### Attendance

**Members:**
- Kim Wray
- Robert Benson
- Lance Olson
- Kim Weismann
- Jenae Hunter
- Katie Peterson
- Jennifer Nebeiker

**Minutes:**
- Jenae Hunter

### Location

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Location</th>
<th>Next Meeting(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td>Alumni Rm</td>
<td>Next Semester</td>
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### Notes

**Commencement**

8:00am

**Adjournment**

### Minutes:

**Absent:**

1. **Onboarding Class – Katie**
   - Ready to have Instructors take courses.
2. **Summer Classes – Kim**
   - May 1st deadline for courses under 5 students to cancel.
3. **IT in classrooms – JJ**
   - Different setting for Teams Camera.
   - Applications for cameras
   - 104 and 139 (CTE) Teams test rooms
4. **Graduation – Kim**
   - May 14th. Normal except for Masks
5. **Book Buy Button – Jen**
   - Jen will send process docs to advisors
6. **Job Descriptions – Kim**
7. **Other**