



Administrative Services Leadership Team Meeting Minutes

DATE: Sept 9, 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 8:34 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy says the on-campus portion of the audit begins Monday; Adrian has put them in a quiet location downstairs.
- Next semester she wants the bookstore to put charges on as they ring up the books so they don't get so far behind with inputting the charges.

B. Facilities Team

- Don said U of I Extension will be here tomorrow with approximately 200 kids. He is meeting with a U of I representative today to develop a plan, especially for how they will be fed. Connie will have a food bar set up in "L" for them. He intends to keep them in L-Atrium and the River Room; SCC students can eat in the Commons.
- Ronnie has started moving stuff out of the room that will be part of the basketball/volleyball Concession Stand project. After discussion about where he could relocate the stuff, it was decided that Lee VanAlstine's recording studio will be a good place to relocate it. Dwayne suggested that they could have a mobile podcasting studio; if mobile, it doesn't have to be licensed.
- They will have the area emptied for Robinson Construction to start whenever they are ready.
- Recently a SCC maintenance truck caught fire and burned up in our parking lot. Additionally, the Crowdus truck that was adjacent burned up too. This was captured on security camera.



- Chris asked if Ronnie can get rid of desks that are near Don's office.

C. Administrative Services Council

- Dwayne says that the knowledge base is now fully functioning.
- He met with Dane yesterday to review Moodle & other software.
- Dan had to add another access point downstairs to assist with wi-fi issues in lower K.
- Alexander County needs computers upgraded/replaced. They recently replaced the laptop batteries there. Dwayne would like to use the \$20k credit from CDW to upgrade their computer lab. Dwayne will ask AP for the exact amount. Once Alexander Co. is up-graded all extension centers will all be in good shape.
- His team recently set up for Assessment Day, Shrek practices two days/week and they set up a PA for the Meet the Saints event at the ball fields.
- Adrian was able to finish the Acoustical panels yesterday in the Ed Center.
- Digital Sign near the road is working properly at the moment.

IV. New Business

V. Next Meeting Sept 17, 2025

VI. Adjournment The meeting adjourned at 8:57 a.m.