Administrative Services Leadership Team Meeting Minutes
DATE: April 23, 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** – Chris Clark

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

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

Business & Finance:

- Finishing up HLC Criteria
- Brandy and Chris are to meet sometime this week to discuss torte funds

Information Technology:

- Online registration for Saints Kids Camps is live
- Dan is mapping out power lines in IT
- Alicia and Dwayne are setting up a Zoom Room for Union County Extension Center. Zoom trial ends April 30, 2024
- Inspections for vehicles on govdeals.com is open today, 4.23.24 from 1pm – 3pm
- April 25, 2024 is Security Matters Conference in Murray, KY. Dwayne, Tim, Dan, and Jon will be in attendance. Alicia and Rob will here for any IT needs

Facilities:

- Litton plumbing has done the yearly inspection on plumbing
- Power washing the outside of main campus will begin on this Thursday
- Chris approved the purchase of new outdoor trash receptacles
- Discussed the renewal agreement between Egyptian Building and Construction Trades Council which will end November 30, 2024

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

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

VI. **Adjournment** – Meeting adjourned