Administrative Services Leadership Team Meeting Minutes
DATE: February 27, 2024
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark			Don Koch
√	Dwayne Fehrenbacher		v	Brandy Woods
√	Cheryl Cummins			

I. **Call to Order** – by Chris Clark @ 8:30am

II. **Additions to the Agenda** – Meeting was canceled February 20, 2024

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

- The Overflow Coffee Truck
- Severe Weather Drill
- Facility Condition Assessment
- Risk Management Plan
- Strategic Plan

Business & Finance:

- HLC Criterion for Business and Finance
- Look at Policy A5000 for review and submit to Lindsay for Administrative Services Council to review and move forward to Executive Council

Information Technology:

- JVM added an HR plugin to website to make it easter to access
- Added new merch store for the Athletic Department
- Completed Campus Works
- Dan continues to work on new server
- Lori Armstrong wants to replace the Xerox copier in lower K. Dwayne is going to look into a lease with GFI. Brandy is looking to see if we still have a monthly contract with Xerox, if so, contact them to come and repair or replace the existing copier in lower K
- Tim is working to replace several computers at Massac Extension Center and the nursing department
- Alicia has been training faculty and staff on Google

Facilities: - Facilities was not available for today's meeting

IV. **New Business:**

- Discussed talking to The Overflow about bringing their coffee truck to the main campus. Chris said we need to make sure that Connie's will be

okay with being on campus since they are the schools main food provider.

- Cheryl is sending an email to staff, faculty, and students regarding the Severe Weather Drill
- Discussed what projects are being executed from the Facilities Condition Assessment
- Discussed with Dwayne the need to update The Risk Management Plan and submit to the Board during the March Board meeting
- Discussed what needs to be added to the VPAS Strategic Plan and get it submitted to Sabrina by March 12, 2024

V. **Next Meeting** - March 5, 2024 @ 8:30am

VI. **Adjournment**