Administrative Services Leadership Team Meeting Minutes
DATE: February 13, 2024
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

I. **Call to Order** – by Chris Clark @ 8:30am

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

III. **Items for Discussion/Updates** – Weekly Meeting for February 6, 2024 was canceled

Business & Finance:

- Bids have been received and reviewed for the flatbed trailer. Lowest bid that meets specs will be sent to Board for approval Thursday, February 15, 2024. Once approved by the Board, letters will be sent to all bidders letting them know if they won the bid or did not
- Hot Spot Grant that was initiated during Covid will be ending in June

Information Technology: - IT was working at Anna today

Facilities:

- Don has budget list started
- SI Piping is replacing piping on roof
- There are a few minor projects left on the CDB #810-086-018 – Interior / Exterior Door Replacement and then it will be complete
- Discussed process of getting keys returned to HR when employees leave SCC

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

V. **Next Meeting** – February 20, 2024 @ 8:30am

VI. **Adjournment**