



Administrative Services Leadership Team Meeting Minutes

DATE: July 16, 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: Brandy was absent from the meeting

Information Technology:

- Completed Baracuda
- Spoke with Mitel to get issues fixed
- Laptops for Union County Extension Center being programmed

Facilities:

- Herrin SICCM Building has been cleaned out
- Moving furniture into the Union County Extension Center for the OTA Program
- Open House for OTA at Union County Extension Center is set for August 7, 2024 @ 10am
- Hired Richard Austin as a landscaper for Main Campus
- Work is temporarily on hold for the kitchen area due to transformer oversight

IV. New Business - No new business

V. Next Meeting - July 23, 2024

VI. Adjournment - Meeting adjourned at 8:55am