



Administrative Services Leadership Team Meeting Minutes

DATE: May 21, 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 – There was no weekly meeting on May 14, 2024.

III. Items for Discussion/Updates –

Business & Finance: Brandy was absent from this meeting

Information Technology:

- Working with EAB to get data moved.
- Jonathan is looking into calendars to stream-line access
- Kicked off summer projects
- Tim is updating several classrooms with computers to Windows 11

Facilities:

- Co-op will be here next week to hook up charging stations
- Maintenance has begun bush-hogging the areas behind main campus
- Offices in the SBDC are being renovated and updated
- Kitchen area at main campus is having new hood vents installed, work is moving along smoothly
- Don suggested adding aluminum sheet metal behind fryers, flattop, and sink to make cleaning behind them more easily accessible

IV. New Business – BEP, Mobile Unit, Caterer's for Summer Lunch, IGEN

- Working to get businesses enrolled in the BEP Program
- Doug Wilson with the Mobile Unit will be on main campus hosting another training for area police officers
- Discussed seeking caterers to deliver food for employees during summer while Connie Sue's is closed
- Discussed IGEN FY24 Supplemental Application due date being May 31, 2024

V. Next Meeting – Next Meeting will be May 28, 2024 @ 8:30am

VI. Adjournment