Administrative Services Leadership Team Meeting Minutes

DATE: March 5, 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 @8:36am

II. **Additions to the Agenda** – Facilities Condition Assessment and where to house it.

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

- Overflow Coffee Truck
- Facilities Condition Assessment
- Window cleaning in back hallway

Business & Finance:

- Working on February reports due
- Working with Bursar's office about rectifying payment for tool kits for automotive students
- Working on HLC Criterion for Business and Finance

Information Technology:

- JVM is working on ISIR's update
- Dan is working on upgrading servers, he now has V-Sphere 8 in place
- The school is using 3 Zoom trial packages to see if it would be worth getting Zoom licenses for rooms which would enable an one click connection for staff, faculty, and students
- Alicia updated Pearson in Moodle
- Rob updated laptops in nursing
- IT is swapping 25 old computers at the Massac County Extension Center for new ones
- Discussed with Dwayne where to house the Facilities Condition Assessment spreadsheet so we can update it with items that have been completed throughout the campuses

Facilities:

- Back hallway between gym and locker rooms has been painted
- Working on narrow hallway going into automotive
- Walked out a disc-golf course for the college by ballfields

- Talked with Jeff Carrico about renovating old tennis courts into pickleball courts and what that would entail
- Back rooms at Anna have been cleaned out
- Maintenance donated thousands of masks and gowns to rural health
- Maintenance also cleaned out rooms in the Union County Extension Center to prepare for OTA Renovations to begin April 1, 2024
- Buses have all been certified and road ready for the 2024 year
- Meeting with Overflow Coffee Truck tomorrow to discuss the possibility of them coming to main campus to sell coffee to staff, students, and faculty
- There will be a severe weather drill campus wide on Wednesday, March 13, 2024 at 8:45am. An email will be sent to staff, faculty, and students regarding the drill.
- Don is going to talk to Crowdus regarding cleaning windows along the back hallway

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

V. **Next Meeting** – Tuesday, March 12, 2024 @8:30am

VI. **Adjournment**