Administrative Services Leadership Team Meeting Minutes
DATE: October 24, 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** – GFOA

Business & Finance:

- Brandy is working on ICCB Recognition Reports
- Looking into setting dates for financial aid to have Pell Grant Funds to Bursar's office several days before they're to be distributed to the students in order to get direct deposits set up
- BEP Budget and expenditure report is due November 30, 2023
- Unplanned property report is complete

Information Technology:

- Dan is working on quote for new server
- Alicia borrowed a ViewSonic board in order to compare smart boards and see what would best benefit the college to purchase
- Dwayne is meeting with CDW Rep from Carbondale today

Facilities:

- Fall Fest was Saturday, October 21. Attendance was down due to many other events going on in the area
- Student Maintenance are assembling new tables for the River Room
- Preparing main campus for "Seussical the Musical" next week
- Action- Verify if JAMP has moved out of the Rustic Campus
- Working to get charging stations for hybrid cars across from automotive

IV. **New Business**

V. **Next Meeting – October 31, 2023 @ 8:30 am**

VI. **Adjournment**