

ADMINISTRATIVE SERVICES COUNCIL

AGENDA

Wednesday, Sep 16, 2020

1:00 pm to 2:30 pm

Boardroom

<https://cccconfer.zoom.us/j/96817732146>

Membership

Darlene Melby (Chair)

Jesse Cecil

Karen Chandler

Matt Donaldson

Ryan Galbraith

Melissa Green

Kelly Groppi

Kent Gross

Doug Haugen

Veronica Rivera

Carie Shaffer

Jeannine Greenslade (Resource)

Desiree Kaae (Minutes)

Committee's Charge:

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

AGENDA

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|---------------------|--|--|---------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Item 1. | Approval of Minutes
Minutes of the May 20, 2020 Meeting | Action (Melby) | | | | | | | | | | | | | | | | |
| Item 2. | Meeting Dates | Action (Melby) | | | | | | | | | | | | | | | | |
| Item 3. | Committee Charge | Action (Melby) | | | | | | | | | | | | | | | | |
| Item 4. | Committee Goals | Action (Melby) | | | | | | | | | | | | | | | | |
| Item 5. | Review/Recommend Board Policies and Administrative Procedures | Action (Melby) | | | | | | | | | | | | | | | | |
| | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Board Policy</u></td> <td style="text-align: center;"><u>Administrative Procedure</u></td> </tr> <tr> <td>BP 6200</td> <td>AP 6200</td> </tr> <tr> <td>BP 6250</td> <td>AP 6250</td> </tr> <tr> <td>BP 6320</td> <td>AP 6320</td> </tr> <tr> <td>(no BP)</td> <td>AP 6370</td> </tr> <tr> <td>BP 6550</td> <td>AP 6550</td> </tr> <tr> <td>BP 6600</td> <td>AP 6600</td> </tr> <tr> <td>BP 6740</td> <td>AP 6740</td> </tr> </table> | <u>Board Policy</u> | <u>Administrative Procedure</u> | BP 6200 | AP 6200 | BP 6250 | AP 6250 | BP 6320 | AP 6320 | (no BP) | AP 6370 | BP 6550 | AP 6550 | BP 6600 | AP 6600 | BP 6740 | AP 6740 | |
| <u>Board Policy</u> | <u>Administrative Procedure</u> | | | | | | | | | | | | | | | | | |
| BP 6200 | AP 6200 | | | | | | | | | | | | | | | | | |
| BP 6250 | AP 6250 | | | | | | | | | | | | | | | | | |
| BP 6320 | AP 6320 | | | | | | | | | | | | | | | | | |
| (no BP) | AP 6370 | | | | | | | | | | | | | | | | | |
| BP 6550 | AP 6550 | | | | | | | | | | | | | | | | | |
| BP 6600 | AP 6600 | | | | | | | | | | | | | | | | | |
| BP 6740 | AP 6740 | | | | | | | | | | | | | | | | | |
| Item 6. | Cost Containment Ideas | Information (Melby) | | | | | | | | | | | | | | | | |
| Item 7. | Department Reports (2-3 minute each) <ul style="list-style-type: none"> • Facilities • Bookstore • Food Services • Business Office • IT • HR | Information
(Rivera)
(Galbraith)
(Haugen)
(Gross)
(Donaldson)
(Groppi) | | | | | | | | | | | | | | | | |
| Item 6. | Other | | | | | | | | | | | | | | | | | |
| Item 7. | Adjournment | | | | | | | | | | | | | | | | | |

Meeting Time and Dates: 3rd Wednesday of the Month, 1:00 – 2:30

September 16, 2020

October 21, 2020

November 18, 2020

December 16, 2020

February 17, 2021

March 17, 2021

April 21, 2021

May 19, 2021