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

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