Administrative Services Council Meeting Minutes
DATE: December 18, 2023
TIME/LOCATION: 10:00 am Founders Room and via Zoom

Roll Call:

√	Chris Clark		v	Rebecca Wilson
√	Dwayne Fehrenbacher			Lindsay Johnson
√	Cheryl Cummins		v	Alicia Farris
	Stacy Simpson		√	Ginger Harner
	Michelle Williams			
√	Jesse Smith-Fulia			
√	Lisa Meyer			

√ indicates attendance, leaving blank indicates absent

I. **Call to Order:** Meeting called to order at 10:06am

II. **Approval of Minutes from:** Motion made by Ginger and seconded by Jesse to approve minutes from the October 16, 2023 meeting.

III. **Additions to the Agenda:** No additions were made to the agenda

IV. **Team Updates:**

Business & Finance:

- GFOA FY24 Book is completed and being reviewed for any updates
- Updating Travel on College Business Policy

Facilities Team (for FY24, includes the Safety Risk Management and the Technology Team)

- CDB Project 810-086-018, Replacement of interior and exterior doors has begun, should be complete by Spring Semester

Administrative Services Leadership Team:

- Board approved the base bid from Samron for the OTA Classroom renovation at Union County Extension Center

V. **Items to Discuss:**

- CDB Project #810-086-018 – Replacement of some interior and exterior doors. Project is under way and should be complete by the beginning of the Spring 2024 Semester.
- Policy A1300 – Institutional Effectiveness – April Teske has asked the Council to review Procedures A1300.03, .06, and .07. The Council will be

looking over these procedures and will report back at the next monthly meeting.

- Policy A6000 – Informational Technology – The Council is going to review this policy and use Policy A1300 that April Teske prepared as a guide for writing this policy and its' procedures.
- Travel on College Business – Brandy has updated the policy. Cheryl will get with her on Tuesday, December 19, 2023 to get new updated policy and send it out to the Council to vote, via email, if the policy is ready to be sent to Executive Council for approval.

VI. **New Business:** No new business was brought before the Council

VII. **Adjournment:** Motion was made by Ginger and seconded by Rebecca to adjourn

Next meeting will be Tuesday, January 16, 2024 at 8:30am in the Founders Room