Administrative Services Leadership Team Meeting Minutes
DATE: September 5, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

I. **Call to Order** – Chris Clark

II. **Additions to the Agenda** – No Additions Added

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

Business & Finance

- No Report

Information Technology

- Phone was updated successfully
- Tim is sweeping the campus for hard drives, moving everything to SD Cards
- Chris and Dwayne are meeting with Graham Bailey
- Rob will be attending the conference at Lakeland on 9/6/23

Facilities

- No Report

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

V. **Next Meeting** – September 12, 2023 @ 8:30am

Adjournment – 8:50am