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

Roll Call:

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

I. **Call to Order** – Chris Clark

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

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

Business & Finance:

- PCI Compliance is complete for the year
- Current CD has been reinvested for two years
- Preparing Bookstore for Book Buybacks next week
- Crowdus needs complete BEP registration

Information Technology:

- Ellucian upgrade shut down NelNet
- Keyless Entry have been installed at Union and Massac County Extension Centers. Dwayne will be programming them later today
- Arrowleaf used SCC's One-Button Studio and everything went great
- Alicia is working with JoElla Basler on VR projects
- Four vehicles have sold on govdeals.com. Setting up times for purchasers to pick them up

Facilities:

- Received quote for $5,756 for the Alexander County Extension Parking lot. Money will come from the Bond fund,
- Benches at Massac County Extension are in the process of being repainted and power-washing sidewalk

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

V. **Next Meeting** – May 7, 2024 # 8:30am

VI. **Adjournment**