



Administrative Services Leadership Team Meeting Minutes

DATE: July 23, 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:

- 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.