Administrative Services Leadership Team Meeting Minutes
DATE: October 17, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark		v	Don Koch
√	Dwayne Fehrenbacher		v	Brandy Woods
√	Cheryl Cummins			

I. **Call to Order** – Chris Clark

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

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

Business & Finance:

- Working on ICCB Justification for Exempt Project Codes, ICCB Recognition
- CDB Project spreadsheet for Auditors.
- Chris stated that if we need an extension for our Auditors, it will need to be filed by November 15
- Tax Levy will be going to the October 19, 2023 Board Meeting
- Working on Annual Financial Report to be placed in the newspaper
- Discussed setting up Pell Grants on direct deposit to students

Information Technology:

- Jonathan created a podcast for Kevin called "Campus Conversations"
- Alicia and Rob created a VR experience for Fort Massac State Parks Encampment for students to use during their visit
- SSS lab is being upgraded
- IT Matters conference in Paducah today at noon, several from IT will be attending
- Behavioral and Digital Threat Assessment in Carbondale is coming up on December 1, 2023

Facilities:

- Student Fall Fest will be Friday, October 20, 2023 on main campus. Activities will be set up for students outside between the lake and main campus.
- Community Wide Fall Fest will be Saturday, October 21, 2023
- Cleaning off the Haunted Trail for Fall Fest

- Matt is cleaning boilers to make sure they will be ready to fire-up when colder weather comes
- Meeting later today with Dodd Architects and Markum Engineering to discuss the OTA/Med Asst, Biology Lab renovations at the Union County Extension Center

IV. New Business – No New Business

V. Next Meeting – Tuesday, October 24, 2023 @ 8:30am

Adjournment