Administrative Services Council Meeting Agenda
DATE: September 16, 2024
TIME/LOCATION: 10:00 am Founders Room and via Zoom

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

I. **Call to Order:** Meeting was called to order at 10:08am by Chair, Lindsay

II. **Approval of Minutes from:** Motion was made by Michelle and seconded by Cheryl Cummins.

III. **Additions to the Agenda:** There were no additions made to the agenda

IV. **Team Updates:**

Business & Finance

- Discussed questions that Administrative Council had regarding the revised Travel Policy. The team decided questions from Administrative Council was not part of the Travel Policy and should be addressed in a different policy. This policy has been moved from Administrative Council to Executive Council.

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

- First nine DGA Baskets have been set and are currently being used by the community and students
- Part of CDB#810-086-107, Kitchen Area is complete. Waiting on new design for the library area to be completed before moving on with phase of this renovation.
- Kyle Smith, softball coach, updated the team that 3 bids have been received for a new softball scoreboard
- Discussed the revisions of the Operating Standard Policy A7300

Administrative Services Leadership Team

- Annual audit is currently taking place with auditors on-site for the following 2-week period 9-16-2024 to 9-30-2024
- OTA at the Union County Extension is complete

- Discussed the $100,000 IGEN Grant SCC received to renovate and upgrade the windows in upper and lower K and H back hallways. Grant will pay 1/3 of renovation cost

V. Items to Discuss:

- Reviewed the Operating Standard Policy A7300. One revision is being made regarding fishing in the SCC Main Campus Pond. Lindsay will update policy. Council decided once revision is made, policy can be moved to Executive Council at this month's meeting.
- Elected Ginger Harner as the new Administrative Council Chair. A co-chair replacement is pending

VI. New Business: There was no new business brought before the Council

VII. Next Meeting: October 21, 2024 @ 10am in the Founders Room

VIII. Adjournment: Motion was made by Ginger and seconded by Michelle to adjourn @ 10:55 am.