Administrative Services Leadership Team Meeting Minutes
DATE: August 15, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

X	Chris Clark		X	Don Koch
X	Dwayne Fehrenbacher		X	Brandy Woods
X	Cheryl Cummins			Tina Dudley

I. Call to Order

II. Additions to the Agenda

III. Items for Discussion/Updates

Business & Finance

- Preparing trial balance
- Training new AP employee
- Preparing to close AP for end of year
- Updating Tax Revenue budget report

Information Technology

- Phones will be down September 1, 2023 to install new program
- Moodle orientation is being conducted downstairs
- Student Success Saturday had a great turn-out
- Students can use Google Authenticator to generate codes without internet in order to log into their accounts due to spotty internet connection throughout the main campus

Facilities

- Floor in Automotive class will be done and ready to move equipment into by Friday, August 18, 2023
- Setup for the upcoming Women's Health Conference will begin Friday, conference is Saturday, 8am – 4:30pm
- Painted office of the new Math teacher, it is ready to move furniture in.
- Purchased paint to repaint mechanical room in the Alexander County Extension Center due to hot-water heater leak
- Flowerbeds need to be weeded and cleaned up

IV. New Business

- No new business to discuss

Adjournment