**Administrative Services Leadership Team Meeting Minutes**
**DATE: June 25, 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 – Meetings from May 28, June 4, June 11, June 18, 2024 were canceled

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

Business & Finance:

- Transfer Summer Pell
- Researching billing or TDR internships with Mantracon
- Bookstore is seeking a student worker for the summer

Information Technology:

- EV Chargers are complete and operational
- Looking into WIFI issues in the Ed Center
- E-Sports Kids Camp is this week
- TDR Lab is ready to setup this week

Facilities:

- Repainted offices for new instructors and staff
- Repaired plumbing lines that lead to lagoon on main campus
- RP coating is painting at the Union County Extension
- Discussed the need for a landscaper and vehicle detailers for fleet vehicles

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

V. **Next Meeting** – July 2, 2024

VI. **Adjournment** – Adjourned at 9:20 am.