Administrative Services Leadership Team Meeting Minutes
DATE: August 22, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

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

II. **Additions to the Agenda** – No additions were made to agenda

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

Business & Finance

- No Report

Information Technology

- Updating Shared Governance
- VR was utilized in the Automotive Class
- Hospital bed is to delivered to Anna for OTA class
- Checking at Rustic Campus for any old equipment to recycle
- Rob has an upcoming conference and will be out

Facilities

- Preparing to list a few vehicles and trailer on govdeals.com
- Renovation on Automotive lab is complete
- Kristy Stephenson setup inventory list for the auto class similar to the one in welding
- Fireplace at the Pavilion by ball fields is complete
- Moving Crowdus offices so it can be repainted

IV. **New Business** – No New Business

V. **Adjournment** – 9am

VI. **Next Meeting** – August 29, 2023 @ 8:30am