

Administrative Services Commission Meeting
December 17, 2014
6:35 pm
Minutes

In Attendance: Mike, Brian, Jim, Tom, Larry B., Cary, Peter, Dave
Guest: Sue

The meeting was called to order by the ASC Chair - Dave and opened with prayer led by Mike.

Summary of November PLC meeting – Reviewed Larry’s hand-out with Cary’s input.
PLC minutes are available on the Parish website.

Ad Hoc Committees and Reports

Church Windows – Cary

The scope review of this project will begin in early spring.

St. Joseph’s Hall Project – Jim/Mike/Alan

The project is waiting for the approval of the carpet samples.

Rectory Chapel – Jim

The project is moving to completion.

Campus Signage – Tom

The new Welcome Desk Sign has been installed and Tom is working on a new directional signage for the restrooms.

Heating System Leak – Larry J. /Mike

Mike is working with Cool Air Mechanical on this project. The Chapel of Angels and The Adoration Chapel are not showing any signs of leakage, with regards to the in-floor heating system.

Columbarium Project – Ron

School Kitchen Floor Project – Larry B. / Mike

This project has been closed as a sewer line concern and moved to a floor tile replacement project.

Proposed 2015 Street Reconstruction – Brian/Peter

The project was reviewed at this meeting. The discussion included road access to St. John’s during the street project. Brian will bring additional information to our meetings as it becomes available.

Classroom Stairwell – Tom/Jim

A scope review has been completed and Jim will have a possible fix for us by our next meeting to review.

Parish Center Floors – Mike/Jim/Alan

After discussion about our concerns, the suggestion was made that Mike should contact MCL about our concerns. It has also been suggested that we should invite Ron L. to our next meeting, Jim will talk to Ron.

ASC Constitution – Mike/Membership

After discussion, the committee approved the constitution using RRO.

ASC By-laws – Mike/Membership

After discussion, the committee approved the by-laws using RRO.

2015 Membership – Dave/Mike

Monthly Report – Alan

The report was handed out as an attachment to the information packet.

Campus Report – Mike

Mike discussed the boiler repairs that are needed for #1 hot water boiler. Which include to new rear tube sheet and the re- installation of 64 new fire tubes.

The meeting was adjourned.

Minutes respectfully submitted by Mike.