Administrative Services Leadership Team Meeting Minutes
DATE: July 30, 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

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

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

Business & Finance:

- Nelnet program is past due
- Field Audit is this week

Information Technology:

- Working on Alexander County Extension CROA
- Preparing the Ed Center for Fall Musical Auditions
- Preparing Faculty Orientation along with a Moodle workshop
- Cleaned up Spiceworks inventory

Facilities:

- Old Boiler at the Massac County Extension has been removed, new boiler is onsite and ready to be installed once installation is scheduled
- Going through Punch list with Farnsworth and A & W for Kitchen at Main Campus

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

V. **Next Meeting** - August 6, 2024

VI. **Adjournment** – Meeting adjourned at 9:15am