



Administrative Services Council Minutes

DATE: April 21, 2025

LOCATION: Founder's Room/Zoom

Chair: Ginger Harner

Roll Call:

<input type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Ginger Harner	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher
<input type="checkbox"/>	Rebecca Wilson	<input checked="" type="checkbox"/>	Lisa Meyer	<input checked="" type="checkbox"/>	Lindsay Johnson
<input checked="" type="checkbox"/>	Christina Wright	<input checked="" type="checkbox"/>	Jesse Smith-Fulia	<input type="checkbox"/>	Toby Martinez (Asked)
<input checked="" type="checkbox"/>	Stacey Simpson	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Tina Dudley (Guest)

Agenda Items:

I. Call to Order:

Chair Harner called the meeting to order at 10:04am.

II. Approve Minutes of March 17:

Motion was made by Dwayne and seconded by Lisa to approve minutes from the March 17, 2025 meeting. All members voted in favor and the motion carried.

III. Additions to the Agenda:

There were no additions to the Agenda.

IV. Team Updates:

- **Business & Finance** - Christina Wright notes the Disbursement of Funds OS had been submitted for review by the Council.
- **Facilities Team** - There was no April meeting, however the Campus-wide clean up (scheduled for May 9) information had been distributed to all staff.
- **Administrative Services Leadership Team** - These meetings are typically held on a weekly basis, however there was not one held on April

8 (due to HLC Conference) or April 15 (Architect Project Meetings). The Field Appraiser was on campus last week to revisit and take pictures of all of the storm damage.

V. Policy Review:

There were no policies for review.

VI. Operating Standard (OS) Review

- A. A7300.20 - Expressive Activity and Solicitation:** This has been shared with Adrian and he had no recommended changes. This OS will be streamlined as it relates to Definitions, etc., and presented to Executive Council at their April 24, 2025 meeting.

Lindsay made a motion to submit this to Executive Council for review. Stacy seconded the motion. All members voted in favor and the motion carried.

- B. A5200.20 – Disbursement of Funds:** Presented by the Business/Finance Team, suggestion included editing the title to just Disbursement.

Christina made a motion to submit this to Executive Council for review. Lindsay seconded the motion. All members voted in favor and the motion carried.

- C. A7154 (Old Numbering)– Bidding, Quotes, and Contract Review:** Discussion included incorporating this within procurement versus a standalone OS. Numbering will be revised to coincide with the policy disposition numbering system. A5200.05 Purchasing and Bidding was previously approved February 2025

Jesse made a motion to submit this to Executive Council for review. Lindsay seconded the motion. All members voted in favor and the motion carried.

- D. A7200.15 – Recycling:** (Old numbering 7210) Recycling was presented for review, discussion, and restructure. The current Waste Reduction plan was also submitted for guidance in the development of this OS. Members should consider the points indicated in the plan and incorporate as needed into the development of this OS.

Christina made a motion to table this OS until our May 19 meeting, allowing all members to review and develop an inclusive OS. Dwayne seconded the motion. All members voted in favor and the motion carried.

VII. New Business

In discussing “next steps” for the Council, Dwayne will be reviewing the A6300 series of Operating Standards (Protection of Information Assets, et. al.)

VIII. Items Requiring Action

All members will review the Recycling policy and incorporate relevant information from the Waste Reduction Plan into an updated Operating Standard.

IX. Adjournment:

Stacy motioned to adjourn at 10:49 am with a second by Christina. All members voted in favor and the motion carried.