



## Administrative Services Leadership Team Meeting Minutes

DATE: August 6, 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 -

### 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