

**Administrative Services Commission Meeting**  
**June 10, 2015**  
**6:35 pm**  
**Minutes**

In Attendance: Mike, Ron L, Larry B, Cary, Ron F, Don, Teri

The meeting was called to order and opened with prayer led by Mike

***Ad Hoc Committee Reports***

*Church windows-* Cary  
No updates at this time.

*Campus Signage-*Tom  
Recommendation sent to Finance Commission to approve this project. Current bid valid until June 30.

*Heating System Leak Investigation-*Larry J  
No new information at this time.

*Columbarium project-* Ron  
No new information.

*2015 Street Reconstruction-* Project is underway. Information from City is on the church website.

*Student Resources Room/ Stairwell project-* Jim  
Recommendation sent to Finance Commission to approve this project.

*Parish Center Floors-* Jim  
No new information. No response from MCL.

*Lower level air handler-*Mike  
Recommendation sent to Finance Commission to approve this project.

*Cemetery-*Larry B.  
Larry is going to help Mike, with regards to the request to install a water meter at the cemetery.

***Membership***

A new chairperson for the ASC is needed. Dave Dobbins has left the commission as his term has expired. Please note: Staff and Trustees cannot be the chair as indicated in the ASC Bylaws and Constitution.

The following new members have been approved by Fr. Skluzacek: Tom B., Ron L., Joe J. and Don N. Welcome to the new members.

Emeritus members: Outgoing members Dave, Peter and Brian are valued for their expertise. The ASC would like to continue to use their knowledge as emeritus members.

***Capital Expense Report-***

The ASC discussed the Capital Expense report. The commission would like to relook at the priority level on each subcategory. There is a need for objective criteria in deciding how to weigh each item with regard to overall campus needs.

The commission would like to re-examine the need to receive additional bids on a project on a case by case basis. Relationships with certain vendors should be a consideration on some projects.

***Exterior Walk Around***

The commission did an exterior walk around encompassing the school, church and parish center to look at areas of concern.

Minutes respectfully submitted by Teri