ADMINISTRATIVE SERVICES COUNCIL AGENDA

Wednesday, November 20, 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 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

Item 1. Approval of Minutes

Action (Melby)

Minutes of the October 16, 2019 Meeting

Item 2. Request additional meeting before Winter Break to Review/Recommend Board Policies and Administrative Procedures Information (Melby)

Item 3. Review or Recommend Board Policies and Administrative Procedures

Information (Melby)

Board Policy Administrative Procedure

AP 2510 (review and offer recommendations)

Item 4. Injury and Illness Prevention Plan (IIPP)

Action (Rivera)

Item 5. Facilities Master Plan Revision Timeline

Information (Rivera)

Item 6. Non-Instructional Program Review Manual - Draft

Information (Melby)

Item 7. Department Reports

• Facilities

(Rivera) (Galbraith)

Information

BookstoreFood Services

(Martel)

• Business Office

(Gross)

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(Keller)

Item 8. Report out on College Council

Information (Melby)

Item 9. Cost Containment Ideas

Information (Melby)

Item 10. Other

Item 11. Adjournment

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

September 18, 2019February 19, 2020October 16, 2019March 18, 2020November 20, 2019April 15, 2020December 18, 2019May 20, 2020