Administrative Services Council Minutes
Wed., October 9, 2013 – 10:00 a.m.
E-112

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
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<tbody>
<tr>
<td>Alfred Muñoz</td>
<td>Co-chair</td>
<td>X</td>
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<tr>
<td>Terri Pyer</td>
<td>Co-chair</td>
<td>X</td>
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<tr>
<td>Tony Anderson</td>
<td>Faculty</td>
<td>X</td>
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<tr>
<td>Zahi Atallah</td>
<td>Administration</td>
<td>X</td>
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<tr>
<td>Melissa Stave</td>
<td>Senate</td>
<td>X</td>
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<tr>
<td>Terri Ugale</td>
<td>Classified staff</td>
<td>X</td>
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Others

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<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Brian Lofman</td>
<td>Dean of Institutional Planning &amp; Effectiveness</td>
<td>X</td>
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CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 10:07 a.m.

1. Review of ASC Handbook
   Terri Pyer briefly reviewed the handbook and noted that the council is still awaiting member appointments from L-39 and CSEA. She reminded everyone that meetings will take place on the second Wednesday of each month from 10:00 a.m. until approximately 12:00 p.m. Discussion related to which committees will be bringing requests to this council. ASC will make recommendations to the college planning council as well as other councils and committees.

ACTION ITEMS

1. No action items

INFORMATION/DISCUSSION/PRESENTATIONS

1. Procedure for Review of Board Policies and Administrative Procedures
   Terri Pyer
   A tracking form will be added to the BP and AP documents which will allow each group who has reviewed the documents the ability to add comments before the documentation moves forward. As in the past, the Board will approve the policies; however they do not vote on or approve procedures. The ASC will be receiving policies and procedures from Facilities, Admin Services, and HR.

2. Audit Update
   Terri Pyer for Al Muñoz
   In Al Muñoz’s absence, Terri read from notes provided by Al. She explained that a new auditing firm was here in June for the pre-audit and in September to conduct the audit. The college entered into a three year agreement with Crowe Horwath, LLP. Terri specifically pointed out that the business operations of the college are audited not just the business office. All areas of the college provided documentation to the auditors. There were two minor findings that

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will be easily addressed and Al will provide more details when the audit report is completed in November. The auditors said they were very pleased with how responsive everyone was with their requests. Additionally, the auditors were satisfied with the 50% calculation.

3. Redevelopment Agency Shortfall

Al provides updates on the shortfalls at each Board meeting. State apportionment funding is still an uncertainty and the college is looking at what other districts are doing. Compared to previous times, this is a minor unknown.

4. Negotiations: Classification Study Process CSEA

CSEA and the District agreed to a four (4) year renewable process regarding classification studies. Each year approximately one-fourth of the jobs will be reviewed by a joint (District & CSEA) committee to ensure job descriptions and work being done match. This year, reclassification of jobs will cost the district approximately $64,000. The next classification review will be opening in the next three to seven weeks and will include instructional, library, and warehouse. Terri anticipates that the CSEA model will be used going forward. Discussion followed related to the reclassification and evaluation cycles.

5. Review Strategic Plan for 2013-2018

Terri briefly reviewed the section of the handbook related to the strategic plan.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. n/a

NEXT MEETING(S)

- November 13, 2013
- December 11, 2013
- February 12, 2014

ADJOURNMENT

Meeting adjourned at 10:59 a.m.

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