Administrative Services Council Meeting Minutes
DATE: May 25, 2023
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			Ginger Harner
	Evelyn Davis			

√ indicates attendance, leaving blank indicates absent

I. Call to Order
Tina Dudley called the meeting to order at 10:11 am.

II. Approval of the July 28, 2022 Minutes
Tina Dudley made the motion to approve the minutes as written, Don Koch 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
June 1 is the go live date for the Google Platform.

Business & Finance
FY24 Budget development is underway.
Martin Hood has been engaged as our Audit Service.

Safety Risk Management
The Campus Safety Plan(s) are undergoing revisions.

Facilities Team
The Facility Condition Assessment is wrapping up, with a presentation scheduled in June. The request for Use of the Facility has been streamlined and being "tested" during the summer term. A policy related to animals on campus has been drafted and is under review.

Administrative Services Leadership
No meeting in May, no updates other than those listed above.

V. New Business

New Accounts Policy (Tech Team)
Tabled

VI. Adjournment

Tina Dudley made a motion to adjourn the meeting at 10:34 am, with a second by Don Koch. All voted in favor and the motion carried.

The next meeting will be held June 22, 2023, in the Founders Room and via zoom.