



Administrative Services Leadership Team Meeting Minutes

DATE: August 29, 2023

TIME/LOCATION: 8:30 am - Chris Office

Roll Call:

X	Chris Clark			Don Koch
X	Dwayne Fehrenbacher		X	Brandy Woods
X	Cheryl Cummins		X	Matt Steinmetz

I. Call to Order - Chris Clark

II. Additions to the Agenda - No Additions added

III. Items for Discussion/Updates -

Business & Finance

- Entering Fund 16 Budget
- Completing Gatsby 96 List to submit to Auditors
- Need bid publication for office equipment
- ICCB Recognition meeting this upcoming week, date is TBD

Information Technology

- Johnathan has revamped Admissions, updated Baseball profiles, and finished multi-measures
- Sabrina has completed A1, ID, AC, A2 ICCB reports
- Automotive computers are almost setup and ready for use
- Felicia has begun department training w/ IT
- VR Checkout is finalized
- All in One is almost complete, going to Union County Extension & Main Campus

Facilities

- Repairman for forklift is coming later today
- All A/C units are operating
- Computer tables are going to Massac Extension Center
- Randy is finishing up painting in Automotive, Dwayne is hanging TV's
- Square picnic tables have been delivered

IV. New Business - No New Business

V. Next Meeting - September 5, 2023

Adjournment - 9:30 am

