Administrative Services Council Meeting Agenda
DATE: August 19, 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 10:03am

II. **Approval of Minutes from:** Motion was made by Jesse and seconded by Cheryl pending the addition of DGA before baskets on the Facilities Management update.

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

IV. **Team Updates:**

Business & Finance

- Revised Travel Policy went before Facilities Team and now advances to Administrative Services Council.
- There was a hour video presentation on Paymerang, an ACH company that handles payments for students and vendors. Offer was put forth from Paymerang but Shawnee has not accepted it pending more research into the company.

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

- Discussed EV charging stations are now operable
- Discussed purchasing an access control for Lower L for students to be able to use that door.
- Office request move form has been created and approved
- DGA has purchased all the baskets for the 18-basket course

V. **Items to Discuss:**

- A5300 Policy – Brandy needs to review and if it's okay with her, Administrative Services Council has approved the policy to move forward to Executive Council. Motion made by Dwayne and seconded by Christina. Motion carried
- A5400 Policy – Motion made by Cheryl and seconded by Rebecca to move this policy to Executive Council. Motion carried
- A5500.10 Operating Standard – Motion made by Dwayne and seconded by Jess to send to Executive Council pending the addition of explanation of student travel with Shawnee personnel. Motion Carried
- A7100 Policy – Motion was made by Christina and seconded by Jesse to move this policy to Executive Council. Motion Carried
- A7200 Policy – Motion was made by Cheryl and seconded by Rebecca to move this policy to Executive Council. Motion Carried.

VI. **New Business:** Dwayne announced next month a new chair replacement for Administrative Services Council will be voted in.

VII. **Adjournment:** Meeting adjourned at 10:50 am

VIII. **Next Meeting:** Monday, September 16 @ 10am, Founders Room