

## Administrative Services Leadership Team Meeting Minutes

Date: 17 January 2023

Time/Location: 1:00 - 3:00 PM Teaching & Learning Center -  
H1033

### Roll Call:

X	Timothy Cornwell		Don Koch
X	Dwayne Fehrenbacher	X	Karen McGoy
X	Ginny Severs	X	Stacy Simpson
X	Brandy Woods	X	Christina Wright
	Chris Clark, Chair	X	Vicky Cornelissen
X	Daniel Kineman		

#### I. Call to Order – 1:06 PM

- a. Don and Chris were not available.

- #### II. Approval of November 15, 2022 Minutes – No meeting in December.
- Approval pending update of attendance and change from Agenda to Meeting. Motion: Stacy / Tim – approved.

- #### III. Additions to the Agenda – No additions to agenda.

#### IV. Items for Discussion/Updates

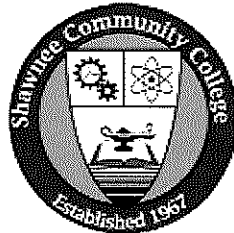
##### Technology Team Update, Dwayne:

- No meeting last week, as school started.
- Next Technology Team Meeting: Friday, January 20, 2023 @ 2:30 PM.

##### Business & Finance Team Update, Brandy:

- Business and Finance Team has not met this month (yet).
- Redid Travel Policy.
- Sent in Procurement Policy.
- Budgeting Software:
  - Demo will be on Thursday, January 19, 2023 @ 2:00 PM.
    - Shawnee & Colleague Position Management Demo Prep
      - Attendees: Dwayne (optional), DeeDee Martinson (Ellucian), Raina Edelstein (Ellucian), Christina Wright, Brandy Woods.

Facilities Team Update, Don:



- Don not present, shared (Dwayne), Gordian evaluation returning in February for Facility Evaluation.

**Safety Risk Management Update** - No updates.

**V. New Business**

- Bookstore updates completed, working well.
- MBS & Jonathan discussing integration.

**Adjournment at 1:15 PM**

*The next meeting will be held February 21, 2023 in the Founders Room at 1:00 pm.*