



Administrative Services Leadership Team Meeting Minutes

DATE: August 13, 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 – There no additions made

III. Items for Discussion/Updates –

Business & Finance:

- Looking into Paymerang as an ACH service provider to pay vendors, students, etc.

Information Technology:

- Completed Student Basic Needs
- Working on Virtual ID Cards
- Performing network scans
- Events Coordinator will begin on September 9, 2024

Facilities:

- New Furniture is ordered for the Union County Extension Conference Room
- New Treadmills have been delivered and setup in the Fitness Rooms
- Kitchen project is almost complete. Connie was able to open on time.

IV. New Business – No New Business was discussed

V. Next Meeting – Tuesday, August 20, 2024

VI. Adjournment – Meeting adjourned at 9:10 am