Administrative Services Leadership Team Meeting Minutes
DATE: May 7, 2024
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark			Don Koch
	Dwayne Fehrenbacher		√	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:

- Board Monitoring Report has been completed
- Book Buybacks are in progress and going well
- Bookstore is currently seeking a Bookstore Manager. Position has been posted to SCC's website

Information Technology:

Facilities: Don was absent from meeting

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

V. **Next Meeting** – May 14, 2024

VI. **Adjournment**