Administrative Services Leadership Team Meeting Minutes
DATE: February 6, 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** – by Chris Clark @ 8:30am

II. **Additions to the Agenda** – No additions were made

III. **Items for Discussion/Updates**

Business & Finance:

- Placing Bid Ads for flatbed trailer that will be paid for through the Sen Durbin CDL Grant
- Organizing Books for students who are still in need of books for the Spring Semester
- Accounting & Business Department Access cards need to be purchased

Information Technology:

- Dan updated signature compliance for Google
- New Server is up and going
- Working with Dell on SCC's Dell Servers
- Alicia is organizing Google Classes for staff and faculty.
- The New Promethean Board in The Beach is installed. IT has been learning what all SCC will be able to do with it.
- Tim is installing the Microsoft Defender Plan
- IT is working on their budget
-
-
-
- POS System for Cosmetology

Facilities:

- SI Piping has been working on the SCC Chiller Project. They have replaced a circulating pump, valves and piping on water lines
- Matt installed LED lights in the workshop
- A1 Locks are installing new cores in several doors on main campus

- Maintenance has been cleaning and rearranging the Shipping and Receiving Area and painting hallways and rooms
- Chris suggested that we need to purchase a couple propane grills to replace the old charcoal grills SCC Main Campus currently has
- Matt is going to talk to Steve (Owner of Anna Extension Center) regarding replacing the rooftop units at the Extension
- Matt and Don are taking the F350 to Madisonville to IMPCO to have new HVAC truck bed installed on February 7, 2024

IV. New Business – No new business

V. Next Meeting – February 13, 2024 @ 8:30am

VI. **Adjournment**