



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