



## Administrative Services Leadership Team Meeting Minutes

DATE: August 15, 2023

TIME/LOCATION: 8:30 am - Chris Office

### Roll Call:

X	Chris Clark		X	Don Koch
X	Dwayne Fehrenbacher		X	Brandy Woods
X	Cheryl Cummins			Tina Dudley

### I. Call to Order

### II. Additions to the Agenda

### III. Items for Discussion/Updates

#### Business & Finance

- Preparing trial balance
- Training new AP employee
- Preparing to close AP for end of year
- Updating Tax Revenue budget report

#### Information Technology

- Phones will be down September 1, 2023 to install new program
- Moodle orientation is being conducted downstairs
- Student Success Saturday had a great turn-out
- Students can use Google Authenticator to generate codes without internet in order to log into their accounts due to spotty internet connection throughout the main campus

#### Facilities

- Floor in Automotive class will be done and ready to move equipment into by Friday, August 18, 2023
- Setup for the upcoming Women's Health Conference will begin Friday, conference is Saturday, 8am - 4:30pm
- Painted office of the new Math teacher, it is ready to move furniture in.
- Purchased paint to repaint mechanical room in the Alexander County Extension Center due to hot-water heater leak
- Flowerbeds need to be weeded and cleaned up

### IV. New Business

- No new business to discuss

### Adjournment