Administrative Services Leadership Team Meeting Minutes
DATE: March 26, 2007
TIME/LOCATION: 8:30 am – Chris Clark's 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 made

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

Business & Finance:

- Finishing monthly reports and working on FY25 Budget

Information Technology:

- Phishing scam hook has been installed on Google Mail
- Spoke with House of Worship about operating the lights and sound equipment for events taking place after the college's hours of operation
- Dwayne is continuing to look into AI for the college
- Rob, Alicia, and Jon are getting ready for upcoming Saints Kids Camps
- Alicia is training Academic Affairs on the promethean boards

Facilities:

- Talked to Mandy about what types of appliances they need in the new OTA classroom
- Talked to Ryan Dodd about pre-bid work at the Massac County Extension Center
- Randy is working on counting lights that still need to replaced in the Ed Center, K-Atrium, and L-Atrium.
- Don and Alicia are to meet with a disc-golf designer from Cache River Development to help in the design of SCC's Disc Golf Course
- Maintenance is preparing to power wash the main campus in preparation of the Spring 2024 Commencement Ceremony

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

V. **Next Meeting:** April 2, 2024

VI. **Adjournment:** Meeting adjourned at 9:05am