Administrative Services Council Agenda
01-26-2023
Founder's Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

	Chris Clark	X	Ginger Harner	X	Dwayne Fehrenbacher
X	Brandy Woods		Sheryl Ribbing		Kaylyn Meyers
X	Stacy Simpson	X	Michelle Williams	X	Vicky Cornelissen
X	Don Koch	X	Rebecca Steinmetz	*(this is Vicky's last session as note taker)*	
X	Lindsay Johnson	X	Evelyn Davis		

Agenda Items:

I. **Call to Order 10:08 AM** (delay because of microphone issues)

II. **Approve Minutes of 10/27/2022**
   a. Approval of 10-27-2022 minutes, Brandy and Stacy agreed with motion. Approved.
   b. Approval of 12-15-2022 minutes, Don and Stacy agreed with motion. Approved.

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

IV. **Team Updates:**

- **Technology Team**
   a. VR in the classroom.
   b. Discussion, Rob developing a curriculum in classroom and working with instructors.
   c. Be on the lookout for future updates.
   d. Working on / developing computer use policy.

- **Business & Finance**
   a. No updates were made at this time.
- **Facilities Team**
   a. Facility Assessment Team will be coming around February 20, 2023, they will be on site for approximately 3-4 days.

b. Architectural Firms will be on site giving presentation for the development of SCC Master Plan. Firms / date below:
    i. February 3: Baysinger, Cordogan Clark, Demonica (has not committed as of 01-30-2023).
    ii. February 6: Dodd Architects, Farnsworth Group.
    iii. February 17: White & Borgognoni.

- **Safety Risk Management** – No previous meeting, no updates at this time.

- **Administrative Services Leadership Team**
    a. No new updates, only discussed updates.

V. New Business

a. HLC Multi Location Site Visit scheduled for March 1 (Cairo) and March 2 (Metropolis) Extension Centers.

b. Computer Network switches firmware out of support, upgraded to needed firmware (response to why we were having multiple outages on network).
    i. IT will send an email to follow-up with staff regarding outage and solution.
    ii. IT will continue to monitor.

c. Bookstore is working on Bookstore website, updating links.

VI. Adjournment – 10:22 am, Michelle and Stacy agreed with motion. Approved.