



Administrative Services Leadership Team Meeting Minutes

DATE: Oct 7, 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 8:31 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy has been completing the Annual Financial Report for Publication.
- The BEP report is due this month and continues working on the GFOA budget submission.
- Investigating Stiles Office Solutions out of Carbondale; they allow on-line access to order products.
- Met with bookstore yesterday about a plan to “receive” inventory in an attempt at making sure invoices get paid promptly. Another option might be to ask the budget managers to receive the inventory, or Dwayne suggested self-service as an option.
- Recent weekly meetings with Ginny and Nelnet to try to gather past due revenue.
- Working w/Christina to help set up purchasing cards from First American and will cancel Regions once this is set up.

B. Facilities Team

- Don said Crowdus shampooed the carpets along the back wall of windows in both the upstairs and the downstairs. There might be a couple of spots that need extra attention from the sheet rock mud.
- Don and Chris will meet today with the contractors about the progress of the Concession Stand project near the gym.
- Don’s team has forms set, but still needs 16 concrete pads poured for the disc golf course prior to the upcoming tournament. Additionally, they need two pads poured behind the CTE building for two walk-in coolers.
- Don will give Tina the paperwork to give to insurance for the Dorsey trailer.
- His team will be setting up tomorrow for the SCC Day event on Thursday.



- Friday they will set up for a weekend event hosted by the NAACP.
- Matt has filters ordered and will work with HVAC students to get those changed.
- Don will get with Brandy/David as he needs to purchase tie downs from Harbor Freight.

C. Administrative Services Council

- Dwayne inquired how to address Ed Technology type requests. There are budget constraints.
- Faculty has interest in a color copier downstairs.
- Dwayne says January will be a good time to start to figure out the budget requests for FY27. And Brandy mentioned it might be good to separate money back into this account, and possibly Dwayne could manage it. It is already set up, but the balances are mostly zeroes. Chris says this could help with program reporting.
- Dwayne spoke of the challenges because of only having one gigabyte; we need more bandwidth. He says repeaters are helpful but can only do so much.
- Dwayne and Dan did come up with a precise plan to improve technology in the classrooms, but it requires additional funds. Grant or Bond funding could assist with technology upgrades.
- Dwayne also thinks there may be confusion on understanding cellular vs. wifi.
- Chris will ask Ryan or Brad who to contact about network engineering, also thinks it would be a good idea to do another site survey.
- Dan has been working with Shane on Blackbaud software upgrades.
- Jonathan has been making a Table of Contents page for the Policy Manual and also working with HR to create complaint forms.

IV. New Business

- Chris reminded that there will be a fire drill this afternoon.

V. Next Meeting

Oct 14, 2025

VI. Adjournment

The meeting adjourned at 9:32 a.m.