



Administrative Services Leadership Team Meeting Minutes

DATE: November 28, 2023

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 - GFOA

Business & Finance:

- Setting up Ellucian charge code
- Continuing to put together information for GFOA Book due December 21, 2023

Information Technology:

- Working with April Teske to update New Policy Manual
- Ordering new server for CROA
- Fort Massac State Park VR is complete and Mike McNally is using it in his classroom
- Rob is re-working Moodle
- Working with Lee VanAlstine setting up for the Jr High Regional Choir
- Met with Kristy Stephenson regarding Anna using computer cart and laptops, she approved

Facilities:

- The Beach (2090) is cleaned out and repairing walls is underway
- New LED lights have been installed in the CTE Building
- Met with Max Russel regarding replacing exterior lights at the Alexander Extension Center
- Donnie met with Jackie regarding a new home for Bernie's Place, a food pantry for SCC students

IV. New Business - No New Business

V. Next Meeting - December 5, 2023

VI. Adjournment - Chris called for meeting to adjourn