



Administrative Services Leadership Team Meeting Minutes

DATE: Oct 14, 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 8:32 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy continues to work closely with the auditors. She needs 10th day enrollment-Chris encouraged her to turn in a Help Desk ticket.
- She continues work on her BEP report.

B. Facilities Team

- Don-not available to meet today-he is pouring concrete pads for the Disc Golf Course.

C. Administrative Services Council

- Samsung TV was replaced at Union County Center. Additionally, they took the main tv down and installed a proper mount for it.
- NAACP Event went well on Saturday-no issues reported.
- 64 new PC's will be installed in lower K. The ones from Lower K will then be taken to the Alexander County center.
- Tim is still working to address compliance issues.
- Dan knows of 2 companies that he will contact for network assessments. Dwayne is also waiting to hear advice from Austin. Dwayne anxious to know cost estimate to do big system updates.
- Nursing has testing tomorrow morning. Dwayne is going to monitor closely and try to provide boosting to the proper areas.
- One of the previous issues with the testing was laptop batteries dying while testing.
- Dwayne is meeting with faculty on Oct 23rd to try to encourage communication and to better understand their needs.



- His team replaced a Polycom camera last week at the Massac Center that was having issues.
- Matt and Dwayne discussed running a couple of cables in the new concession stand for tv's.

IV. New Business

V. Next Meeting Oct 21, 2025

VI. Adjournment The meeting adjourned at 8:48 a.m.