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.