



*Administrative Services Council Minutes  
5/26/2022  
Founders Room/Zoom*

**Chair: Dwayne Fehrenbacher**

**Roll Call:**

<input type="checkbox"/>		<input type="checkbox"/>	Ginger Harner	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher
<input type="checkbox"/>	Brandy Woods	<input checked="" type="checkbox"/>	Sheryl Ribbing	<input checked="" type="checkbox"/>	Tina Dudley, Guest
<input type="checkbox"/>	Stacy Simpson	<input type="checkbox"/>	Michelle Williams	<input checked="" type="checkbox"/>	Kaylyn Meyers
<input checked="" type="checkbox"/>	Don Koch	<input checked="" type="checkbox"/>	Rebecca Steinmetz	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Lindsay Johnson	<input type="checkbox"/>	Evelyn Davis	<input type="checkbox"/>	

**Agenda Items:**

**I. Call to Order**

Dwayne called the meeting to order at 10:04 am. Ginger was excused from the meeting due to her attendance at an Adult Education function. Brandy is on vacation and Stacy is out on medical leave. Evelyn responded with “NO” (on vacation) and Michelle was part of Nursing Dept. Testing.

**II. Approve Minutes of 4/28/2022**

Sheryl made a motion to accept the April 28 minutes as written with a second from Becky. 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**  
Jonathan has downloaded the Virtual ID software and has worked with Kevin to ensure proper branding. Dwayne has reached out to Smart Transportation regarding their need for ID cards. A procedure is

forthcoming as well as the promotion via flyers posted throughout Campus this Fall.

Russ developed a draft survey that would gauge overall satisfaction and successful usage of Moodle by Faculty. Dwayne shared the document. The Council reviewed, making suggestions:

*There are a few typographical edits needed. The Gender question is really irrelevant. The self-described levels of expertise should have definitions tied to them. If this survey were to go to students, ensure the language/acronyms are understood by them.*

- **Business & Finance (Chair Brandy Woods)**  
There was no representation from this team that could speak to the February or March meeting and there was no meeting held last month.
- **Facilities Team (Chair Lindsay Johnson)**  
Lindsay shared the reasoning for the need to do Facilities Condition Assessment (G4O8SB). This assessment then leads into the Master Facility Plan. Discussion included the Disposal of Surplus policy revision which stemmed from the Fleet/Transportation Management plan. RAMP projects were also noted. 3 projects will be submitted this year, including renovation of all main campus labs. Sheryl would like to be involved with this project due to use of the labs, ventilation, etc.
- **Safety Risk Management Team (Chair Eric Howard)**  
In Eric's absence, Chris will chair and meeting invites have been sent out for June 28, July 26 and August 23. The Team is still working on the Campus Safety Plans. Because of the fire alarm which occurred on May 11, it was identified that we need to have drills, reassign safe zones and allow for adequate and safe movement to those safe zones.
- **Administrative Services Leadership Team (Chair - Chris Clark)**  
The Team made edits to the Disposal of Surplus and Travel policies on May 17. These will be reviewed by the Facility and Business & Finance Teams prior to submission to this Council.

The On-Line Auction service govdeals.com was discussed.

## V. **New Business**

There was no new business.

### **Items Requiring Action:**

- Technology Team will devise a procedure on the issuance of virtual ID's.
- Dwayne will reach out to Russ regarding suggested edits and invite him to the next meeting on June 23.
- Tina will reach out to Dr. Teske regarding the best way to send the survey (via SurveyMonkey, etc)
- Chris will chair the Safety & Risk Management Team as interim until the return of Eric Howard.
- Facility Team should review the Disposal of Surplus Policy
- **H: Board Policy and Procedures\DRAFT Administrative Policies by Councils\Administrative Services Council\College Facility A7XXX\Working Folder\Disposal of Surplus Equipment.....**
- Business & Finance Team should review the Travel Policy
- **H: Board Policy and Procedures\DRAFT Administrative Policies by Councils\Administrative Services Council\Business & Finance Svcs A5XXX\Working Folder\Travel on College Business Procedure Correct**

### **Adjournment**

Kaylyn made a motion to adjourn at 10:41 am with a second by Don. All voted in favor and the motion carried. Next Meeting is June 23 at 10:00 am.