Administrative Services Council Meeting Agenda
DATE: October 21, 2024
TIME/LOCATION: 10:00 am Founders Room and via Zoom

Roll Call:

√ indicates attendance, leaving blank indicates absent

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

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

II. **Approval of Minutes from:** Minutes from September 16, 2024 were approved

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

IV. **Team Updates:**

Business & Finance

- Met on October 15, 2024. Discussed whether deans had the authority to sign requisitions for $1,000 and under. It was decided they were not given that authority and all documentation has been removed
- Discussed Purchasing and Bidding Policy. Looking to move requisitions onto Colleague. Icon will be on MySCC card. This will alleviate paper copies and be beneficial for extension centers

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

- Discussed purchasing two more vehicles for the fleet. Don Koch and Alex Copley will be researching what two vehicles to add to the fleet
- A5500.15 – Updating operating standard on requesting vehicles
- Last nine baskets of disc golf are being completed

Administrative Services Leadership Team

- Discussed the upcoming fire drill
- SCC was awarded a sub-award from IGEN for the Window Project in upper and lower H and K hallways

V. **Items to Discuss:** A5100 – Budget Development and A5300 – Service Quality

- Chris is going to see what direction these policies are needing to go and will report back to the council at the next meeting

VI. New Business: No new business was discussed

VII. Adjournment: Meeting adjourned at 10:55am with a motion made by Stacy and seconded by Christina

VIII. Next Meeting: November 18, 2024 @ 10am