



Administrative Services Leadership Team Meeting Minutes

DATE: July 30, 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:

- Nelnet program is past due
- Field Audit is this week

Information Technology:

- Working on Alexander County Extension CROA
- Preparing the Ed Center for Fall Musical Auditions
- Preparing Faculty Orientation along with a Moodle workshop
- Cleaned up Spiceworks inventory

Facilities:

- Old Boiler at the Massac County Extension has been removed, new boiler is onsite and ready to be installed once installation is scheduled
- Going through Punch list with Farnsworth and A & W for Kitchen at Main Campus

IV. New Business - No new Business

V. Next Meeting - August 6, 2024

VI. Adjournment - Meeting adjourned at 9:15am