Administrative Services Council Agenda
10/27/2022
Founder's Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

X	Chris Clark	X	Ginger Harner	X	Dwayne Fehrenbacher
X	Brandy Woods		Sheryl Ribbing		Kaylyn Meyers
	Stacy Simpson		Michelle Williams	X	Vicky Cornelissen
X	Don Koch	X	Rebecca Steinmetz	X	April Teske, Guest
	Lindsay Johnson	X	Evelyn Davis		

Agenda Items:

I. **Call to Order 10:03 AM**

II. **Approve Minutes of 8/25/2022 – Passed (Ginger 1st / Brandy 2nd)**

III. **Additions to the Agenda – No additions to the agenda.**

IV. **Team Updates:**

- **Technology Team – iPads for Grading – Faculty are able to receive student's homework, grade and return without the need to:**
  a. **Open and print**
  b. **Grade**
  c. **Scan**
  d. **Return back to student**
- **Business & Finance – Travel Policy – Revised, based on changes from the Executive Council. Set for approval.**
  a. **Per Diem, main change, this is so individual does not have to submit detailed receipts.**
  b. **Multiple forms have/are being developed.**
  c. **Review of forms and procedures.**
  d. **Make the process easier for the traveler.**
- **Facilities Team – Facility Assessment – Received bid from Gordian.**

- **Safety Risk Management – Building Monitor Training – Went well. No issues were had when the drill (fire) took place. No issue, or noted difficulties.**
- **Administrative Services Leadership Team – Procurement Rollout**

V. **New Business – Dr. April Teske provide / discussed in length key performance factors and on location of the SCC Effectiveness System.**
   a. **Wanting to roll out end of year.**
   b. **Represents student experience at SCC.**
   c. **Welcoming feedback on layout/flow.**
      i. **This will be brought back to the table again.**

VI. **Adjournment Motion made at 11:18 AM (Don 1st / Evelyn 2nd).**