



## Administrative Services Leadership Team Meeting Minutes

**DATE: April 16, 2024**

**TIME/LOCATION: 8:30 am - Chris Office**

### Roll Call:

√	Chris Clark			Don Koch
√	Dwayne Fehrenbacher		√	Brandy Woods
√	Cheryl Cummins			

**I. Call to Order - Chris Clark**

**II. Additions to the Agenda - No additions were made**

**III. Items for Discussion/Updates -**

**Business & Finance:**

- ❖ Working on HLC Criteria. Business and Finance Team has a meeting this afternoon to finish up with HLC

**Information Technology:**

- ❖ Shared Governance Teams can now upload minutes to shared drive
- ❖ Domain issues have been resolved at the Union County Extension Center
- ❖ New Zoom Room has been shipped, should be here this week. Zoom trial period ends April 30, 2024
- ❖ Two Promethean Boards have been purchased for nursing
- ❖ VR sets for JoElla Basler have been purchased through a grant
- ❖ Digital signage is installed and running for the nursing department
- ❖ Facilities Team Meeting is tomorrow, April 17, 2024
- ❖ ASL Interpreter has been requested for the entire commencement program. IT has equipment capable of fulfilling this request

**Facilities:**

- ❖ May 3, 2024 is Campus Wide Clean-up Day
- ❖ Maintenance is putting together a list of things that need to be completed. A volunteer sheet will be sent as soon as list is completed

**IV. New Business - There was no new business**

**V. Next Meeting - April 23, 2024 @ 8:30am**

**VI. Adjournment - 9:10am**