



## Administrative Services Leadership Team Meeting Minutes

DATE: December 7, 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:

- Continue to edit GFOA Book
- Audit report is due week of December 14, 2023
- BEP Report is due
- New requisition forms have been ordered to make it easier to discern between what needs to be paid and what needs a PO
- Ready to test online procurement

#### Information Technology:

- Jonathan created a new AIM dashboard
- Dan went to a Cyber bullying seminar
- Obtaining quotes on a Promethean Board for the Beach
- Academic classes are loaded onto Moodle
- John Windings has received his Ipad

#### Facilities:

- Finishing the remodel in H2090, The Beach, installing TV's sometime this week
- Several office moves are being made this week
- Currently having heater issues at the Massac County Extension Center

### IV. New Business - There was no new business

### V. Next Meeting - Next meeting will Tuesday, December 13, 2023

### VI. Adjournment