



Administrative Services Leadership Team Meeting Minutes

DATE: June 24, 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 8:29 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy continues work on the audit-she got confirmations back yesterday.
- She has a BEP report due June 30th.
- She may need Danielle's help for a Student Debt Collection Report that is also due soon.
- Brandy has been updating spreadsheets and reconciling statements for all of the Capital Development Projects; also working on bond interest calculations.
- GASB has done some recent updates and new rules.

B. Facilities Team

- Don says many office moves are now completed; Erin's will likely take place this afternoon and Rachel's will probably take place tomorrow-and those are the final two.
- Mack and Jeff have been helping. Will soon start moving the sign plaques to match the names with the offices.
- Sealing and striping of the parking lot should be finished in the next week if the weather cooperates. They will do the two outer lots today.
- Window hallway is about halfway completed. They are ready to paint the upstairs hallway and will soon begin putting in the lower-level windows.
- Cosmetology project is on-schedule and should be finished next week with the exception of the air balance that will need to be re-done, but can be completed after everything else.



- The roof project at Alexander County will begin either the week of July 4th or the week after. Rain has caused roofers to be behind.
- Dawson Wright will be helping with mowing while Tony is away for the next couple of months.

C. Information Technology

- Dwayne says they have been relocating the web server-Liquid Web; it won't look or act any different than the current server.
- His team is working on the Logitech room upgrade at the Extension Center.
- Made \$700 on GovDeals.com sales last week; hopes to do some electronics recycling when it cools down.
- Adrian's acoustical panels came in yesterday on a large pallet-they will be stored in the auditorium for now; a lift will be needed when they are ready to be installed-might be helpful to do lights and acoustical panels at the same time.

IV. New Business

V. Next Meeting July 8, 2025

VI. Adjournment The meeting adjourned at 8:44 a.m.