



## Administrative Services Leadership Team Meeting Minutes

DATE: July 11, 2023

TIME/LOCATION: 8:30 am - Chris Office

### Roll Call:

✓	Chris Clark		✓	Don Koch
✓	Dwayne Fehrenbacher		✓	Brandy Woods
✓	Cheryl Cummins			

### I. Call to Order

### II. Additions to the Agenda -No Additions were added

### III. Items for Discussion/Updates

#### Business Office Updates:

- Work on investments, interest, certificate of publication for semi-truck
- Work on bid for welding equipment
- Bid is open for truck bed, closes July 13, 2023

#### Information Technology Updates:

- Working MFA (Multi-Factor Identification)
- OMT Swap went very well
- Dan is wrapping up completion of the firewall
- Mitel upgrade will be performed either this Friday or next
- Johnson County Extension is switching rooms at their center from 309 to 303. Dan has made sure everything is ready to hookup
- There are 12 mixed device pallets ready to sell

#### Facilities Update:

- Completing painting of offices
- Picnic tables have been purchased and put together for pavilion
- Adding 5 new receptacles to the pavilion
- A/C in Massac Extension is working at 1/2 capacity
- Discussed what vehicles are going to put up for auction

### IV. New Business - No new business was discussed

### V. Adjournment

