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| **Mandate** | Members (15)                                             2013-14Co-Chair: Christine NguyenCo-Chair: Rick Lockwood | **Meeting Schedule, etc.** |
| The Administrative Services Planning Council provides advisement to the Vice-President of Administrative Services in the following areas:   * Develop Annual Wing Plan linking to Annual Institutional Report/Service Areas Outcomes**/**SLO’s * Develop program review format for departments within administrative services * Utilize program reviews for budget requests/budget reductions * Prioritize budget requests within the area * Coordinate with governance groups as appropriate * Review all funding sources including ancillary/grants programs for analysis. * Communicate with constituency * Identify improvements to be implemented based on SLO assessment results * Facilities:  1. Utilization 2. Facility Income 3. Facility Expense  * Technology & Resource Planning. | **Administrators (10 )**  VP, Administrative Services (Christine Nguyen)  Manager & User Support Services  (Chris Blackmore)  Acting Administrator OLIT (Laurie Melby)  **Security Coordinator (Gary Stromlund)**  Director of Maintenance & Operations  (Dave Cant)  Director, Business Services & Entrepreneurship (Helen Rothgeb)  Director, Instructional Media, Design & Production (Judy Garvey)  Director, eLearning Research & Development (Dave Thompson)  Director, Marketing & Product Development (Lynn Dahnke)  **Dean, Military & Corporate Contract Education Program (Joycelyn Groot)**  **Faculty (2)**  Academic Senate President or Designee  (Pedro Gutiérrez)  Academic Senate Representative (Rick Lockwood)  **Classified (2)**  Temp Classified Rep, (Brenda Perdue)  Temp Classified Rep, (Araba Mensah)  **Student (1)**  ASG representative | September – December/  February – May  1st  Monday and as needed  11:00 – 12:30 p.m.  **Location**  College Center  **Co-Chair**  Christine Nguyen       241-6144  Rick Lockwood  **Committee Support**  Non-Voting   Shirley Spencer       241-6145 |