



Administrative Services Leadership Team Meeting Minutes

DATE: Sept 30, 2025

TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

✓	Chris Clark		✓	Don Koch
✓	Dwayne Fehrenbacher			Brandy Woods
✓	Becky Hawes		✓	Tina Dudley (briefly)

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 HR training this morning.

B. Facilities Team

- Tina inquired about the truck's that are sitting at Jeff's Automotive in Karnak, IL. Our insurance claim is almost complete.
- Tina asked about the Dorsey trailer. Don will take the title to the Secretary of State facility in Vienna for licensing.
- Security needs the Fleet Number to properly identify the Nissan Altima.
- Don will pick up Bus 17-the springs have been installed.
- The Pick-up Mart in Karnak, where we usually get gas, will soon be shut down to construct a new building. Don says we should probably use the Cedar Creek Convenience Store in Olmsted as our alternative.
- Don's team got Brandy's fire safe installed.
- The carpet base is being installed in the back hallway. It is taller than the original plan, but Dodd architects will make sure it is acceptable. Crowdus will start cleaning carpet on Thursday.
- Twenty Disc Golf pads have been poured. The forms are being moved to prepare to pour the final sixteen.
- The seats in the Ed Center have been inspected, adjusted, and now they roll in and out so much easier. The old wheels were so melted that they couldn't be saved. One minor issue still being completed-



Unistrut is needed-there might be some from the previous bleacher project. If not, this small set of seats can be moved manually.

- Concession stand project ran into a couple of unexpected conduits. One for the fire alarm and one for the downstairs HVAC. This will likely be an additional expense.
- There is a balance owed, as of Aug 12th, for the 017 project, however there is still additional work to be completed.
- A company called “T Street Rides” out of West Frankfort called Coach Sparks about their bussing services-they assist with athletics transportation for other area junior colleges. Don will follow up with Coach Sparks for further information.
- Chris asked Don if he could reach out to a landscape company to try to “spruce things up” this fall.

C. Administrative Services Council

- Tim fixed a PCI compliance issue as requested by Brandy. It is now ready for the auditors to re-try it.
- Dwayne attended the IT Matters Conference last week.
- Dwayne has been to Alexander County several times recently to try to fix IT issues.
- From an overpayment to CDW we have a credit; Dwayne will order new computers for the lab in lower K, and then he will use those to replace the 9010's in Alexander County.
- The lift Adrian had rented for the Ed Center is being picked up today.
- Dwayne will set up a meeting with Beazley (our Cybersecurity Insurance carrier). Chris will also speak to Bushue at his conference.

IV. New Business

- Chris leaves today for a ICCCFD Conference in Bloomington, IL and he will return on Monday.

V. Adjournment

The meeting adjourned at 9:04 a.m.