Administrative Services Leadership Team Meeting Minutes
DATE: May 17, 2022
TIME/LOCATION: 1:00 Founder's Room

Roll Call:

√	Names			Names
	Russ Stoup (at a conference)		√	Don Koch
√	Dwayne Fehrenbacher		√	Karen McGoy
√	Ginny Severs		√	Stacy Simpson
√	Brandy Woods		√	Christina Wright
√	Chris Clark		√	Tina Dudley
√	Daniel Kineman		√	Vicky Cornelissen

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Chris Clark, Committee Chair, called the meeting to order at 1:00 p.m. A quorum is present.

II. Approval of Minutes of April 19, 2022

Karen McGoy, made the motion to approve the minutes as written, Dwayne Fehrenbacher seconded the motion. All members voted in favor and the motion carried.

III. Additions to the Agenda

IV. Items For Discussion

a. Technology Team Report
   a. The Technology Team reported on using virtual ID cards for students. They will use these in the library, bookstore, at the bursar window, and when purchasing SMART passes, etc. Nursing will have their own badges that will allow them to access medical buildings for clinicals. Students could start as early as next week using the virtual id cards if they have not previously gotten an SCC ID card in the past.

b. Business and Finance Team Report

a. The Business and Finance Team reported on budget planning efforts and the importance of linking resources to the strategic plan. They also discussed the possible advantages of outsourcing a cost accountant to help with program cost analysis.

c. Facilities Team
   a. The Facilities Team reported about discussions their team had related to a surplus auction. Every few years when storage around campus becomes full, we plan a surplus auction. Historically, these auctions take place at main campus. The highest bidders usually take several weeks to pick up their items. It was recommended that for our next surplus auction, instead of having a traditional face to face auction, we could use govdeals.com to have our auction online. We would need to take pictures of each item and upload them to the site. Individuals could bid on the items online. Before any decisions will be made, policy 7246, Disposal of Surplus Property, needs to be reviewed and a procedure created using the procedure template.
d. Capital Projects
   a. The committee for capital projects/RAMP will be meeting tomorrow. A report will be given at our next meeting.

V. New Business

a. Travel policy, 7410, was reviewed and revised. It is ready to be submitted to the Administrative Council.

Adjournment

Karen McGoy made a motion to adjourn the meeting at 3:00 p.m., with a second by Daniel Kineman. All voted in favor and the motion carried.

The next meeting will be held on June 21st in the Founder's Room.