**Administrative Services Council**

**Minutes**

**Wednesday, October 8, 2014; 10:00 a.m.**

**E-112**

**MEMBERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfred Muñoz</td>
<td>Administration</td>
<td>X</td>
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<tr>
<td>Terri Pyer</td>
<td>Administration</td>
<td>X</td>
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<tr>
<td>Joseph Reyes</td>
<td>Administration</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>Jessica Tovar</td>
<td>CSEA</td>
<td>X</td>
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<tr>
<td>Terri Ugale</td>
<td>Classified/Confidential</td>
<td>X</td>
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<tr>
<td>Tony Anderson</td>
<td>Academic Senate</td>
<td>X</td>
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<tr>
<td>Melissa Stave</td>
<td>Academic Senate</td>
<td>X</td>
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<tr>
<td>David Jones</td>
<td>L-39</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ali Saleh</td>
<td>ASHC</td>
<td>X</td>
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<tr>
<td>Mark Shelor</td>
<td>ASHC</td>
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<tr>
<th>Others</th>
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<tbody>
<tr>
<td>Name</td>
<td>Title or Representing</td>
<td>Present</td>
<td>Absent</td>
</tr>
<tr>
<td>Tracey Richardson</td>
<td>Administration</td>
<td>X</td>
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**CALL TO ORDER & INTRODUCTIONS**

Meeting called to order at 10:08 a.m.

**ACTION ITEMS**

1. **Approval of previous meeting minutes**

   Consider Approval of Minutes from September 10, 2014 meeting. Motion to approve (Tony Anderson); Terri Pyer requested that the attendees be corrected (Terri Ugale present); Second (Terri Pyer); all in favor. Minutes approved with one correction.

**INFORMATION/DISCUSSION/PRESENTATIONS**

1. **Audit Report Update**

   Al Muñoz stated the auditors’ field work is complete and the financial statements are currently being drafted. The District hit the 50%; auditors reviewed process and accepted the formulas and calculations relating to the 50%. Al added there was one finding discovered in EOPS; it will go to audit committee for review. Student Services has made necessary corrections related to that finding and an internal control process has been implemented to ensure all documents are appropriately signed and accounted for in each student file.

2. **Professional Development Committee Update**

   Terri Pyer shared some of the things the Professional Development Committee has done over the past year including: Expansion of offerings for all employees; creation of a user-friendly website;
addition of an employee innovation grant; and working out details of an “educator-in-residence program.” Terri added there is $100,000 allocated this year in the general fund for professional development.

3. BPs/APs

Alfred Muñoz

Al began by reminding those present that all referenced BPs and APs went out to all constituent groups for review. The groups then had one month to review, comment, and return to each responsible council for further edits, comments, and recommendations after which time the council moves BPs and APs forward to the College Planning Council (CPC). Al pointed out that Academic Senate was the only group who responded to the BPs and APs under the responsibility of the Administrative Services Council (ASC).

- **Second review – Consider approval**
  
  **AP 6305 Reserves**
  
  After discussion, it was agreed that additional language would be included at the end of the section regarding the replenishment plan. **Motion to approve as amended** (Tony Anderson); **Second** (Mark Shelor). Motion unanimously carried by those present to move forward to the CPC.

- **Second review – Consider approval**
  
  **BP 6340 Bids and Contracts**
  
  After discussion, Al stated that language from Ed Code 81644 would be inserted. **Motion to approve as amended** (Melissa Stave); **Second** (Tony Anderson). Motion unanimously carried by those present to move forward to the CPC.

- **Second review – Consider approval**
  
  **AP 6346 Contract Review and Monitoring**
  
  Discussion: On the routing sheet, Academic Senate stated monitoring language is lacking; reference to principal investigator should be added. Al stated belief that AP should be moved forward to CPC for review and further discussion. **Motion to approve** (Ali Saleh); **Second** (Mark Shelor). Motion unanimously carried by those present to move forward to the CPC.

- **Second review – Consider approval**
  
  **AP 6350 Contracts-Construction**
  
  **Motion to approve** (Tony Anderson); **Second** (Melissa Stave). Motion unanimously carried by those present to move forward to the CPC.

- **Second review – Consider approval**
  
  **AP 6360 Contracts-Electronic Systems and Materials**
  
  After brief discussion related to paragraph 4, **Motion to approve** (Zahi Atallah); **Second** Melissa Stave. Motion unanimously carried by those present to move forward to the CPC.

- **Second review – Consider approval**
  
  **AP 6370 Contracts-Agreements for Services**
  
  **Motion to approve** (Tony Anderson); **Second** (Melissa Stave). Motion unanimously carried by those present to move forward to the CPC.

- **Second review – Consider approval**
  
  **BP & AP 6520 Security for District Property**
  
  **Motion to approve** (Melissa Stave); **Second** (Mark Shelor). Motion unanimously carried by those present to move forward to the CPC.
• Second review – Consider approval
  BP & AP 7350 Resignations
  Motion to approve (Melissa Stave); Second (Ali Saleh). Motion unanimously carried by those present to move forward to the CPC.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Mark Shelor inquired about a smoking policy survey discussed during the September meeting and stated the students do not believe they should be responsible for its development. Terri explained that no one was directed to develop a survey; it is not required as part of the process. Al added the policy will go out to the groups for comments and/or edits in the next round.

NEXT MEETING(S)

• November 12, 2014
• December 10, 2014
• January 14, 2015 (no meeting – winter break)
• February 11, 2015
• March 11, 2015
• April 8, 2015
• May 13, 2015
• June 10, 2015

ADJOURNMENT
Meeting adjourned at 11:51 a.m.

Alfred Muñoz