Administrative Services Leadership Team Meeting Minutes
DATE: August 13, 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** – There no additions made

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

Business & Finance:

- Looking into Paymerang as an ACH service provider to pay vendors, students, etc.

Information Technology:

- Completed Student Basic Needs
- Working on Virtual ID Cards
- Performing network scans
- Events Coordinator will begin on September 9, 2024

Facilities:

- New Furniture is ordered for the Union County Extension Conference Room
- New Treadmills have been delivered and setup in the Fitness Rooms
- Kitchen project is almost complete. Connie was able to open on time.

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

V. **Next Meeting** – Tuesday, August 20, 2024

VI. **Adjournment** – Meeting adjourned at 9:10 am