Meeting Time and Dates: 3<sup>rd</sup> Wednesday of the Month, 1:00 – 2:30

~~September 19, 2018~~ rescheduled

~~February 20, 2019~~ canceled

~~September 26, 2018~~ 4<sup>th</sup> Wednesday

March 20, 2019

~~October 17, 2018~~

April 17, 2019

~~November 21, 2018~~ rescheduled

May 15, 2019

~~December 5, 2018~~ rescheduled from 12/19/18