Administrative Services Council Meeting Minutes
DATE: February 26, 2024 @ 10am
TIME/LOCATION: 10:00 am Founders Room and via Zoom

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

I. **Call to Order:** Meeting was called to order by Lindsay at 10:03am

II. **Approval of Minutes from:** January 22, 2024
- Motion was made by Lisa and seconded by Ginger. Motion passed minutes from last meeting were approved.

III. **Additions to the Agenda:** Council considered for approval from the Business and Finance Team, to increase the Vice President purchase threshold from $3,500 to $5,000. A motion was made by Ginger and seconded by Michelle. Motion carried

IV. **Team Updates:**

Business & Finance:
- Monthly meeting held on February 6, 2024. Discussed raising approval thresholds and adding levels of approvers. Raising threshold amount was approved by the team. Team decided not to add anymore levels of approvers.
- Team needs to come together and have a meeting to collaboratively discuss Business and Finance sections for HLC

Facilities Team:
- Discussed Policy A6000 and A7000. A6000 was updated and A7000 is still current and up-to-date. The policies as currently written were approved to be sent to Executive Council.

- Discussed resurfacing the current tennis court on Main Campus and marking it off for pickleball courts. The team is currently looking the costs of resurfacing and marking off the court.
- Discussed adding a disc-golf course on the Main Campus. The Team is currently looking into the cost of permanent disc golf baskets.

Administrative Services Leadership Team:

- Samron has completed CDB Project #810-086-018, Replacement of Interior and Exterior Doors.
- SI Piping is working at Main Campus on replacing and repairing piping for the boilers/chillers.

V. Items to Discuss: Policy A6000 and A700

VI. New Business: No New Business was discussed

VII. Adjournment: Next Meeting will be March 18, 2024