Administrative Services Leadership Team Meeting Minutes
DATE: July 16, 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 were made

III. **Items for Discussion/Updates** –
Business & Finance: Brandy was absent from the meeting

Information Technology:
- Completed Baracuda
- Spoke with Mitel to get issues fixed
- Laptops for Union County Extension Center being programmed

Facilities:
- Herrin SICCM Building has been cleaned out
- Moving furniture into the Union County Extension Center for the OTA Program
- Open House for OTA at Union County Extension Center is set for August 7, 2024 @ 10am
- Hired Richard Austin as a landscaper for Main Campus
- Work is temporarily on hold for the kitchen area due to transformer oversight

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

V. **Next Meeting** - July 23, 2024

VI. **Adjournment** – Meeting adjourned at 8:55am