Administrative Services Leadership Team Meeting Minutes
DATE: July 18, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark		v	Don Koch
√	Dwayne Fehrenbacher			Brandy Woods
√	Cheryl Cummins		v	Tina Dudley

I. **Call to Order**

II. **Additions to the Agenda** –No Additions were added

III. **Items for Discussion/Updates**

Business Office Updates:

- Prepared a third Capital Project to be submitted to the board at the Board meeting on July 20, 2023

Information Technology Updates:

- Firewalls are being completed
- Getting Laptops ready for any special needs students
- Admissions and recruiters are asking for a third monitor for their offices that are attached with a swivel mount for helping students when completing their school schedules

Facilities Update:

- Automotive classroom will be painted week of August 1, 2023
- A/C coils and outside residential units need to be replaced in cosmetology
- New plastic for greenhouse will be done 7/19/23
- A/C unit above kitchen will be replaced 8/1/23
- Watermelon Bust at Massac Youth Fair will be 7/18/23
- Tina discussed the need to move SBDC office and asked for a time frame to be completed

IV. **New Business** – No new business was discussed

V. **Adjournment**

Shawnee Community College
Established 1967