Administrative Services Leadership Team Meeting Minutes
DATE: November 7, 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 made

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

Business & Finance:
- Audit is complete
- ICCB Recognition is done
- Chime has been installed in AP Office and should be working

Information Technology:
- JVM is working on ICCB Forms and Advisor calendars
- Dan is working on MDR setup
- Alicia is building AR/VR curriculum and working on voice overs for Fort Massac VR Experience.
- Tim completed setup of nursing laptops, worked with advisors so they would be able to give students passwords to login to their student portal for immediate access.

Facilities:
- Maintenance Team worked diligently this past week getting the campus ready for Seussical the Musical
- Installed new LED lights in CTE building.
- Discussed changing lights at the Massac County Extension Center to LED's as well.
- Need to get pricing on new curtain for stage in Ed Center.

IV. **New Business:** No new business was presented

V. **Next Meeting:** November 14, 2023 at 8:30am

VI. **Adjournment:** Meeting adjourned at 9:20am