



Administrative Services Council Minutes
DATE: March 16, 2026
Founder's Room/Zoom

Chair: Dwayne Fehrenbacher, Co-Chair: Christina Wright

Roll Call:

<input checked="" type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Ginger Harner	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher
<input checked="" type="checkbox"/>	Rebecca Wilson	<input checked="" type="checkbox"/>	Lisa Meyer	<input checked="" type="checkbox"/>	Lindsay Johnson
<input type="checkbox"/>	Christina Wright	<input checked="" type="checkbox"/>	Jesse Smith-Fulia	<input checked="" type="checkbox"/>	Dr. Micah Spicer
<input checked="" type="checkbox"/>	Ender Schmidt	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Guest: Tina Dudley

I. Call to Order @ 10:05

II. Approval of January 21, 2026 Minutes

- a. Motion by Ginger; Second by Jesse**

III. Additions to the Agenda

- a. None**

IV. Team Updates

A. Business & Finance

- a. Looking at a new operating standard tomorrow from payroll**

B. Facilities Team

- a. Dwayne discussed approving office moves in the Facilities Team, including TRIO: Talent Search.**

C. Administrative Services Leadership Team

- a. Lights in L-building changed; fixing water lines; baseball/softball construction update. Running power to the softball field. Installing lights in the gym. Bid for furniture in Nursing. The Tutoring/nursing lab got new computers. WIFI improvements in Metro.**

V. Policy Review

- a. None**

VI. Operating Standard Review

A. Review HR Operating Standards

- a. Tina asked for final feedback on operating standards.**

- b. Ginger discussed how feedback is not personal, but important for policy improvement.
 - B. Review A8000.30 Email Operating Standard
 - a. Discussed how mass emails apply normally to college-wide emails, not programmatic emails within departments like Adult Ed, SSS, Nursing, etc.
 - b. Discussed systemic changes such as unchecking boxes in Moodle or Navigate that will send multiple emails to students. Individual adjuncts or staff must learn these features.
 - C. New OS
 - a. Looking at A7400 policies.
 - b. Discussing building access and doors. Safety and security.
 - c. Bring back ideas on this topic to the next meeting.

VII. Strategic Plan Update

- a. Full day retreat **Mar 26, 2026**
 - i. Priority strategy makes people feel like it's more achievable.
- b. Executive Council Wednesday **Mar 25, 2026**

VIII. Adjournment

- a. Ginger made a motion to adjourn the meeting.
- b. Jesse seconded the motion.