



Administrative Services Leadership Team Meeting Minutes

DATE: June 3, 2025

TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

✓	Chris Clark		✓	Don Koch
✓	Dwayne Fehrenbacher		✓	Brandy Woods
✓	Becky Hawes			

I. Call to Order

Chris began the meeting at 8:36 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy displayed the “smart sheet” related to the audit, noting the work has begun. Question concerning who will pull the Financial Aid information. **She will send Chris and Jeff the information for them to pass along to whomever they feel can assist.**
- Brandy set up a blanket PO as was requested last week-she will set the amount at \$50k for Dell.
- Brandy suggests having both cash registers open in the bookstore during busy times at the beginning of semesters. She will work on Chris to ensure this is communicated.

B. Facilities Team

- Don says Mack has started assembling Lori Armstrong’s new furniture for her office.
- Simplex is scheduled to be here today to look at the box in the boiler room that was initially thought to be abandoned, but was recently discovered to have something flowing through it.
- This is important so the transformer for Cosmetology will work.
- Ryan Hines with A&W says the kitchen equipment is almost all here and they think they can get it installed during the month of July when Connie’s is closed.
- Ronnie worked to get the car show set up and taken down.
- Current projects are on-schedule and it has been very helpful to have Dodd Architects on site to keep the projects moving.



- Maintenance stays busy keeping the grass mowed this time of year. They spend about 2 days/week on the grass. When weather gets drier, they will start doing more bush-hogging.
- Don inquired on staff office locations in student affairs. **Chris will ask Jeff where Don needs to set up the new office.**

C. Administrative Services Council

- Jonathan worked on ExamSoft for nursing; he fixed Self-service one and two.
- Dan is writing a phone application for Dane/CBE and continues work on the new server.
- Purchased Liquid Web as new web server-working to migrate in.
- Dwayne is working with Clearwave proposals. Maybe we can boost our speed and pay the same price. We will need more speed, especially if we move to more VR.
- Adrian has been putting in new equipment at the ACEC.
- Sydnie and others have been fielding a lot of support calls.
- **Dwayne will check to see how the “data loop” fix is coming along.**

IV. New Business

V. Next Meeting June 10, 2025

VI. Adjournment The meeting adjourned at 8:51 a.m.