Administrative Services Leadership Team Meeting Minutes
DATE: July 19, 2022
TIME/LOCATION: 1:00 Founders Room and via Zoom

Roll Call:

	Russ Stoup (off)			Don Koch (in another meeting)
√	Dwayne Fehrenbacher		√	Karen McGoy
√	Ginny Severs		√	Stacy Simpson
	Brandy Woods (another meeting)		√	Christina Wright
	Timothy Cornwell (sick)		√	Tina Dudley, Guest
	Chris Clark (another meeting)		√	Daniel Kineman
√	Vicky Cornelissen			

√ indicates attendance, leaving blank indicates absent

I. Call to Order
Tina Dudley, Interim Chair, called the meeting to order at 1:03 pm.

II. Approval of the June 21, 2022 Minutes
Dwayne made the motion to approve the minutes as written, Stacy 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 (Update)

A. Expressive Activity & Commercial Solicitation Procedure
Members had 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 was presented to the Administrative Services Council on June 23. NOTE There was not a quorum present during the July 7 Executive Council for review.

B. Disposal of Surplus 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 was presented to the

Administrative Services Council on June 23. NOTE There was not a quorum present during the July 7 Executive Council for review.

V. New Business

A. Travel Policy, 7410

The Travel policy was further reviewed by the Business & Finance Team.

Ginny made a motion to present the draft, revised Travel Policy to the Administrative Services Council, with a second by Karen. All members voted in favor and the motion carried.

B. Technology Team

The Summer pilot is going well as all Full-Time employees have been emailed the link to subscribe. August is the target date for complete roll out to all employees and students. This will also be a topic during Convocation on August 15. Library card numbers have been merged with the virtual ID.

C. Facilities Team Update

The Facility Team will meet on July 20 to review the Facility Conditions Assessment proposals received and prioritize scheduling of the evaluations.

D. Safety Risk Management Update

Building Monitors are continuing to receive training and Vicky is tracking their completion dates. Discussion included increasing the number of "drills" and offering refresher instruction (especially for those who are responsible for specific areas).

Don was absent; there is no report on the number of hex keys in stock – each building monitor requires one.

E. Administrative Services Council Update

Dwayne will be presenting the Travel Policy to Executive Council on August 4.

The concern over storage was initiated in relation to retention of records. The Illinois Debt Recovery program is a State Program (not generated through SCC) which requires some records containing

Student debt information, be retained longer than our current policies notate.

Adjournment
Christina made a motion to adjourn the meeting at 1:52, with a second by Stacy. All voted in favor and the motion carried.

The next meeting will be held August 16, 2022, in the Founders Room and via zoom.