

Council: Administrative Services

Meeting Date:

February 19, 2008

Time: 6:45

Meeting Participants:	Present		Present	Guests:	
Kathy Kelliher	X	Troy Gregory			
Brian Flanagan	X	Alan Higley	X		
Kathy Busch	X	Mary Nussbaum			
Greg Gerlach		Rick Schafer - Staff support	X		
Kris Misialek	X	Tom Schumacher, Staff	X		

Agenda/Minutes	Owner
ASC Membership – New members with an interest in the physical plant are welcome.	All
PLC Minutes – Minutes were reviewed	All
Endowment Funds Available \$ 45,730.14 Requested \$146,435.70 PLC to determine the dispersement of funds. Up-date – Grants were approved as presented TV Monitors – assigned to ASC; Security System, Storage Unit – assigned to ASC; Literature Kiosk approved for courtyard.	Brian
Insurance Audit – Inventory of all that is St Odilia. Videotape inventory – Buzzy Keller – Kathy Busch to ask for additional detail. Nothing to report in February.	Kathy B.
Brides Room – Eagle Scout request to paint the bride’s room. Kathy B to send email with guide lines on job quality/color standards and the go-ahead for the project. Coordinate with Carolyn.	Kathy B.
Entry Ways – Beautification of entry ways. ASC has been asked to recommend ideas to make the entry ways more welcoming.	
Restrooms – Can the church lobby restrooms be made uni-sex? Code issue.	
Building Improvement Up-dates –	
<u>Building Security</u> – Video Surveillance Grant – next steps determine where to have cameras – active and non-active cameras on campus. Greg to contact vendor.	Greg All
<u>Air Conditioning for the Library</u> – Rick and Troy to look into what needs to be done to up-grade or add AC to the library.	Rick Troy
St Odilia Bldg Improvements Master List – revised version sent out 1-8-08. The project list was reviewed for relevance and completed projects at last meeting.	

<p>Admin Council needs to discuss 2008 potential projects. Phase 3 Projects:</p> <ul style="list-style-type: none"> • Replace entrance doors to school • Lights in the South parking lot • Alarm System for the Campus? • Stage area – re-carpet – on hold until decision is made to up-date/remodel <p><u>2008 Projects</u>– Budget is approx \$200,000. <u>Please bring names of general contractors for the bidding process.</u></p> <p>Bob Grose attended the ASC to discuss prioritization of projects for 2008</p> <ul style="list-style-type: none"> ▪ #1 Secure the doors from the church into the school and court yard ▪ #2 A-wing up-stairs classrooms and 2 on the 1st floor need lights and ceiling replacement. Counters and cabinets that lock. ▪ #3 Replace entrance doors. <p>Kris and Kathy to talk with some of the teachers to get specifics on 3-3-08. Start to write RFP for 2008 projects</p>	<p>All Brian Kris Kathy K</p>
<p>Landscaping Issues – Recruitment of volunteers – bulletin and news letter.</p>	
<p>Garden Group –Alan is working on the master plan along with a very interested group of parishioners. Next Steps meet w/Carolyn. Meeting mid-March.</p>	<p>Alan H.</p>
<p>Ministry Fair – Everyone bring ideas for our ASC story board next meeting</p>	<p>ALL</p>
<p>Standing Volunteer Opportunities – ways to get people involved – via the bulletin and the web site. Needs to be a coordinated effort. Caroline</p>	<p>All</p>
<p>Next Meeting: March 11, 2008 @ 6:30 at the Museum</p>	