Administrative Services Council Minutes
6/23/2022
Founders 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		Faculty Vacancy
√	Lindsay Johnson	√	Evelyn Davis	√	Russ Stoup, Guest

Agenda Items:

I. Call to Order

Dwayne called the meeting to order at 10:06 am.
Don and Rebecca are out of the office, Chris is participating as a college representative at a Golf Outing, Sheryl is excused.

II. Approve Minutes of 5/26/2022

Evelyn made a motion to accept the minutes as written with a second from Ginger. All voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the agenda.

IV. Team Updates:

A. **Technology Team (Russ, Guest)**

Russ developed a draft survey that would gauge overall satisfaction, successful usage of Moodle by Faculty and note any interest in switching to a different LMS platform. Edits to consider include: remove age/gender, remove beginner, intermediate, advanced, never used and gauge usage by the number of semesters Moodle has been used.

Other thoughts included recognizing any barriers students may have to understanding how to use Moodle and the potential for Faculty/Staff training.

Faculty will be surveyed first. Russ will then work with a group of faculty/staff to devise a student survey.

Brandy made a motion to survey faculty, with the intention of a student survey shortly thereafter. Lindsay seconded the motion. All members voted in favor and the motion carried

Items Requiring Action:
Russ will reach out to Dr. Teske for use of survey tools.

Russ will comprise a group of faculty members to design an appropriate survey for student use.

B. Business & Finance (Chair Brandy Woods)

Brandy reported Dr. Teske attended their June 6 meeting to discuss the policy review process. The team will continue to work on the Travel Policy.

C. Facilities Team (Chair Lindsay Johnson) & Administrative Services Leadership Team (Chair Chris Clark)

The teams drafted an expanded version of the current disposal of surplus equipment 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.

Ginger made a motion to submit the Disposal of Surplus Equipment draft to the Executive Council. Kaylyn seconded the motion. All members voted in favor and the motion carried.

An expressive activity and commercial solicitation policy was reviewed. 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.

Thoughts to consider include: gender versus pronoun usage and the abundance of information within the expressive activity policy and lack of actual procedure. The team agrees to push through to Executive Council and await further guidance from that team.

Brandy made a motion to submit the Expressive Activity draft to the Executive Council. Michelle seconded the motion. All members voted in favor and the motion carried.

Items Requiring Action:
Tina will add these procedure reviews to the Executive Council July 7 Meeting Agenda.

D. 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 and OSHA training. This team meets June 28.

Kaylyn noted that Kylee Frassato is required to have OSHA training as part of her Lab Assistant duties, but she has not been registered.

Items Requiring Action:

Chris should reach out Leslie who may have an OSHA instructor.

V. New Business

There was no new business.

Items Requiring Action:

- Technology Team will devise a procedure on the issuance of virtual ID's.
- Chris will reach out to Leslie regarding a potential OSHA instructor.
- Russ 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.
- Business & Finance Team should review the Travel Policy
- Disposal of Surplus Equipment and Expressive Activity Procedures will be submitted to Executive Council (July 7 Meeting).

Adjournment

Ginger Harner made a motion to adjourn at 10:52 am with a second by Brandy Woods. All voted in favor and the motion carried. Next Meeting is July 28 at 10:00 am.