



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 8:29 a.m. (Jeff, Tina and Kevin made brief visits)

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

B. Facilities Team

- Tina and Don discussed the Vehicle Renewal Worksheet as part of the Annual ICRMT renewal process.
- Don stated that everything down at the baseball fields has been cleaned up. Matt White is thankful for the work that was done.
- The maintenance team raised the fence around the field when Terrace Fence didn't come. It is now practice ready.
- There is a meeting today with Dodd Architects: Chris invited Connie. Don thinks it will be better if they finish the kitchen project next week, Connie is too busy this week. Chris reiterated that they must clean up when they finish.
- The AC unit in the truck driving building is in need of repair. It is a 2003 model and will need to be replaced before next spring. Matt can do the work on installing this unit once it's been purchased.
- Saturday (August 16) is the Lynn Chambers annual event. Dwayne's team will make sure everything is set up. Don will get with Crowdus to make sure they have custodians scheduled to work for this 5-6-hour event.
- Kevin visited and expressed that they are still having trouble with the digital sign near the road. When this sign was purchased in 2018 it was considered "top of the line." Dwayne says the life span of a LED sign like this is usually about 9 years, and our sign is 8 years old. Adrian knows a company that he has worked with before for church signage that Dwayne thinks might work well.



C. Administrative Services Council

- Dwayne and Dane have met about Dane's new duties for his new position; they will slowly get him acclimated to the old Ed Tech position-maybe before late start or likely spring semester.
- New Logitech system is working well. IT can adjust for each individual instructor as needed. It has been well received by the faculty.
- Dan continues putting extra access points in different areas. Dwayne will talk to Kyle about Wi-Fi calling in his area.
- Tim recently got almost all of the computers swapped out in the truck driving lab-the oldest computers on campus are now gone.
- Adrian is gearing up for the next fall musical, Shrek.
- Convocation went well on Thursday of last week.
- They are setting up for Thursday's SIEC Annual Meeting.
- Dwayne says he is having possible antenna issues-DVR in phone room went off. We have 5 parking lot cameras that won't connect-could be a configuration issue. Don and Dwayne will further investigate on the roof.
- Additionally, there are 2 or 3 broken cameras out at CTC.
- Don will let Dwayne know if he needs to get rid of the old canoes on the GovDeals sale.

IV. New Business

- Jeff inquired if we have a ping pong table stored some place; Don is not aware of any ping pong tables, but they mentioned alternatives like a new foosball table or air hockey table.
- A question arose if Jeff can put signage on the Relaxation Room door about no exit.
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V. Next Meeting

Aug 19, 2025

VI. Adjournment

The meeting adjourned at 9:03 a.m.