



Administrative Services Leadership Team Meeting Minutes

DATE: August 19, 2025

TIME/LOCATION: 8:30 am - Chris Office

Roll Call:

✓	Chris Clark		✓	Don Koch
✓	Dwayne Fehrenbacher		✓	Brandy Woods (Left @8:45)
✓	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

- No report, the Team meets today, August 19.

B. Facilities Team

- Don said Irwin Seating Co. will come on Sept 25-26. The seats are currently pulled all the way out. Don plans to leave them out until they fix the rollers and do their inspection.
- Matt said we have issue with AC compressor in J-building.
- A & W will need to get the kitchen project completed today
- Burke Electric is here today running conduit for 015 project.
- Marion Glass is here today working on threshold on the ramp door.
- One item waiting for completion is the lower wall trim beneath the back wall of windows.
- One AC unit up at Union County Center needs attention.
- Alexander Co. Extension Center Roof project is almost complete; they are waiting on trim to complete the front and back.
- Maintenance is planning ahead and communicating with those in the L-building. A project will start the Monday after graduation (2026) that will require relocation of several offices. Mandy Hannan asked for Chris or Don to meet with instructors to figure out a plan for any classroom moves needed.
- Don noted that J1023, J2047 and H1040 are all the bigger rooms that can hold 40 people. Dwayne mentioned that computer labs can also be used to hold larger groups too.



- Don is considering if it might work well to use the Ag. Room for temporary office space; it shouldn't be longer than 8-weeks. Ginger Harner said that most likely Adult Ed will work out of the extension centers during that time.
- The mowing is getting better after having a rainy summer.
- The project of replacing the roof behind the gym will begin soon.

C. Administrative Services Council

- This morning there is a Foundation Executive Board meeting.
- Students seem to be using the recently renovated lounge area. The pool table has been leveled, but it needs a minor repair to hold the balls up.
- Dwayne and Adrian are meeting with Shawnee LED to discuss options for the digital sign near the road.
- With the new term beginning, Ellucian crashed yesterday and there were issues with Moodle and mySCC.
- Dan did another big firewall update and worked on a small active directory issue.
- Tim helped faculty with new semester issues and he has continued to get the Windows 10 computers upgraded.
- New Logitech rooms are being used and working well.
- Our video is only 4k and we might have to think about increasing our band width.
- IT team is still on track to be rid of Polycom by next summer.
- Recent events included the SIEC Annual meeting, Women's Conference and Athletic Orientation.
- Adrian needs a lift ordered to get the remainder of the acoustical panels installed.

IV. New Business

V. Next Meeting Aug 26, 2025

VI. Adjournment

The meeting adjourned at 9:00 a.m.