Administrative Services Leadership Team Meeting Minutes
DATE: April 19, 2022
TIME/LOCATION: 1:00 Founder's Room and via Zoom

Roll Call:

	Names			Names
√	Russ Stoup		√	Don Koch
√	Dwayne Fehrenbacher		√	Karen McGoy
√	Ginny Severs		√	Stacy Simpson
	Brandy Woods		√	Christina Wright
√	Chris Clark		√	Tina Dudley

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Russ Stoup, Team Chair, called the meeting to order at 1:00 p.m. in the Founder's Room. Some team members joined via zoom. A quorum was present.

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

Don Koch made the motion to approve the minutes as written. Karen McGoy second 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. Chris Clark joined the team and will now be the chairperson. Tina Dudley attended the meeting to explain the difference between teams and councils. Vice Presidents will now be in charge of the teams. This is why Chris was added to this team. She stressed how important our attendance is for these meetings and that we need to try to meet in person if at all possible and attempt to stop meeting via zoom because of all the distractions that take our attention away from the meeting when we attend virtually. Tina informed the team that April Teske will be attending a future

meeting to discuss policy surveys which will assist the team with prioritizing policy review.

b. The team discussed the stationary ordering process. Currently we do not have a policy for stationary. It was agreed that the college needs a procedure to be identified. One reason being so when employees change positions, the task of ordering things such as business cards, doesn't have to follow them to their new position just because they are the one that has always done it. This new procedure will include instructions for ordering business cards, name badge, name plates, or anything with the college's name or logo printed on it including letterhead and envelopes. This will also help HR with the onboarding process so that new hires will have clear directions of how to order these things. It could possibly be left to each person to do their own ordering instead of how we currently have one person who orders for everyone. That will need further discussion.

V. New Business

a. For the next meeting, Tina will email out the draft procedure for ordering business cards that Russ created. He wrote this draft to be used as a starting point for this project. Everyone should review it and bring their ideas to the next meeting and be prepared to discuss.

Adjournment

Russ Stoup made a motion to adjourn the meeting at 1:56 p.m., with a second by Karen McGoy. All voted in favor and the motion carried.

The next meeting will be held May 17, 2002 in the Founder's room at 1 p.m.