



**Administrative Services Leadership Team Meeting Minutes**

**DATE: April 30, 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 we made**

**III. Items for Discussion/Updates –**

**Business & Finance:**

- PCI Compliance is complete for the year
- Current CD has been reinvested for two years
- Preparing Bookstore for Book Buybacks next week
- Crowdus needs complete BEP registration

**Information Technology:**

- Ellucian upgrade shut down NelNet
- Keyless Entry have been installed at Union and Massac County Extension Centers. Dwayne will be programming them later today
- Arrowleaf used SCC’s One-Button Studio and everything went great
- Alicia is working with JoElla Basler on VR projects
- Four vehicles have sold on govdeals.com. Setting up times for purchasers to pick them up

**Facilities:**

- Received quote for \$5,756 for the Alexander County Extension Parking lot. Money will come from the Bond fund,
- Benches at Massac County Extension are in the process of being repainted and power-washing sidewalk

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

**V. Next Meeting – May 7, 2024 # 8:30am**

**VI. Adjournment**