Administrative Services Council Minutes
DATE: October 20, 2025
Founder's Room/Zoom

Chair: Dwayne Fehrenbacher & Co-Chair: Christina Wright

Roll Call:

X	Chris Clark	X	Ginger Harner	X	Dwayne Fehrenbacher
	Rebecca Wilson	X	Lisa Meyer	X	Lindsay Johnson
X	Christina Wright		Jesse Smith-Fulia	X	Dr. Micah Spicer
X	Ender Schmidt		Dr. Dane Muckler	X	Guest: Tina Dudley

I. Call to Order

Dwayne called the meeting to order at 10:03 am

II. Approval of August 18, 2025 Minutes

Ginger made a motion to approve the August 18, 2025 minutes with a second by Ender. All member voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the Agenda.

IV. Team Updates

- **Business & Finance –** The Business and Finance Team was scheduled to meet on September 16 but was canceled due to the Auditors being on site. The team will be meeting on October 21.
- **Facilities Team –** The Facilities team met on October 15 and discussed the Alternate/Remote Work OS as well as the multiple construction projects currently underway.
- **Administrative Services Leadership Team –** Meeting weekly, the team is currently focusing on a network infrastructure assessment as part of a technology overhaul project.

V. Policy Review

There are no policies for review.

VI. Operating Standards Review

A. A4100.50 Alternate/Remote Work Assignment
Team members reviewed the Operating Standard (OS) and will forward comments via Chair Fehrenbacher to the Executive Council. Comments made were similar to those already expressed in other team/council meetings.

B. A1000.05 Policy & Operating Standard Development, Review, & Approval
Team members reviewed the OS and had no specific comments.

C. A1000.20 Shared Governance Manual Management
Team members reviewed the OS and had no specific comments.

VII. Strategic Plan Review

The Board of Trustees adopted the Mission, Vision and Value statements at the October 16, 2025 Board meeting. The Website has been updated. New Goals and Objectives are slated to go to the November Board meeting for a first read with adoption by the first of the year.

VIII. Adjournment

Ginger motioned to adjourn at 10:45 am with a second by Christina. All members voted in favor and the motion carried.