



Administrative Services Leadership Team Meeting Minutes

DATE: July 9, 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 - No Additions, Meeting on July 2 - canceled

III. Items for Discussion/Updates -

Business & Finance:

- Bookstore Inventory is complete
- Closing out FY24

Information Technology:

- Working summer projects and office moves
- Working on rooms at the Union County Extension Center to prepare for the new OTA program

Facilities:

- Preparing to load furniture and items from SICCM in Herrin
- Working on offices for new instructors and staff
- Brown Electric is working in the kitchen this week
- Constructing cabinets for nursing
- IGEN Grants need to be turned in by August 1, 2024

IV. New Business - No New business

V. Next Meeting - July 16, 2024

VI. Adjournment - Adjourned at 9:05 am.