



Administrative Services Council Agenda

12/15/2022

Founder's Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

<input type="checkbox"/>	Chris Clark	<input type="checkbox"/>	Ginger Harner	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher
<input checked="" type="checkbox"/>	Brandy Woods	<input type="checkbox"/>	Sheryl Ribbing	<input type="checkbox"/>	Kaylyn Meyers
<input type="checkbox"/>	Stacy Simpson	<input type="checkbox"/>	Michelle Williams	<input checked="" type="checkbox"/>	Vicky Cornelissen
<input type="checkbox"/>	Don Koch	<input type="checkbox"/>	Rebecca Steinmetz		
<input type="checkbox"/>	Lindsay Johnson	<input type="checkbox"/>	Evelyn Davis		

Agenda Items:

- I. Call to Order 1:04 PM**
- II. Approve Minutes of 10/27/2022**
 - a. Unable to approve minutes, as no quorum met. Participants agreed that 10-27-2022 minutes and 12-15-2022 minutes will be put for approval during the January 2023 meeting.
- III. Additions to the Agenda – No additions to the agenda.**
- IV. Team Updates:**
 - **Technology Team**
 - a. Computer usage policy was discussed in detail.
 - b. Library laptops are being configured (50 laptops) and will be ready for students before the start of next semester (January 2023).
 - **Business & Finance**
 - a. Numerous changes were made to the Travel Procedure.
 - i. Many questions asked during Executive Council regarding Travel Procedure.
 - ii. Example: Per Diem definition and exceptions defined or guidance provided.

- b. Procurement Policy was approved.
 - i. Will place on January (2023) agenda for approval.
- c. It was discussed/highlighted that teams are to take their time discussing, modifying, policy verses procedures.
 - i. There is not a specific number to achieve of how many policies or procedures are submitted for review/approval.
 - ii. Procedures will go through Executive Council for approval.
- d. Business Office portal has rates posted.
 - i. IRS Per Diem Rates.
- **Facilities Team**
 - a. Facility Assessment –Gordian is here and assessing buildings (Main Campus).
- **Safety Risk Management** – No representative present.
- **Administrative Services Leadership Team**
 - a. Fleet vehicles were selected, and went to Board for approval.

V. **New Business** – No new business items presented.

VI. **Adjournment** – 1:29 PM