Administrative Services Leadership Team Meeting Minutes
DATE: November 14, 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 were made

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

Business & Finance:
- ICCB reports are being finished up
- Working on Ellucian contract and getting it signed
- Updating Bookstore Job description

Information Technology:
- Updating Baseball pictures and bio's
- Ed Center is setup for BOT meeting following Seussical the Musical
- Updating Campus Works and Financial Aid
- Administration Policy is on website

Facilities:
- Mock hayride accident will be setup in nurse's parking lot for nursing students
- Replacing exterior lights at the Alexander and Massac County Extension Centers
- Repainting Office in lower K
- Repairing floor in bus #18
- Maryville Wraps wrapped the old sign at Massac Extension

IV. **New Business** – No new business

V. **Next Meeting** – November 21, 2023

VI. **Adjournment** – Motion made by Chris to adjourn