Administrative Services Leadership Team Meeting Minutes
DATE: September 12, 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			

I. **Call to Order** – Chris Clark @ 8:45am

II. **Additions to the Agenda** – No Additions Added

III. **Items for Discussion/Updates** –

Business & Finance

- Preparing board and finance reports
- Tabled Property Tax Levy till October board meeting
- ICCB Recognition meeting with bursar. Last meeting was in 2021
- Working with Zerox to find receipt for returned machines

Information Technology

- Johnathan created a new form for the Seussical the Musical for schools only to make reservations
- Shared Governance is updated on SCC website
- Mitel upgrade is mostly complete, just a few things to finish
- Alicia is attending the counselor's retreat at Starview
- Rob presented VR at the Lakeland conference and it went great
- PC's that were ordered for Union County Extension Center are now at the Main Campus. Ginger has ordered more PC's for the Union County Extension Center
- Ellucian is now fixed and students are able to access their complete account

Facilities

- Trane tech did some rewiring on chiller in K building, chiller is now working as it should
- Cabinets for nursing are being assembled. Shelving needs to be removed where cabinets will be going.
- Parts have been ordered for AC unit in L building from Rendlake Plumbing.

- SI Piping has begun work for the new chillers expected next month or November
- Meeting with Michael McGuire September 13, 2023 for further discussion of capital projects #810-086-018, Exterior and Interior Doors and #810-086-017, Upgrade Mechanical System

IV. New Business - No New Business

V. Next Meeting – September 19, 2023

Adjournment