



*Administrative Services Council Minutes
4/28/2022
River Room/Zoom*

Chair: Dwayne Fehrenbacher

Roll Call:

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

Agenda Items:

I. Call to Order

Dwayne called the meeting to order at 10:05 am.

II. Approve Minutes of 3/28/2022

Sheryl made a motion to accept the March 24 minutes as written with a second from Rebecca. All voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the Agenda.

IV. Team Updates:

Technology Team (Chair Jonathan VanMeter) - Virtual IDs

Dwayne announced the selection of ID123 as our new Virtual ID vendor. The PO was sent to them and we will start working with them very soon. IT will pilot a group of students for the summer semester.

Business & Finance (Chair Brandy Woods)– There was no representation from this team that could speak to the last meeting.

Facilities Team (Chair Lindsay Johnson) - List of facilities projects -Lindsay informed the team about the capital project list and noted that Brad McCormick was a guest at the last meeting. The team reviewed projects slated for FY22 that were not finished and will carry over to FY23. Brad shared the Fleet Management Plan and several vehicles were selected for culling. Facility condition assessment was also address. A suggestion of a third-party be hired to come in and assess our facilities condition and come up with a plan. Brad has recommended contacts and will share these with the group.

Safety Risk Management Team (Chair Eric Howard)– Campus Safety Plans - The team went over the Main Campus and Anna Safety Plan. Several name changes were made during the review.

Administrative Services Leadership Team (Chair – Chris Clark)
Chris and team reviewed an example Business Card Policy created by Russ. Several suggestions were made and the team decided to begin working on the procedures at the next meeting.

V. New Business

There was no new business.

Adjournment

Don made a motion to adjourn at 10:18 am with a second by Lindsay. All voted in favor and the motion carried. Next Meeting is May 26 at 10:00 am.