Administrative Services Leadership Team Meeting Minutes
DATE: March 15, 2022
TIME/LOCATION: 1:00 via Zoom

Roll Call:

√	Russ Stoup		√	Don Koch
√	Dwayne Fehrenbacher		√	Karen McGoy
√	Ginny Severs		√	Stacy Simpson (FMLA)
√	Brandy Woods			Christina Wright

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Russ Stoup, Team Chair, called the meeting to order at 1:00 p.m. via zoom. A quorum is present.

II. Approval of Minutes of last month's meeting on February 15, 2022.

Brandy Woods made the motion to approve the minutes with corrections if needed or as written, Dwayne Fehrenbacher seconded the motion. All members voted in favor and the motion carried.

III. Additions to the Agenda

No Additions were added to the agenda.

IV. Items For Discussion

a. Team Expectations
b. Community Forum on 3/30/2022

V. New Business

a. The team reviewed the expectations of team set forth by the college President.
b. Team members were encouraged to review the shared governance manual located on the shared drive.
c. Discussion about NC-SARA regarding offering services cross state lines such as online offerings or nursing clinicals.

d. Discussed whether or not there should be a college policy related to business cards. The team reviewed what other colleges business card policies look like. Some were very in depth. It was decided that a policy was not needed but a procedure should be developed
e. There is a policy template available. Team members would like further direction on policy development. It was decided to prioritize items in order of what policy needed to be reviewed/developed first. Russ will create a form for the team to rank policies in order.

Adjournment
Brandy Woods made a motion to adjourn the meeting at 1:40, with a second by Karen McGoy. All voted in favor and the motion carried.

The next meeting will be held April 19, 2022, Founders Room and via zoom.