Administrative Services Council Minutes
Date: August 21, 2023
Founder's Room/Zoom

Chair: Dwayne Fehrenbacher
Roll Call:

X	Chris Clark	X	Ginger Harner	X	Dwayne Fehrenbacher
	Brandy Woods		Sheryl Ribbing		Kaylyn Meyers
X	Stacy Simpson	X	Michelle Williams	X	Cheryl Cummins
	Don Koch		Rebecca Steinmetz	X	Alicia Farris
X	Lindsay Johnson	X	Evelyn Davis		

Agenda Items

I. **Call to Order** – Meeting called to order at 11:04am

II. **Approve Minutes of** – Motion was made by Lyndsay and seconded by Stacy to approve minutes of the meeting from July 27, 2023.

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

IV. **Team Updates** –

Business & Finance

- Working on audits

Facilities Management

- Continuing to update animal policy
  - Value Statement has been added
  - Application to use for ESA & ADA animals on campus has been created
  - All updates have been made and approved by the council. Policy will now move to the Executive Council for discussion
  - Motion to approve forwarding policy to Executive Council was made by Michelle and 2nd by Stacy
- Campus safety plan is complete for main campus and extension centers
- Don is working on bid specs for a 2024 Truck and 2024 Hybrid Sedan
- Air Units were out in Metro and Anna. Matt is working to get them back in service
- Students are assembling shelving and tool chests for the newly renovated automotive class

V. **New Business** – No new business

VI. **Next Meeting** – September 18, 2023 @ 10am

VII. **Adjournment** – Motion was made to adjourn by Stacy and 2nd by Evelyn