Administrative Services Leadership Team Meeting Minutes
DATE: January 23, 2024
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 added

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

Business & Finance:

- Filed Extension for TCC number through February
- Bookstore interviews are today
- Printing 1098T's this week. Checking into making it mandatory to file electronically next year
- Roll GL over – schedule with Dwayne since entire system will have to be shut down
- Sent out budget emails for departments to get budgets prepared along with justifications for each item budgeted

Information Technology:

- Updating Website
- Broadband meeting on January 24, 2024
- Server has been shipped from CDW. We will be migrating CROA to new server by late February
- Call Nate at GFI regarding copy machine in mailroom

Facilities:

- CDB #810-086-0018 is almost complete.Roll up door in Shipping and Receiving should be finished today. Keyless entry works for deliveries
- January 25, 2024 meeting at the Union County Extension Center to discuss renovations for OTA
- Outside lights at the Alexander County Extension Center are working
- The Beach renovation is almost complete

IV. **New Business** – No new business was brought before the team

V. **Next Meeting** - January 30, 2024

VI. **Adjournment**