Administrative Services Council Meeting Minutes
DATE: April 15, 2024
TIME/LOCATION: 10:00 am Founders Room and via Zoom

Roll Call:

√	Chris Clark		v	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 (Zoom)			

√ indicates attendance, leaving blank indicates absent

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

II. **Approval of Minutes from:** Motion was made by Christina and seconded by Stacy to approve the minutes from March 18, 2024 meeting, motion carried

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

IV. **Team Updates:**

Business & Finance

- Met on April 1, 2024
- Working on HLC Criteria
- Changed monthly meeting to the Third Tuesday of each month from 2-4pm
- Working on new policy for Business Travel

Facilities Team

- Met on March 20, 2024
- Dwayne is assembling an AI Subcommittee to meet to discuss the implementation of AI at SCC
- Discussed updating SCC's Event policy and procedures (7300)
- IT completed a new purchase form for anyone requesting new tech purchases. It's on MySCC (A.6100)

Administrative Services Leadership Team

- Meets weekly on Tuesdays at 8:30am
- Main Campus clean-up is May 3, 2024
- Spring Commencement will be May 10, 2024 6pm – 8pm
- Bid openings were Thursday, April 11, 2024 for Boiler/Chiller Replacement at the Massac County Extension Center

V. **Items to Discuss: -**

- Discussed Strategic Plan 5500 (Travel on Business), A.6100 (Infrastructure Quality) Hardware and Software purchasing. 7300 (Facility Usage)
- Business and Finance are working on updating the Business Travel Policy
- IT Created a new hardware and software request form that is currently on MySCC to purchase new equipment
- Facilities are beginning the process of updating and revamping the Facility Usage Policy and Procedures

VI. **New Business: -** Moving forward, the council discussed the need for Business and Finance to continue working on the Business Travel Policy, all HLC criteria and components need to be completed, and all teams should be reviewing above mentioned policies and procedures for the next council meeting.

VII. **Adjournment:** Motion was made by Stacy and seconded by Alicia to adjourn at 10:40am.

VIII. **Next Meeting:** May 20, 2024 @ 10am