

ADMINISTRATIVE SERVICES COUNCIL

AGENDA

Wednesday, May 20, 2020
1:00 pm to 2:30 pm
<https://cccconfer.zoom.us/j/97335679949>

Membership

Darlene Melby (Chair)	Kent Gross
Jesse Cecil	Cindy Martel
Karen Chandler	Veronica Rivera
Matt Donaldson	Carie Shaffer
Ryan Galbraith	Jeannine Greenslade (Resource)
Melissa Green	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 February 19, 2020 Meeting | Action (Melby) | | |
| Item 2. Review/Recommend Board Policies and Administrative Procedures
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>Board Policy</u>
TBD</td> <td style="width: 50%; text-align: center;"><u>Administrative Procedure</u>
TBD</td> </tr> </table> | <u>Board Policy</u>
TBD | <u>Administrative Procedure</u>
TBD | Action (Melby) |
| <u>Board Policy</u>
TBD | <u>Administrative Procedure</u>
TBD | | |
| Item 3. Committee Annual Report and Evaluation | Action (Melby) | | |
| Item 4. Cost Containment Ideas | Information (Melby) | | |
| Item 5. Department Reports (2-3 minute each) | Information | | |
| <ul style="list-style-type: none"> • Facilities (Rivera) • Bookstore (Galbraith) • Food Services (Martel) • Business Office (Gross) • IT (Donaldson) | | | |
| Item 6. Other | | | |
| Item 7. Adjournment | | | |

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

~~September 18, 2019~~

~~October 16, 2019~~

~~November 20, 2019~~

~~December 9, 2019 (cancelled)~~

(changed from Dec 18)

~~January 29, 2020 (last Wednesday)~~

~~February 19, 2020~~

~~March 18, 2020 (cancelled)~~

~~April 15, 2020 (cancelled)~~

May 20, 2020 (tentative)