Administrative Services Leadership Team Meeting Minutes
DATE: July 9, 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, Meeting on July 2 - canceled

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

Business & Finance:

- Bookstore Inventory is complete
- Closing out FY24

Information Technology:

- Working summer projects and office moves
- Working on rooms at the Union County Extension Center to prepare for the new OTA program

Facilities:

- Preparing to load furniture and items from SICCM in Herrin
- Working on offices for new instructors and staff
- Brown Electric is working in the kitchen this week
- Constructing cabinets for nursing
- IGEN Grants need to be turned in by August 1, 2024

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

V. **Next Meeting** – July 16, 2024

VI. **Adjournment** – Adjourned at 9:05 am.