



Administrative Services Council Agenda 10/27/2022 Founder's Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

<input checked="" type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Ginger Harner	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher
<input checked="" type="checkbox"/>	Brandy Woods	<input type="checkbox"/>	Sheryl Ribbing	<input type="checkbox"/>	Kaylyn Meyers
<input type="checkbox"/>	Stacy Simpson	<input type="checkbox"/>	Michelle Williams	<input checked="" type="checkbox"/>	Vicky Cornelissen
<input checked="" type="checkbox"/>	Don Koch	<input checked="" type="checkbox"/>	Rebecca Steinmetz	<input checked="" type="checkbox"/>	April Teske, Guest
<input type="checkbox"/>	Lindsay Johnson	<input checked="" type="checkbox"/>	Evelyn Davis	<input type="checkbox"/>	

Agenda Items:

- I. Call to Order 10:03 AM
- II. Approve Minutes of 8/25/2022 – Passed (Ginger 1st / Brandy 2nd)
- III. Additions to the Agenda – No additions to the agenda.
- IV. Team Updates:
 - Technology Team – iPads for Grading – Faculty are able to receive student's homework, grade and return without the need to:
 - a. Open and print
 - b. Grade
 - c. Scan
 - d. Return back to student
 - Business & Finance – Travel Policy – Revised, based on changes from the Executive Council. Set for approval.
 - a. Per Diem, main change, this is so individual does not have to submit detailed receipts.
 - b. Multiple forms have/are being developed.
 - c. Review of forms and procedures.
 - d. Make the process easier for the traveler.
 - Facilities Team – Facility Assessment – Received bid from Gordian.

- **Safety Risk Management – Building Monitor Training – Went well. No issues were had when the drill (fire) took place. No issue, or noted difficulties.**
- **Administrative Services Leadership Team – Procurement Rollout**

V. New Business – Dr. April Teske provide / discussed in length key performance factors and on location of the SCC Effectiveness System.

- a. Wanting to roll out end of year.**
- b. Represents student experience at SCC.**
- c. Welcoming feedback on layout/flow.**
 - i. This will be brought back to the table again.**

VI. Adjournment Motion made at 11:18 AM (Don 1st / Evelyn 2nd).