



Administrative Services Leadership Team Meeting Minutes

DATE: August 05, 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 8:30 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

B. Facilities Team

- Don says they took the Ford Escape to the body shop yesterday for repairs.
- Part-time Maintenance have been hired to do some mowing for us. With such a wet summer, it might still take a couple weeks for him to get it caught up and to get rid of excess dried grass.
- Computer tables for the new Veterans office have been moved and IT got the computers hooked up in there. Dodd Architects has moved downstairs.
- Don is meeting with the welding instructor this morning to figure out what welding machines he wants taken to Massac for the dual credit welding program.
- The window project is wrapping up. The glass is all in, but caulking and painting still needs to be completed. He expects them to be able to get the temporary plastic wall out of back hall soon, and they may still need to clean the carpets.
- Three new HVAC units are in and operational in kitchen. They will have to do their finishing up around Connie's schedule.
- Health inspector from Southern 7 gave a good report yesterday.
- Asphalt project will finish this week. They may be here Saturday, but this won't be in the way of the Student Success event.
- Don has Pay/Progress meeting tomorrow at 9am at Alexander County Extension Center. Their roof project too will be mostly finished this week, and definitely before completion date.



- Quint Excavating is planning to knock down the dug-out this week at the ball fields. Terrace Fence expected to do their repairs tomorrow. The new quote for Baseball Scoreboard came back the same price as before. Chris said he wants to move forward with getting it ordered.
- Don has called the Chamber of Commerce in Salem with no luck, he may try to reach out to the Salem Police Department.
- Chris asked if the treadmills out back could be relocated. Don said Ronnie will use the forklift for those and the old file cabinets.
- Weeding near the nursing area still needs to be accomplished.
- There were a few deficiencies that were reported on the last fire inspection. Don will ask Premier to take care of those.
- The Lactation room still needs a small table. There may have been one ordered, but if not, Don will find a table for that room before the start of the new semester.
- Another glass door cooler is needed in the kitchen/cafeteria. The current one isn't working properly; Don thinks the refrigeration class might be able to fix it. He intends to call Robertson's Vending to see about options; he thought his last quote for \$3600 was high.
- Irwin Seating Company out of Altamont, IL has been contacted for a quote to install new rollers on seat motors, as current ones have gotten soft over time. They still have our job information from when they installed our seats originally; Dwayne says he and Adrian can make a list of seat related repairs that are needed when Irwin comes.

C. Administrative Services Council

- Adrian and the team will do the set-up Friday for Student Success Saturday. With Convocation Thursday, they will wait until that event is over.
- Dan got WiFi calling much improved at the trades building-new access points as well as two working desk phones. This includes access in the parking lot for truck driving and they upgraded two instructor stations too. Dwayne has tested it in several spots and he thinks this is the best coverage possible in a steel and concrete building.
- Added more access to the library to help connectivity in the study rooms.
- Tim is in progress of getting windows 11 upgrades done; he will have all of them completed this fall. Tim is also replacing computers in the truck driving lab at Massac.



- Dwayne switched out a smaller/older tv in the cafeteria with a bigger tv from Vienna.
- Approximately 1/3 of acoustical panels have been installed in the Ed Center. Adrian will need scaffolding to finish this project.
- Tomorrow Adrian and Dwayne will take 4 tv's down from an unused classroom at the Johnson Co. center; they will also pull the Polycom.
- Dwayne could use one of these tv's to fill an open mount in the new relaxation/calming room.
- Server upgrade is scheduled for tonight at the end of the work day.
- The digital sign near the road continues to be an issue. Some possibilities are that we buy new, continue to repair this one, or possibly Adrian could assist in retro fitting a new one that we maintain ourself. Currently the colors are not working, but T-Ham said they will have it repaired by Monday.
- IT has the new history instructor set up; Also, the new ED of the Foundation is here, but he still needs a new monitor.

IV. New Business

- New shelving was installed in the bookstore. Don suggested the old shelving may be useful in storage at Rustic Campus.
- A large volume of plastic eggs was discovered-either they will be donated to Caledonia or Kiwanis.
- Dwayne will put outdated electronics from storage on palettes and sell or recycle. It was noted that Craig only wants to keep the telescope, everything else can go.
- Dwayne may ask Don to check out the digital sign when he goes down to Alexander Co. tomorrow-it's in need of minor fix.

V. Next Meeting

Aug 12, 2025

VI. Adjournment

The meeting adjourned at 9:15 a.m.