



Administrative Services Leadership Team Meeting Minutes

DATE: July 22, 2025

TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

✓	Chris Clark		✓	Don Koch (arrived at 8:45am)
✓	Dwayne Fehrenbacher		✓	Brandy Woods (left at 8:45am)
✓	Becky Hawes			

I. Call to Order

Chris began the meeting at 8:30 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy has all financial projects completed through Aug 1st.
- Reminder, this is audit season (May-September).

B. Facilities Team

- Don says tomorrow they will be starting the window work in K Atrium.
- The roof project at Alexander County is nearing completion. The new roof will be finished today/tomorrow. Then they have flashing to fabricate and install. Pipefitters will install gas lines and painters will finish the painting. They are on track to finish before the completion date.
- Yesterday, crews set curbs over the roof above the kitchen and they are here working on that project again today.
- Additionally, they have been putting up sheetrock in the lower hallway, insulation was sprayed in already, and painting on the upper level has started.
- Tony recommended a person to help with mowing who currently mows for Century schools. Also, Matt has started the bush hogging, but it's been too wet to complete. Kenny will get some more mowing done today. A very wet July has made yard maintenance difficult.
- Adrian is prepping for the Shrek production and may even put the new acoustical panels in next month.
- Ronnie has everything almost completed in the Calming Room, but there seems to be two new boxes to empty today.
- Camps today are in the Criminal Justice Classroom (First Responders Camp) and Ed Center (Drama Camp). With a Supervisory Skills Training 9:30am-3:30pm in the Beach.
- Parking lot project will continue/finish after dumpsters are moved probably the week of August 4th.



- Bid opening for new concession stand (near the gym) is coming up.
- Last week Don served watermelon at the Massac County Youth Fair. He thought it seemed like a good crowd this year.
- Ronnie will go down to the Alexander Co. Center to help Leslie get some things ready for a CNA pinning ceremony and then he will help her take it down later in the week as well.

C. Administrative Services Council

- Dwayne showed Chris the new Clearwave renewal contract. He said it will be a minor price increase, but will improve the internet speed at Alexander and Union Counties.
- He would like to increase the speed on Main Campus, but that will be a big expense he will need to budget for. There may be other challenges to evaluate if we want to go from our current 1 Gbps to 10 Gbps.
- Dan and Dane are testing a web app they created to help with scheduling (individual welding booths) for the CBE-Welding Program. It will work with other systems we already have in place-faculty and advisors can access the program too. Dane's goal was to create something the students could access from their phones.
- Dwayne's team recently installed three of the ten AP's to improve WIFI access.
- Tim got 3 new security pc's up and running. Dwayne says they are replacing screens individually as needed.
- Cosmetology is now "all put back together" following their renovations.
- At the Massac Center (room 106) Adrian updated the former Polycom room to a Logitech room.
- Kids camps last week were successful- Game On Camp, Drone Camp, E-Sports, etc...

IV. New Business

- Chris has the Gym Concession stand plans available for viewing.
- Becky will review the IGEN plans and get recommendations back to Chris.
- Tina requested a slight change to setting up the River Room for Board Meetings.

V. Next Meeting

July 29, 2025

VI. Adjournment

The meeting adjourned at 9:04 a.m.