



Administrative Services Leadership Minutes February 21, 2023 Founder's Room/Zoom

Chair: Chris Clark

Roll Call:

<input checked="" type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Daniel Kineman	<input checked="" type="checkbox"/>	Tina Dudley, Guest
<input checked="" type="checkbox"/>	Brandy Woods	<input checked="" type="checkbox"/>	Timothy Cornwell	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Stacy Simpson	<input checked="" type="checkbox"/>	Karen McGoy	<input type="checkbox"/>	
<input type="checkbox"/>	Don Koch	<input type="checkbox"/>	Christina Wright	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ginny Severs	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher	<input type="checkbox"/>	

Agenda Items:

I. Call to Order

The meeting was called to order at 1:01 pm

II. Approve Minutes of 10/27/2022

Tim made a motion to approve the January 17, 2023 minutes with a second by Dwayne. All members voted in favor and the motion carried.

III. Additions to the Agenda

Severe Weather Drill

IV. Team Updates:

Technology Team

- Developing computer use policy.

Business & Finance

- New Auditor proposals are due by March 20. To date, Kemper CPA and Wipfli have submitted proposals.

Facilities Team

- Gordian will be on campus February 22,23.
- Evaluations of the architecture firms is complete and the top three will be presented to the Board of Trustees at the March 16 meeting.

- Adopt-a-Highway is scheduled for Friday, March 3.

Safety Risk Management

- Next meeting is scheduled for February 27 and we are in need of a new Chair due to the resignation of Eric Howard effective May, 2023.
- Severe Weather Drill is scheduled for March 22 @9:45am.

Administrative Services Leadership Team

- No new updates, next meeting is scheduled for February 23.

V. New Business

- CTE Day is February 23, staff should have been emailed an assignment of assistance.
- Employee evaluations are due.
- Chris will be meeting with Dr. Teske regarding the Administrative Services Team Strategic Plan (SP) updates.
- Reminder that the HLC Multi-site visit will be March 1 & 2, in both Metropolis and Cairo.
- Commencement is scheduled for May 12 and it will be a traditional ceremony. It is a mandatory work event. Any absence must be approved through the President's office.

VI. Adjournment - Stacy made a motion to adjourn the meeting at 1:36 pm with a second by Brandy. All members voted in favor and the motion carried.