



Administrative Services Leadership Team Meeting Minutes

DATE: September 5, 2023

TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

X	Chris Clark		Don Koch
X	Dwayne Fehrenbacher		Brandy Woods
X	Cheryl Cummins		

I. Call to Order - Chris Clark

II. Additions to the Agenda - No Additions Added

III. Items for Discussion/Updates -

Business & Finance

- No Report

Information Technology

- Phone was updated successfully
- Tim is sweeping the campus for hard drives, moving everything to SD Cards
- Chris and Dwayne are meeting with Graham Bailey
- Rob will be attending the conference at Lakeland on 9/6/23

Facilities

- No Report

IV. New Business - No New Business

V. Next Meeting - September 12, 2023 @ 8:30am

Adjournment - 8:50am