Administrative Services Leadership Team Meeting Minutes
DATE: April 16, 2024
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

I. **Call to Order** – Chris Clark

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

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

Business & Finance:

- Working on HLC Criteria. Business and Finance Team has a meeting this afternoon to finish up with HLC

Information Technology:

- Shared Governance Teams can now upload minutes to shared drive
- Domain issues have been resolved at the Union County Extension Center
- New Zoom Room has been shipped, should be here this week. Zoom trial period ends April 30, 2024
- Two Promethean Boards have been purchased for nursing
- VR sets for JoElla Basler have been purchased through a grant
- Digital signage is installed and running for the nursing department
- Facilities Team Meeting is tomorrow, April 17, 2024
- ASL Interpreter has been requested for the entire commencement program. IT has equipment capable of fulfilling this request

Facilities:

- May 3, 2024 is Campus Wide Clean-up Day
- Maintenance is putting together a list of things that need to be completed. A volunteer sheet will be sent as soon as list is completed

IV. **New Business** – There was no new business

V. **Next Meeting** – April 23, 2024 @ 8:30am

VI. **Adjournment** - 9:10am