Administrative Services Leadership Team Meeting Minutes
DATE: November 28, 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:
- Setting up Ellucian charge code
- Continuing to put together information for GFOA Book due December 21, 2023

Information Technology:
- Working with April Teske to update New Policy Manual
- Ordering new server for CROA
- Fort Massac State Park VR is complete and Mike McNally is using it in his classroom
- Rob is re-working Moodle
- Working with Lee VanAlstine setting up for the Jr High Regional Choir
- Met with Kristy Stephenson regarding Anna using computer cart and laptops, she approved

Facilities:
- The Beach (2090) is cleaned out and repairing walls is underway
- New LED lights have been installed in the CTE Building
- Met with Max Russel regarding replacing exterior lights at the Alexander Extension Center
- Donnie met with Jackie regarding a new home for Bernie's Place, a food pantry for SCC students

IV. **New Business** – No New Business

V. **Next Meeting** – December 5, 2023

VI. **Adjournment** – Chris called for meeting to adjourn