Administrative Services Leadership Team Meeting Minutes
DATE: March 19, 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 @8:30am

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

III. **Items for Discussion/Updates**

Business & Finance:
- Iped's are completed
- HLC Report in nearing completion

Information Technology:
- Policy manual is almost complete on the website
- Working to speed streaming down by baseball/softball fields
- Working to make the bookstore website more secure
- 'Just Google It' training is ongoing
- Clover POS for cosmetology is up and running
- Continuing to work with Zoom to create Zoom Rooms

Facilities:
- Ryan with Sedac will be here May 1, 2024 to look at utilities
- AC/Heating Units at Union County Extension are being repaired
- Completing IGEN Light inventory.
- Renovations for OTA Program at Union County Extension began this week
- MFD did a walk through at the Massac County Extension Center
- Paducah Glass will be submitting a quote to replace several windows that are cracked on main campus
- Found electrical issue on softball score board. New part has been ordered
- 10-year waste management plan will be due next year. Need to begin working on this extensive plan now.

IV. **New Business** – No New Business was presented

V. **Next Meeting** – Tuesday, March 26, 2024

VI. **Adjournment** – Motion was made by Chris to adjourn. Motion Carried