Administrative Services Leadership Team Meeting Minutes
DATE: December 7, 2023
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark		√	Don Koch
√	Dwayne Fehrenbacher		√	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:
- Continue to edit GFOA Book
- Audit report is due week of December 14, 2023
- BEP Report is due
- New requisition forms have been ordered to make it easier to discern between what needs to be paid and what needs a PO
- Ready to test online procurement

Information Technology:
- Jonathan created a new AIM dashboard
- Dan went to a Cyber bullying seminar
- Obtaining quotes on a Promethean Board for the Beach
- Academic classes are loaded onto Moodle
- John Windings has received his Ipad

Facilities:
- Finishing the remodel in H2090, The Beach, installing TV's sometime this week
- Several office moves are being made this week
- Currently having heater issues at the Massac County Extension Center

IV. **New Business** – There was no new business

V. **Next Meeting** – Next meeting will Tuesday, December 13, 2023

VI. **Adjournment**