Administrative Services Leadership Team Meeting Minutes
DATE: December 13, 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:

- Brandy is finishing up BEP Report
- GFOA Book editing is completed and ready to put together
- Completing several year end reports

Information Technology:

- PDD for April is done
- Approved the purchase of a Lenovo Server, will order end of this week
- Updating domain servers
- Welding Lab equipment is in – will work on getting it set up over Christmas break
- New TV's are going in the library
- Laptops currently loaned out for fall semester are being returned
- Uploaded lab computers with the new Windows 11 program

Facilities:

- HVAC Truck has been delivered to Madisonville, KY to have utility truck bed installed
- H2090 remodel is complete. Waiting on promethean board, tv's and furniture

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

V. **Next Meeting** - December 19, 2023

VI. **Adjournment**