Administrative Services Leadership Team Meeting Minutes
DATE: August 6, 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** –

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

Business & Finance:

- Working on Trial Balances

Information Technology:

Facilities:

- Completing OTA at Union County Extension Center and preparing for Open House on August 7, 2024
- Convocation
- SIEC Annual Board Meeting
- Work is on schedule for Massac County Extension Center Boiler/Chiller replacement

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

V. **Next Meeting** – August 13, 2024

VI. **Adjournment** – Meeting adjourned at 8:50am