



Administrative Services Council Minutes

Date: August 21, 2023

Founder's Room/Zoom

Chair: Dwayne Fehrenbacher

Roll Call:

<input checked="" type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Ginger Harner	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher
<input type="checkbox"/>	Brandy Woods	<input type="checkbox"/>	Sheryl Ribbing	<input type="checkbox"/>	Kaylyn Meyers
<input checked="" type="checkbox"/>	Stacy Simpson	<input checked="" type="checkbox"/>	Michelle Williams	<input checked="" type="checkbox"/>	Cheryl Cummins
<input type="checkbox"/>	Don Koch	<input type="checkbox"/>	Rebecca Steinmetz	<input checked="" type="checkbox"/>	Alicia Farris
<input checked="" type="checkbox"/>	Lindsay Johnson	<input checked="" type="checkbox"/>	Evelyn Davis	<input type="checkbox"/>	

Agenda Items

- I. **Call to Order** - Meeting called to order at 11:04am
- II. **Approve Minutes of** - Motion was made by Lyndsay and seconded by Stacy to approve minutes of the meeting from July 27, 2023.
- III. **Additions to the Agenda** - No additions made
- IV. **Team Updates** -
 - Business & Finance
 - Working on audits
 - Facilities Management
 - Continuing to update animal policy
 - Value Statement has been added
 - Application to use for ESA & ADA animals on campus has been created
 - All updates have been made and approved by the council. Policy will now move to the Executive Council for discussion
 - Motion to approve forwarding policy to Executive Council was made by Michelle and 2nd by Stacy
 - Campus safety plan is complete for main campus and extension centers
 - Don is working on bid specs for a 2024 Truck and 2024 Hybrid Sedan
 - Air Units were out in Metro and Anna. Matt is working to get them back in service
 - Students are assembling shelving and tool chests for the newly renovated automotive class

- V. **New Business** - No new business
- VI. **Next Meeting** - September 18, 2023 @ 10am
- VII. **Adjournment** - Motion was made to adjourn by Stacy and 2nd by Evelyn