Administrative Services Council Meeting Minutes
DATE: July 28, 2022
TIME/LOCATION: 1:00 Founders Room and via Zoom

Roll Call:

	Kaylyn Meyers-At Vienna		√	Don Koch
√	Dwayne Fehrenbacher		√	Lindsay Johnson
	Sheryl Ribbing			Stacy Simpson
√	Brandy Woods – Sick Day		√	Becky Steinmetz
	Michelle Williams-pinning prep		√	Tina Dudley, Guest
	Chris Clark @another meeting		√	Ginger Harner
√	Evelyn Davis			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Dwayne Fehrenbacher called the meeting to order at 10:00 am. via zoom. A quorum is present.

II. Approval of the June 23, 2022 Minutes

Ginger Harner made the motion to approve the minutes as written, Don Koch 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. Team Updates

Technology Team

To date, there are quite a few students set up. All staff and faculty have been sent the link. In the Fall, adjunct and part-time staff will be sent the link. Jonathan is looking at a 3-D bar code scanner for interaction with the library.

Business & Finance

The Travel Policy has been submitted to the Executive Council for review. Their next meeting is August 4. The next policy/procedure the team is reviewing is the Procurement policy.

Facilities Team

Two Facility Conditions Assessment vendors were evaluated and a recommendation is going to the Board of Trustees (BOT) on August 1. This Assessment will allow the College to identify Capital projects. Also, a capital lease recommendation is also going to the board. We are starting with the purchase of college vehicles.

Safety Risk Management

Drills have been set for the Fall and Spring. Building monitors have been identified and are going through a variety of trainings. With an impending Community Assembly, all staff and faculty will receive updated safety risk information.

Administrative Services Leadership

Three policy/procedures have been submitted to the Executive Council. There was no quorum during the July meeting, so they have been carried over to August 4.

- Expressive Activity
- Disposal of Surplus
- Travel Policy

Adjournment

Brandy Woods made a motion to adjourn the meeting at 10:34, with a second by Ginger Harner. All voted in favor and the motion carried.

The next meeting will be held August 25, 2022, in the Founders Room and via zoom.