Administrative Services Council Meeting Minutes
DATE: November 18, 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	√	Rebecca Wilson
√	Ginger Harner, Chair	√	Christina Wright
√	Lindsay Johnson		
√	Lisa Meyer		

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

II. **Approval of Minutes from:** Motion was made my Dwayne and seconded by Christina. Motion carried

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

IV. **Team Updates:**

Business & Finance:

- Team has not had a meeting since last Admin Services Council meeting. No new information was brought before the council. Scheduled to meet November 19, 2024

Facilities Team:

- Discussed the purchase of 2 new fleet vehicles, one being a car and the other a van.
- Discussed A7300.20, Operating Standard, Expressive Activity & Commercial Solicitation
- Discussed moving forward with purchasing signage and disc sets for students and the community
- Facility Director, Don reported the upgrades in the library heating and air system are almost complete

Administrative Services Leadership Team:

- Discussed the Audit review, GFOA, Day to day operations, and IT

V. **Items to Discuss:**

- A7300.20 / Lindsay cleaned up the standard and needs a vote to forward this to Executive Council. Motion was made by Chris and seconded by Lisa. Motion Carried
- A5100 Budget Excellence was tabled until next meeting
- A5300 / Auxiliary Services – How are auxiliary services defined and is the bookstore still considered an auxiliary service. This will be forwarded to Business and Finance Team to discuss further as well as Budget Excellence

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

VII. **Adjournment:** Meeting adjourned at 10:29am with a motion made by Rebecca and seconded by Jesse. Motion carried

VIII. **Next Meeting:** December 16, 10am