



Administrative Services Council Meeting Minutes

DATE: March 18, 2024

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	√	Christina Wright
√	Jesse Smith-Fulia		
√	Lisa Meyer		

√ indicates attendance, leaving blank indicates absent

I. Call to Order: The meeting was called to order by Lindsay at 10:04 am

II. Approval of Minutes from: February 26, 2024

- A motion was made by Dwayne Fehrenbacher and seconded by Michelle Williams. The motion to pass minutes from the last meeting was approved.

III. Additions to the Agenda:

IV. Team Updates:

Business & Finance:

- A monthly meeting will be held on March 4th, 2024. Christina gave an update from the meeting. She said the team worked on the A5000 policy and made updates. They also worked on the HLC Criterion.

Facilities Team:

- Discussed Policy A6000 and A7000. Written policies have been approved to be sent to the Executive Council.
- At the next facilities meeting on March 20th, they plan to discuss the standardization of technology purchasing procedures.

Administrative Services Leadership Team:

- Samron has begun work at the Union County Center for the Occupational Therapy Program renovations.
- The new chillers have been set for the H and I buildings at the main campus.



- The Massac County Center's HVAC bid will be open on April 11th, 2024.

V. Items to Discuss:

- a. Policy A5000 was presented and approved by the council. Michelle Williams made a motion, which Alicia Farris seconded. Policy A5000, A6000, and A7000 will be sent to the Executive Council for the March 28th, 2024 meeting.
- b. Planning future policies and procedures for the council and teams was discussed.
 - i. The next three policies that the ASC looked to be working on are the A6100, A5500, and A7300 policies.
 - ii. We have asked the teams to examine procedures that fall under those policies and give feedback to the council.
 - iii. If a team has a procedure they feel needs to be addressed, please discuss it with the team to begin working on it.

VI. New Business: The HLC Criterion updates from the teams were discussed, and all teams seem to be on track to finish by the deadline.

VII. Adjournment: Jesse Smith Fulia made a motion to adjourn, which was seconded by Stacy Simpson. The motion was approved. The next meeting will be April 15th, 2024.