

# ADMINISTRATIVE SERVICES COUNCIL MINUTES

**Wednesday, October 16, 2019  
1:00 pm to 2:30 pm  
Board Room**

## Membership

- |                                 |                          |
|---------------------------------|--------------------------|
| ✓ Darlene Melby (Chair)         | ✓ Wayne Keller           |
| ✓ Jesse Cecil                   | ✓ Cindy Martel           |
| Jodi Dawson                     | ✓ Veronica Rivera        |
| ✓ Ryan Galbraith left @ 2:00 pm | ✓ Carie Shaffer          |
| ✓ Melissa Green                 | ✓ Desiree Kaae (Minutes) |
| ✓ Kent Gross                    |                          |

### **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**

### **Item 1. Approval of Minutes (Melby)**

#### **Minutes of the September 18, 2019 Meeting**

*MSP (Jesse Cecil/Veronica Rivera)*

*9 Ayes                      0 Noes                      0 Abstain                      1 Absent*

### **Item 2. Review or Recommend Board Policies and Administrative Procedures (Melby)**

*MSP (Melissa Green/Veronica Rivera) with recommended changes to AP 6800 section 5.A.*

*9 Ayes                      0 Noes                      0 Abstain                      1 Absent*

#### **Board Policy**

**BP 6100 (review)**

**BP 6300 (revision)**

**BP 6307 (revision)**

**BP 6800 (review)**

#### **Administrative Procedure**

**AP 6100 (review)**

**AP 6300 (revision)**

**AP 6307 (revision)**

**AP 6800 (revision)**

### **Item 3. Department Reports Information**

#### **• Business Office (Gross)**

Kent Gross reported –

- 311 Report is complete
- Auditors visiting the week of October 21<sup>st</sup>
- Jeannine Greenslade is working on streamlining month-to-month processes to improve efficiency.

#### **• IT (Keller)**

Wayne Keller reported –

- The main focus is the Single Sign-on project, and working through 140 name mismatches.

#### **• Food Services (Martel)**

Cindy Martel reported –

- Traveled to Southern Oregon University to get ideas for Food Services operations

• **Facilities** **(Rivera)**

Veronica Rivera reported –

- Due to various reasons, temporarily low on man-power.
- Working on “Pack-it-in/Pack-it-out” initiative as an efficiency measure for custodial services.
- Working on space inventory in Fusion.
- NMR Architects has provided a quote for the “10,000 ft” high-level campus facilities planning map needed to begin the Facilities Master Plan, CEQA study, Non-Industrial Timber Harvest Plan and Conversion Permit. Strong Workforce dollars to be used to pay for this.

• **Bookstore** **(Galbraith)**

Ryan Galbraith reported –

Bookstore fashion show is scheduled for the All-College Meeting on November 1<sup>st</sup>.

**Item 4. Report out on College Council** **(Melby)**

Darlene Melby reported the VPs on College Council are now Char Perlas and Theresa Richmond. Darlene will continue on as a resource on that committee.

**Item 5. Cost Containment Ideas - none** **(Melby)**

**Item 6. Other**

**Item 7. Adjourned at 2:23 pm**

**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 20, 2019**

**April 15, 2020**

**December 18, 2019**

**May 20, 2020**