Administrative Services Leadership Team Meeting Minutes
DATE: July 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:

- Working ICCB Reports

Information Technology:

- Digitizing Clery Report for online submittal
- Creating web pages for Shawnee's Counselor
- Completing Navigate 360 for students
- Wifi updates will be implemented first of August
- New Faculty PC's have been purchased and will be on campus August 5, 2024

Facilities:

- Work on kitchen has restarted since minor pause due to transformer
- Hanging TVs at the Union County Extension Center
- Moving furniture into Union County Extension Center from SICCM

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

V. **Next Meeting** – July 30, 2024

VI. **Adjournment** – Meeting adjourned at 9 am.