Administrative Services Council Meeting Agenda
DATE: June 24, 2024
TIME/LOCATION: 10:00 am Founders Room and via Zoom

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

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

II. **Approval of Minutes from:** April 24, 2024 meeting. May Meeting was canceled due to quorum not being met. Motion made by Cheryl, 2nd by Lisa

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

IV. **Team Updates:**

Business & Finance

- No updates were brought before the council

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

- Develop a Request to transfer office form
- IGEN Report
- Disc Golf Baskets have been delivered

Administrative Services Leadership Team

- No updates were brought before the council

V. **Items to Discuss:**

- Policy A5200 discussed, revised, and motion made by Dwayne and 2nd by Christina to move policy to Executive Council – motion carried
- Policy A5500 discussed, renamed, removed A5500.10 (Travel on College Business) and relocated to A5200. Motion made by Christina and 2nd by Lisa to move policy to Executive Council – motion carried
- Policy A6100 discussed, revised, and motion made by Christina and 2nd by Lisa to move policy to Executive Council – motion carried
- Policy A7300 discussed, revised, and motion made by Dwayne and 2nd by Lisa to move policy to Executive Council – motion carried

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

VII. **Adjournment:** Motion was made to adjourn at 11:05am by Christina and 2nd by Lisa.

VIII. **Next Meeting:** Monday, July, 15, 2024 at 10am in Founders Room