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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 – May1st  Monday and as needed11:00 – 12:30 p.m.**Location**College Center**Co-Chair**Christine Nguyen     241-6144Rick Lockwood**Committee Support** Non-Voting Shirley Spencer     241-6145 |