



**Administrative Services Leadership Team Meeting Minutes**

**DATE: February 6, 2024**

**TIME/LOCATION: 8:30 am – Chris Office**

**Roll Call:**

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

**I. Call to Order** - by Chris Clark @ 8:30am

**II. Additions to the Agenda** - No additions were made

**III. Items for Discussion/Updates**

**Business & Finance:**

- Placing Bid Ads for flatbed trailer that will be paid for through the Sen Durbin CDL Grant
- Organizing Books for students who are still in need of books for the Spring Semester
- Accounting & Business Department Access cards need to be purchased

**Information Technology:**

- Dan updated signature compliance for Google
- New Server is up and going
- Working with Dell on SCC's Dell Servers
- Alicia is organizing Google Classes for staff and faculty.
- The New Promethean Board in The Beach is installed. IT has been learning what all SCC will be able to do with it.
- Tim is installing the Microsoft Defender Plan
- IT is working on their budget
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- POS System for Cosmetology

**Facilities:**

- SI Piping has been working on the SCC Chiller Project. They have replaced a circulating pump, valves and piping on water lines
- Matt installed LED lights in the workshop
- A1 Locks are installing new cores in several doors on main campus



- Maintenance has been cleaning and rearranging the Shipping and Receiving Area and painting hallways and rooms
- Chris suggested that we need to purchase a couple propane grills to replace the old charcoal grills SCC Main Campus currently has
- Matt is going to talk to Steve (Owner of Anna Extension Center) regarding replacing the rooftop units at the Extension
- Matt and Don are taking the F350 to Madisonville to IMPCO to have new HVAC truck bed installed on February 7, 2024

**IV. New Business** – No new business

**V. Next Meeting** – February 13, 2024 @ 8:30am

**VI. Adjournment**