



## Administrative Services Council Meeting Minutes

DATE: August 25, 2022

TIME/LOCATION: 10:00 am Founders Room and via Zoom

### Roll Call:

	Kaylyn Meyers	√	Don Koch
√	Dwayne Fehrenbacher	√	Lindsay Johnson
	Sheryl Ribbing		Stacy Simpson
√	Brandy Woods	√	Becky Steinmetz
	Michelle Williams	√	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 10:04 am.

### II. Approval of the July 28, 2022 Minutes

Ginger Harner made the motion to approve the minutes as written, Evelyn Davis 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

The Virtual IDs are fully rolled out. There have been quite a few positive comments. The roll-out to part-time staff and faculty will occur by week's end.

The current Website Calendar is outdated and the team is looking into updating and better integration.

The Cloud project is being tested.



### **Business & Finance**

The Travel Policy has been sent back to this team for further review. Online procurement is close to being rolled out. There are a few areas to review: A Reject button; can you delete a requisition if there are attachments; credit card linkage; can a status bar be included (requisition, order, payment request, etc.).

### **Facilities Team**

Bond funds have been received to assist with funding more projects. The Gym project is currently underway.

Fleet vehicles are being investigated.

### **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.

The Risk Management Plan is set to go to the Board of Trustees on September 6.

The Safety Risk Team meetings have been moved to the fourth Mondays as Eric Howard has class on Tuesdays.

### **Administrative Services Leadership**

No updates other than those listed above.

### **Adjournment**

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

The next meeting will be held September 22, 2022, in the Founders Room and via zoom.