Administrative Services Leadership Minutes
February 21, 2023
Founder's Room/Zoom

Chair: Chris Clark

Roll Call:

√	Chris Clark	√	Daniel Kineman	√	Tina Dudley, Guest
√	Brandy Woods	√	Timothy Cornwell		
√	Stacy Simpson	√	Karen McGoy		
	Don Koch		Christina Wright		
√	Ginny Severs	√	Dwayne Fehrenbacher		

Agenda Items:

I. Call to Order
The meeting was called to order at 1:01 pm

II. Approve Minutes of 10/27/2022
Tim made a motion to approve the January 17, 2023 minutes with a second by Dwayne. All members voted in favor and the motion carried.

III. Additions to the Agenda
Severe Weather Drill

IV. Team Updates:

Technology Team
- Developing computer use policy.

Business & Finance
- New Auditor proposals are due by March 20. To date, Kemper CPA and Wipfli have submitted proposals.

Facilities Team
- Gordian will be on campus February 22,23.
- Evaluations of the architecture firms is complete and the top three will be presented to the Board of Trustees at the March 16 meeting.

- Adopt-a-Highway is scheduled for Friday, March 3.

Safety Risk Management

- Next meeting is scheduled for February 27 and we are in need of a new Chair due to the resignation of Eric Howard effective May, 2023.
- Severe Weather Drill is scheduled for March 22 @9:45am.

Administrative Services Leadership Team

- No new updates, next meeting is scheduled for February 23.

V. New Business

- CTE Day is February 23, staff should have been emailed an assignment of assistance.
- Employee evaluations are due.
- Chris will be meeting with Dr. Teske regarding the Administrative Services Team Strategic Plan (SP) updates.
- Reminder that the HLC Multi-site visit will be March 1 & 2, in both Metropolis and Cairo.
- Commencement is scheduled for May 12 and it will be a traditional ceremony. It is a mandatory work event. Any absence must be approved through the President's office.

VI. Adjournment – Stacy made a motion to adjourn the meeting at 1:36 pm with a second by Brandy. All members voted in favor and the motion carried.