Administrative Services Leadership Team Meeting Minutes
DATE:
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** – Chris Clark at 8:30

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

III. **Items for Discussion/Updates** April 2, 2024 was canceled

Business & Finance:

- There is a mid-month Business and Finance meeting this Thursday, April 11 to work on HLC criteria

Information Technology:

- Working on several website updates
- Promethean board set-up for Lori Armstrong is complete for her classroom
- IT set-up a new Equipment Purchasing Form on mySCC to request orders for all things IT
- Dwayne spoke with govdeals.com regarding selling vehicles that SCC no longer uses or needs. Pictures, titles, and information has been put together in order to get them set up on govdeals.com.
- Nursing asked if IT could put a TV in the nursing hallway to display upcoming nursing events and schedules

Facilities:

- SI Piping is filling chilled water lines after testing for any possible leaks in the lines. May 10, 2024 is the deadline for this project to be done in order to move forward with CDB Project #810-086-018 – Upgrade Mechanical Systems this summer.
- Several upcoming events this week include:
  - All Star Basketball game
  - Solar Project Hearing in the Ed Center
  - Regional Choir Concert
- Purchased materials for charging stations

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

V. **Next Meeting** – April 16, 2024

VI. **Adjournment** – Meeting adjourned @ 9:15am