



# Administrative Services Council Agenda 01-26-2023 Founder's Room/Zoom

**Chair: Dwayne Fehrenbacher**

**Roll Call:**

<input 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 checked="" type="checkbox"/>	Stacy Simpson	<input checked="" type="checkbox"/>	Michelle Williams	<input checked="" type="checkbox"/>	Vicky Cornelissen
<input checked="" type="checkbox"/>	Don Koch	<input checked="" type="checkbox"/>	Rebecca Steinmetz	<i>(this is Vicky's last session as note taker)</i>	
<input checked="" type="checkbox"/>	Lindsay Johnson	<input checked="" type="checkbox"/>	Evelyn Davis		

**Agenda Items:**

- I. Call to Order 10:08 AM** (delay because of microphone issues)
- II. Approve Minutes of 10/27/2022**
  - a. Approval of 10-27-2022 minutes, Brandy and Stacy agreed with motion. Approved.
  - b. Approval of 12-15-2022 minutes, Don and Stacy agreed with motion. Approved.
- III. Additions to the Agenda** – No additions to the agenda.
- IV. Team Updates:**
  - **Technology Team**
    - a. VR in the classroom.
    - b. Discussion, Rob developing a curriculum in classroom and working with instructors.
    - c. Be on the lookout for future updates.
    - d. Working on / developing computer use policy.
  - **Business & Finance**
    - a. No updates were made at this time.
  - **Facilities Team**
    - a. Facility Assessment Team will be coming around February 20, 2023, they will be on site for approximately 3-4 days.

- b. Architectural Firms will be on site giving presentation for the development of SCC Master Plan. Firms / date below:
  - i. February 3: Baysinger, Cordogan Clark, Demonica (has not committed as of 01-30-2023).
  - ii. February 6: Dodd Architects, Farnsworth Group.
  - iii. February 17: White & Borgognoni.
- **Safety Risk Management** – No previous meeting, no updates at this time.
- **Administrative Services Leadership Team**
  - a. No new updates, only discussed updates.

**V. New Business**

- a. HLC Multi Location Site Visit scheduled for March 1 (Cairo) and March 2 (Metropolis) Extension Centers.
- b. Computer Network switches firmware out of support, upgraded to needed firmware (response to why we were having multiple outages on network).
  - i. IT will send an email to follow-up with staff regarding outage and solution.
  - ii. IT will continue to monitor.
- c. Bookstore is working on Bookstore website, updating links.

**VI. Adjournment** – 10:22 am, Michelle and Stacy agreed with motion. Approved.