



Administrative Services Leadership Team Meeting Minutes

DATE: November 14, 2023

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 - No additions were made

III. Items for Discussion/Updates - GFOA

Business & Finance:

- ICCB reports are being finished up
- Working on Ellucian contract and getting it signed
- Updating Bookstore Job description

Information Technology:

- Updating Baseball pictures and bio's
- Ed Center is setup for BOT meeting following Seussical the Musical
- Updating Campus Works and Financial Aid
- Administration Policy is on website

Facilities:

- Mock hayride accident will be setup in nurse's parking lot for nursing students
- Replacing exterior lights at the Alexander and Massac County Extension Centers
- Repainting Office in lower K
- Repairing floor in bus #18
- Maryville Wraps wrapped the old sign at Massac Extension

IV. New Business - No new business

V. Next Meeting - November 21, 2023

VI. Adjournment - Motion made by Chris to adjourn