



Administrative Services Leadership Team Meeting Minutes

DATE: Oct 28, 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 work on the GFOA budget.
- She will complete the Unclaimed Property Report this week.
- Brandy is going to send in a help desk ticket to Ellucian today.
- Chris asked Dwayne if can he can ask the Rep to meet with Brandy and Chris about procurement.

B. Facilities Team

- Matt and the HVAC students installed the-new mini split unit in the phone room recently.
- Work is progressing on the concession stand; they will start core drilling through the floor to do plumbing lines.
- Don is meeting with Houseman Landscaping.
- This coming week, they will seal and stripe the old tennis courts to establish an EMT training course and more parking.
- The disc golf course concrete pads have all been poured.
- A & W hasn't finished their project.
- Don's team is setting up in the gym for a high school band concert.
- Garland Roofing is coming later this week to address a couple of roof leaks.
- H building needs the foundation resealed; this might address the problem of the water coming in.



- Don says they are running out of breaker spaces and might need to enlarge the breaker boxes or do some type of expansion. All the new medical equipment that's being put in J1024 runs on 220V.

C. Administrative Services Council

- Dwayne noted infrastructure challenges.
- Two special tv mounts for the concession stand; and two 50-inch tvs are ready to install after the mounts arrive.
- A Mitel update will take place Dec 19th.
- Dwayne met with Novacom-they walked the whole building. Some boosters were not working and they repointed the sled on the roof the correct direction.
- Dwayne and Dan will do an "in-house" site survey.
- Dan has contacted two potential companies about network assessment. Dan's been closely monitoring our bandwidth.
- Sydney is closely monitoring nursing's testing and it's currently going well.
- PCI compliance is now 100% done. However, every 90 days he will have to re-certify it.
- Tim's trying to help the bookstore with their Windows 10; it can't be upgraded to Windows 11.
- Next week will be the Shrek production. Chris has asked for extra security staff and Don asked for extra custodians.

IV. New Business

V. Next Meeting

Nov 4, 2025

VI. Adjournment

The meeting adjourned at 9:12 a.m.