Administrative Services Council Meeting Minutes
DATE: October 16, 2023
TIME/LOCATION: 10:00 am Founders Room and via Zoom

Roll Call:

√	Chris Clark			Rebecca Wilson
	Dwayne Fehrenbacher		√	Lindsay Johnson
√	Cheryl Cummins		√	Alicia Farris
√	Stacy Simpson		√	Ginger Harner
√	Michelle Williams		√	Dr. Tim Taylor, Guest
√	Jesse Smith-Fulia			
	Lisa Meyer			

√ indicates attendance, leaving blank indicates absent

I. **Call to Order:** Meeting was called to order by Lindsay at 10:07am

II. **Approval of Minutes from September 18, 2023:**
  - Motion was made by Alicia and seconded by Ginger to approve the minutes of previous meeting. Motion carried.

III. **Additions to the Agenda:**
  - No additions were made.

IV. **Team Updates:**
   Business & Finance
  - Auditors were here September 25 -29, 2023.

   Facilities Team (for FY24, includes the Safety Risk Management and the Technology Team)
  - Truck and sedan bids will be submitted to the board for approval
  - We are working with Fish and Wildlife regarding fishing on campus. Kristy Stephenson is looking into a grant to help cover costs of trash receptacles, signage, and possibly benches along the lake.
  - After more research of the ADA/ESA Animal policy, it was decided that the policy fell under DEIB. Policy work has been turned over to them and they are proceeding to develop that policy.

Administrative Services Leadership Team
- CDB Project 810-086-017 – Upgrade Mechanical Systems
- CDB Project 810-086-018 – Exterior and Interior Door Replacement
- Maintenance is to replace units over the Kitchen, The Commons, and Library over Christmas break.

V. **Items to Discuss:**
- President Taylor was a guest at the meeting. He discussed the need to improve Shared Governance and how Shared Governance Teams pertain to policies and procedures.
- Dr Taylor went over the current policies that are currently on SCC's website and need for most to be updated. He has worked diligently to develop a policy building process, which he has shared with all Shared Governance Councils and Teams.
- He spent much of the meeting discussing what policies fell under Administrative Services Council and the need for SCC to have firm, value driven policies in place.
- The Faculty Quality Policy is an example to look at when putting a policy together. Policies should be short and to the point and contain value driven statements.
- Council is moving forward with developing a shared document on Google Dox for the review of policies that need to be updated or created. First item to be done is to go through and confirm policy categories and policy and procedure numbers.

VI. **New Business:**
- No New Business to discuss.

VII. **Adjournment:**
- Motion was made by Michelle and seconded by Stacy to adjourn @ 11:24am

Next meeting will be Monday, November 20, 2023 at 10am in the Founders Room.