



Administrative Services Leadership Team Meeting Minutes

DATE: Sept 23, 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 8:36 a.m. Don and Brandy were running a few minutes late.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy continues to work with the auditors.
- Brandy will work with Chris to make sure she has access to all of her necessary reports that originate in IE.

B. Facilities Team

- Robinson Construction has installed the hall panels to start the gym concession stand project. They are waiting for the dumpster to start the demolition.
- The base for the upper back hall carpet was delivered yesterday and it will be installed either today or tomorrow.
- After this is completed, the architects will work with Crowdus to make sure the back hall gets cleaned up.
- The back roof project is “substantially complete.” They are working on making a final punch list.
- With all the rain yesterday, there was a ceiling leak in the back hallway. Matt is checking to see if it is condensation or roof problems.
- The bush hog is back-the repairs were under warranty. He did put new blades on it. Now there will be a back-up set of blades.
- Concrete has been a challenge to get, but as soon as Don can get more concrete, he will pour more pads for the Disc Golf course.



- Vehicle Number 17 is having issues with a broken muffler clamp and the front tires need new springs-when the parts come in, it will go to Jeff's. Also, Number 14 is currently being worked on at Jeff's.
- Four 8-footers and four 6-footer white boards have been ordered from Dutch Hollow. Two broken ones need to be taken down; did Amazon gave us our money back on the broken boards?
- Notice came in the mail from Shawnee Development Council questioning the accessible parking spaces at the Alexander County Center. Chris will ask the architects to check into this.

C. Administrative Services Council

- Dwayne says Dan has been running some tests to see if Proxmox might be an appropriate replacement for Zerto.
- Tim and Sydnie continue work on Microsoft licensing and library lap-tops.
- Digital sign near the road had another panel go out-this leaves one last good panel. After this we will have to buy new panels. Can purchase for about \$950, but now we have the ability to fix ourselves and don't have to pay for repairs.
- The team set up for Constitution Day last week.
- Ronnie has all side lights switched to LED's in the Ed Center. They had ordered 100 can light bulbs. They are all dimmable lights. The rental lift will go back next week.
- Some lighting in there can't be fixed with new light bulbs-some ballasts are bad. Don and Dwayne would like Chris to put this on the Capital Projects list for more LED upgrades in the Ed Center.
- Dwayne was able to get Dr. Taylor's Union Co. center computer fixed. It was an easy fix-he just had to rejoin the network-it apparently timed out. He has asked Mandy to occasionally log into this computer to keep this from being problematic.
- In the future, the Union County center will need new IT equipment-there are still old servers there.

IV. New Business

- Dwayne is attending the IT Matters conference in Paducah, KY today.

V. Next Meeting

Sept 30, 2025



VI. Adjournment

The meeting adjourned at 9:10 a.m.