



Administrative Services Council Minutes

DATE: June 16, 2025

LOCATION: Founder's Room/Zoom

Chair: Ginger Harner

Roll Call:

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

Agenda Items:

I. Call to Order:

Chair Harner called the meeting to order at 10:04am. Ender Schmidt was introduced as a new member of the Council.

II. Approve Minutes of April 21, 2025:

Christina made a motion to approve the April 21 minutes as presented with a second by Lisa. All members voted in favor and the motion carried.

III. Additions to the Agenda:

- Meeting Dates
- Committee Charge
- Composition

IV. Team Updates:

- **Business & Finance** – The Purchase and Bidding Operating Standard which was approved by the Executive Council in February 2025, was updated with legal language and reposted. The Team is meeting on June 17.
- **Facilities Team** – The Team will be reviewing the Campus Safety Plans and developing a Policy and Operating Standards related to Data Integrity & Quality (A6100s) and Protection of Information Assets (A6300s).
- **Administrative Services Leadership Team** – Weekly meetings held with Direct Reports to review all tasks within each department.

V. Policy Review:

There were no policies for review.

VI. Operating Standard (OS) Review

A. A7200.15 – Recycling & Waste Reduction

The OS was discussed, edits included:

- Removal of “spirit of”
- Clarification of this standard applying to contractors.

This OS will be presented at the June 26, 2025 Executive Council meeting.

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

VII. New Business – Additions to the Agenda

Chair Harner discussed the following, and input was sought from all members:

- **Meeting Date** – members agreed to keep the meeting date to the third Monday of each month, beginning at 10am
- **Committee Charge** – members agreed to keep the same charge, with updates to the priority area to reflect FY26.
- **Composition** – members agreed to add an additional Faculty member. Jesse suggested Dr. Micah Spicer.

Chair Harner addressed the Policy Disposition spreadsheet to review any gaps in policy and operating standard development. The Council believes we are making headway.

VIII. Items Requiring Action

Tina will invite Dr. Micah Spicer to join the Council.

IX. Adjournment:

Lisa motioned to adjourn at 10:34 am with a second by Ender. All members voted in favor and the motion carried.