



## Administrative Services Leadership Team Meeting Minutes

DATE: August 22, 2023

TIME/LOCATION: 8:30 am - Chris Office

### Roll Call:

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

#### I. Call to Order - By Chris Clark

#### II. Additions to the Agenda - No additions were made to agenda

#### III. Items for Discussion/Updates -

##### Business & Finance

- No Report

##### Information Technology

- Updating Shared Governance
- VR was utilized in the Automotive Class
- Hospital bed is to delivered to Anna for OTA class
- Checking at Rustic Campus for any old equipment to recycle
- Rob has an upcoming conference and will be out

##### Facilities

- Preparing to list a few vehicles and trailer on govdeals.com
- Renovation on Automotive lab is complete
- Kristy Stephenson setup inventory list for the auto class similar to the one in welding
- Fireplace at the Pavilion by ball fields is complete
- Moving Crowdus offices so it can be repainted

#### IV. New Business - No New Business

#### V. Adjournment - 9am

#### VI. Next Meeting - August 29, 2023 @ 8:30am