Administrative Services Leadership Team Meeting Minutes
DATE: June 21, 2022
TIME/LOCATION: 1:00 Founders Room and via Zoom

Roll Call:

√	Russ Stoup		√	Don Koch
√	Dwayne Fehrenbacher		√	Karen McGoy
√	Ginny Severs			Stacy Simpson
	Brandy Woods – Sick Day		√	Christina Wright
√	Timothy Cornwell		√	Tina Dudley, Guest
	Chris Clark @another meeting		√	Daniel Kineman

√ indicates attendance, leaving blank indicates absent

I. Call to Order

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

II. Approval of the May 17, 2022 Minutes

Don Koch made the motion to approve the minutes as written, Karen McGoy 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. Expressive Activity & Commercial Solicitation Procedure

In conjunction with the Facilities Team, the Administrative Services Leadership Team drafted an expanded version of the current policy, incorporating definitions, donations, methods of disposal, timeline and approvals as well as development of a form for employee use to request disposal of surplus equipment. The draft will be presented to the Administrative Services Council on June 23.

Karen made a motion to submit this draft to the Council, with a second by Daniel. All members voted in favor and the motion carried.

B. Disposal of Surplus Procedure

Members reviewed an expressive activity and commercial solicitation policy. This policy addresses use of the facility, types of activities, a

formal request for using outside speakers/presenters and do's/don'ts regarding use of all College locations. Members agreed that the Executive Director of Public Information & Marketing should be the lead staff of the overall process for enforcement and communication. This will go to the Administrative Services Council on June 23.

Dwayne made a motion to submit this draft to the Council, with a second by Timothy. All members voted in favor and the motion carried.

V. New Business

A. Travel Policy, 7410

The Travel policy needs further review by the Business & Finance Team.

Adjournment

Don Koch made a motion to adjourn the meeting at 1:34, with a second by Christina Wright. All voted in favor and the motion carried.

The next meeting will be held July 19, 2022, in the Founders Room and via zoom.