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

**Roll Call:**

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|---|---|---|---|---|
| √ | Chris Clark | | | Rebecca Wilson |
| √ | Dwayne Fehrenbacher | | | Lindsay Johnson |
| √ | Cheryl Cummins | | √ | Christina Wright |
| | Stacy Simpson | | | Ginger Harner |
| √ | Michelle Williams | | | |
| √ | Jesse Smith-Fulia (Zoom) | | | |
| | Lisa Meyer | | | |
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*√ indicates attendance, leaving blank indicates absent*

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

II. **Approval of Minutes from:** Motion was made by Jesse and 2nd by Cheryl

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

IV. **Team Updates:**

**Business & Finance -** No updates were brought to the council. Next Business and Finance meeting will be July 16, 2024

**Facilities Team –** Baskets are on main campus and tee's are being set in place. IGEN Grants are being written and need to be submitted by August 1, 2024. Office Move Request have been created and will be put on MySCC.

**Administrative Services Leadership Team –** OTA renovation is the main focus for Admin Services with a ribbon cutting on August 7, @10am.

V. **Items to Discuss:**

- All the policies that Facilities Team and Administrative Council has worked on was presented to the Executive Council and were passed as written.
- Facilities has begun to work on the new Facility Request Policy which will include updating current policies and fees for usage of the campuses.

VI. **New Business:** No new business was discussed

VII. **Adjournment:** Meeting was adjourned by a motion made by Christina and seconded by Cheryl @ 10:16am

VIII. **Next Meeting:** August 19, 2024 @ 10am.