

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, Sep 16, 2020

1:00 pm to 2:30 pm

Boardroom

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

Membership

- | | |
|-------------------------|----------------------------------|
| ✓ Darlene Melby (Chair) | ✓ Kent Gross |
| Jesse Cecil | ✓ Doug Haugen |
| ✓ Karen Chandler | ✓ Veronica Rivera |
| ✓ Matt Donaldson | ✓ Carie Shaffer |
| Ryan Galbraith | ✓ Jeannine Greenslade (Resource) |
| ✓ Melissa Green | ✓ Desiree Kaae (Minutes) |
| ✓ Kelly Groppi | |

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.

MINUTES

Convened at 1:03 pm

Item 1. Approval of Minutes Action (Melby)

Minutes of the May 20, 2020 Meeting

MSP (Melissa Green/Carie Shaffer)

9 Ayes 0 Noes 0 Abstain 2 Absent

The minutes of the May 20, 2020 meeting were approved with a friendly amendment to the Business Services report.

Item 2. Meeting Dates Action (Melby)

MSP (Doug Haugen/Kent Gross)

9 Ayes 0 Noes 0 Abstain 2 Absent

The 2020-21 meeting dates were approved as presented.

Item 3. Committee Charge Action (Melby)

MSP (Kent Gross/Carie Shaffer)

9 Ayes 0 Noes 0 Abstain 2 Absent

The committee charge was approved with no changes.

Item 4. Committee Goals Action (Melby)

MSP (Melissa Green/Kent Gross)

9 Ayes 0 Noes 0 Abstain 2 Absent

The 2020-21 Committee Goals were updated to include recommendations for the Bookstore and Food Services and the section relating to budget development was reordered to follow the budget development timeline.

Item 5. Review/Recommend Board Policies and Administrative Procedures Action (Melby)

MSP (Doug Haugen/Carie Shaffer)

9 Ayes 0 Noes 0 Abstain 2 Absent

The following Board Policies and Administrative Procedures were approved with any suggested revisions. AP 6370 was tabled.

Board Policy

BP 6200 minor revision

BP 6250 minor revision

BP 6320 no changes

(no BP)

BP 6550 no changes

BP 6600 minor revision

BP 6740 no changes

Administrative Procedure

AP 6200 minor revision

AP 6250 no changes

AP 6320 no changes

AP 6370 tabled

AP 6550 minor revision

AP 6600 minor revision

AP 6740 minor revision

Item 6. Cost Containment Ideas **Information (Melby)**
Veronica Rivera reported that the grant for the “Pack-it-in/Pack-it-out” initiative was received.

Item 7. Department Reports (2-3 minute each) **Information**
Due to time, department reports were delayed until the next meeting.

<ul style="list-style-type: none">• Facilities• Bookstore• Food Services• Business Office• IT• HR	<p>(Rivera) (Galbraith) (Haugen) (Gross) (Donaldson) (Groppi)</p>
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Item 6. Other

Item 7. Adjourned at 2:34 pm

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