Administrative Services Leadership Team Meeting Minutes
DATE: May 21, 2024
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

I. **Call to Order** – Chris Clark
II. **Additions to the Agenda** – There was no weekly meeting on May 14, 2024.
III. **Items for Discussion/Updates** –
Business & Finance: Brandy was absent from this meeting

Information Technology:
- Working with EAB to get data moved.
- Jonathan is looking into calendars to stream-line access
- Kicked off summer projects
- Tim is updating several classrooms with computers to Windows 11

Facilities:
- Co-op will be here next week to hook up charging stations
- Maintenance has begun bush-hogging the areas behind main campus
- Offices in the SBDC are being renovated and updated
- Kitchen area at main campus is having new hood vents installed, work is moving along smoothly
- Don suggested adding aluminum sheet metal behind fryers, flattop, and sink to make cleaning behind them more easily accessible

IV. **New Business** – BEP, Mobile Unit, Caterer's for Summer Lunch, IGEN
- Working to get businesses enrolled in the BEP Program
- Doug Wilson with the Mobile Unit will be on main campus hosting another training for area police officers
- Discussed seeking caterers to deliver food for employees during summer while Connie Sue's is closed
- Discussed IGEN FY24 Supplemental Application due date being May 31, 2024

V. **Next Meeting** – Next Meeting will be May 28, 2024 @ 8:30am

VI. **Adjournment**