



Administrative Services Council Minutes

DATE: April 20, 2026

Founder's Room/Zoom

Chair: Dwayne Fehrenbacher, Co-Chair: Christina Wright

Roll Call:

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|-------------------------------------|------------------|-------------------------------------|-------------------|-------------------------------------|---------------------|
| <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 type="checkbox"/> | Lindsay Johnson |
| <input type="checkbox"/> | Christina Wright | <input checked="" type="checkbox"/> | Jesse Smith-Fulia | <input 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 @ 10:12 AM

II. Approval of March 16, 2026 Minutes motion by Ginger; second by Lisa.

III. Additions to the Agenda

IV. Team Updates

A. Business & Finance:

- a. Operating Standards sent over prior to meeting.

B. Facilities Team

- a. Met last week; went over a policy and 3 operating standards.
b. Policy will be addressed today.
c. Updated uses of concession stand operating standard. Someone using it must hold a food handler certificate. A sponsor must be onsite with the student group using it. Must be used for intended purpose.

C. Administrative Services Leadership Team

V. Policy Review

VI. Operating Standard Review

A. A7400 Culture of Safety and Security Policy

Has been reviewed by the Facilities Team. Going on to the Executive Council this week. Rebecca motioned to approve; Ender seconded.

B. ACH Fraud Preventions Required Operating Standard

Payroll policy for Karen. Business Office process, not HR.

Ginger motioned to approve and Lisa seconded.

C. Capitalization Policy Operating Standard

Jesse motioned to approve and Ender seconded.

VII. Strategic Plan Update

- a. Strategic planning team mapped out priority areas. Tina will re-rank the teams' rankings to prioritize strategies and eliminate some.

VIII. Adjournment motion made by Ginger at 10:54 AM and seconded by Jesse.