Administrative Services Leadership Team Meeting Minutes
DATE: January 30, 2024
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

I. **Call to Order** – By Chris Clark at 8:30am

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

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

Business & Finance:

- Sumer is contacting students to see who still needs books for the Spring 2024 semester
- Updating Workman's Compensation Insurance
- Catching up on daily work from splitting time between the Bookstore and Accounting. Current manager transferred to Johnson County Extension Center and we are currently seeking a new bookstore manager
- Checking into changing purchasing procedures

Information Technology: - Was not available for meeting today

Facilities:

- No update on KUV Truck bed for HVAC
- Money that has been received from recycling items around the college is going to be used to purchase HVAC tools
- Cleaning has begun in the shop, servicing mowers and tractors for the upcoming spring/summer mowing season
- Ordered 6 more High-Bay lights for the shop – Used IGEN money to purchase them

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

V. **Next Meeting** – February 6, 2024 @ 8:30am

VI. **Adjournment**