



Administrative Services Leadership Team Meeting Minutes

DATE: June 25, 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 - Meetings from May 28, June 4, June 11, June 18, 2024 were canceled

III. Items for Discussion/Updates -

Business & Finance:

- Transfer Summer Pell
- Researching billing or TDR internships with Mantracon
- Bookstore is seeking a student worker for the summer

Information Technology:

- EV Chargers are complete and operational
- Looking into WIFI issues in the Ed Center
- E-Sports Kids Camp is this week
- TDR Lab is ready to setup this week

Facilities:

- Repainted offices for new instructors and staff
- Repaired plumbing lines that lead to lagoon on main campus
- RP coating is painting at the Union County Extension
- Discussed the need for a landscaper and vehicle detailers for fleet vehicles

IV. New Business - No new business

V. Next Meeting - July 2, 2024

VI. Adjournment - Adjourned at 9:20 am.