

# ADMINISTRATIVE SERVICES COUNCIL AGENDA

**Wednesday, September 18, 2019**  
**1:00 pm to 2:30 pm**  
**Board Room**

## Membership

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

### **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.*

## **AGENDA**

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| <b>Item 1. Approval of Minutes</b><br>Minutes of the May 15, 2019 Meeting  | <b>Action (Melby)</b>  |
| <b>Item 2. Committee Charge</b><br>Embed Facilities planning and management into the Committee Charge  | <b>Action (Melby)</b>  |
| <b>Item 3. Committee Goals 2019-20</b>   | <b>Action (Melby)</b>  |
| <b>Item 4. Review Board Policies and Administrative Procedures</b><br>Recommendation to the September 25, 2019 College Council Meeting <ul style="list-style-type: none"><li>• AP 3560 (BP 3560 attached as reference)</li></ul> | <b>Action (Melby)</b>  |
| <b>Item 5. Department Reports</b> <ul style="list-style-type: none"><li>• Facilities</li><li>• Bookstore</li><li>• Food Services</li><li>• Business Office</li><li>• IT</li></ul>  | <b>Information</b><br>(Rivera)<br>(Galbraith)<br>(Martel)<br>(Gross)<br>(Keller) |
| <b>Item 6. Report out on College Council</b>   | <b>Information (Melby)</b>   |
| <b>Item 7. Other</b>   |  |
| <b>Item 8. Adjournment</b>   |  |

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

September 18, 2019

February 19, 2020

October 16, 2019

March 18, 2020

November 14, 2019

April 15, 2020

December 12, 2019

May 20, 2020