

ADMINISTRATIVE SERVICES COUNCIL MINUTES

Wednesday, November 20, 2019
1:00 pm to 2:30 pm
Board Room

Membership

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

MINUTES

- Item 1. Approval of Minutes (Melby)**
Minutes of the October 16, 2019 Meeting
MSP (Carie Shaffer/Kent Gross)
6 Ayes 0 Noes 0 Abstain 4 Absent
- Item 2. Request additional meeting before Winter Break to Review/Recommend Board Policies and Administrative Procedures (Melby)**
It was decided to schedule a meeting on Monday, December 2nd to review and recommend BPs and APs.
- Item 3. Review or Recommend Board Policies and Administrative Procedures (Melby)**
Board Policy Administrative Procedure
AP 2510 (review and offer recommendations)
Nathan Rexford gave an overview AP 2510, Participation in Local Decision Making. He said that participatory governance is mandated but that the process is locally decided. The interaction detailed in the AP is between operational bodies: governance councils and committees and the various constituencies: administration, faculty, management, and faculty. The latest draft is located on the College Council webpage and all constituencies are encouraged to offer input.
- Item 4. Injury and Illness Prevention Plan (IIPP) (Rivera)**
Veronica Rivera gave an overview of the IIPP, and the council recommended with minor changes to move the IIPP to College Council.
- Item 5. Facilities Master Plan Revision Timeline (Rivera)**
Veronica Rivera talked about the timeline to revise the Facilities Master Plan. There will initially be a task force to review the document highlighting potential changes and identifying any obsolete information. Over the next six months there will be four open forums for anyone to provide feedback. The process to complete updates to the plan will take a year.
- Item 6. Non-Instructional Program Review Manual - Draft (Melby)**
This item was heard right after item 3, before item 4.
Nathan Rexford gave an overview on the Non-Instructional Program Review Manual. Because of the need for a separate program review process for non-instructional areas, this manual has been

produced to provide guidelines for each area to develop a program review. These will be done annually and the timeline for this is still being worked out.

Item 7. Department Reports

Due to time, there were no department reports.

Item 8. Report out on College Council

(Melby)

Darlene Melby reported that College Council has been focusing on APs and BPs and that the members commended Administrative Services Council for the work done on BP/AP 6800 Safety.

Item 9. Cost Containment Ideas - none

(Melby)

Item 10. Other - none

Item 11. Adjourned at 2:30 pm

Meeting Time and Dates: 3rd 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 9, 2019 (cancelled)

May 20, 2020

(changed from Dec 18)