Administrative Services Council Minutes
3/24/2022
River Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

	Chris Clark		Ginger Harner	√	Dwayne Fehrenbacher
	Brandy Woods		Sheryl Ribbing	√	Tina Dudley, Guest
	Stacy Simpson	√	Michelle Williams	√	Kaylyn Meyers
√	Don Koch	√	Rebecca Steinmetz		
√	Lindsay Johnson	√	Evelyn Davis		

Agenda Items:

I. Call to Order

Dwayne called the meeting to order at 10:06 am.
Ginger was excused from the meeting due to her attendance at a conference in Springfield.

II. Approve Minutes of 2/24/2022

Lindsay made a motion to accept the February 24 minutes as written with a second from Kaylyn. All voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the Agenda.

IV. Team Updates:

- **Technology Team (Chair Jonathan VanMeter) - Virtual IDs**
  Dwayne relayed discussion points from the Technology Team regarding Virtual IDs. Both ID123 and Touchnet demonstrations were viewed and are now awaiting pricing. Virtual IDs would eliminate the need for a physical ID printer. This works via a downloaded app where the employee, etc., would take their own picture. The picture would then be

approved/or not, flow to a database where it would be merged into the system, i.e., picture would then appear in Colleague.

This Virtual ID system has the potential to replace Saints Alert and it also has many other expansion abilities.

- **Business & Finance (Chair Brandy Woods)– Audit / Business Policies**
  There was no representation from this team that could speak to the February or March meeting.

- **Facilities Team (Chair Lindsay Johnson) - List of facilities projects**
  Lindsay shared the Facility Project List. This list contained previous projects that were incomplete as well as current projects. Lindsay will email this list to all Team Members. All members should be thinking of any other potential projects and alert Lindsay.

- **Safety Risk Management Team (Chair Eric Howard)– Meeting on 3.22.22**
  Tina shared on behalf of this team. The multitude of tasks assigned to this team feed into the Facility Team. A good place to start, based on the strategic plan and overall Board Calendar, is with review of the current Campus Safety Plans. These plans refer to many individual bullet points on the Charge. Also, the MSDS Binder and safety checklists that were previously completed by John Rivera are being located. This team will use this information to develop current safety checks.

- **Administrative Services Leadership Team (Chair – Russ Stoup)**
  There was no representation from this team that could speak to the February or March Meeting. Russ is currently on paid time off.

V. New Business

Tina further reviewed the Council Charge. It is this group who will oversee the development of all policy, procedure and guidelines generated through the associated Teams noted above. This Council will take the suggestions/recommendations and put into a final format for submission to Chris as Vice President of Administrative Services. If Chris approves of the overall recommendations, he will forward them to the Executive Council for final review and adoption.

Adjournment

Lindsay made a motion to adjourn at 10:38 am with a second by Don. All voted in favor and the motion carried. Next Meeting is April 28 at 10:00 am.