



Administrative Services Leadership Team Meeting Minutes

DATE: December 9, 2025

TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

✓	Chris Clark		✓	Don Koch
✓	Dwayne Fehrenbacher		✓	Brandy Woods
✓	Tina Dudley			

I. Call to Order

Chris began the meeting at 8:38 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Budget \$6k/annually for Nelnet. Investigating reporting via Insights.
- Pulling data for completion of the Encova Audit. Encova is our Workman's Compensation Insurance Carrier.
- Performance evaluations for staff underway.

B. Facilities Team

- CTE Door/Lock Hardware assessment underway, contact made with A1 Lock n Key
- Landscaping Quotes are underway.
- Process for bidding underway for Mowing Services for the 2026 season.
- Process for bidding underway for Truck, bid opening is 12.10.25. The Trailer will be picked up this week.
- Massac County Extension Center lighting will be undergoing some repair and this could be IGEN eligible; Main Campus/K Atrium lighting will also undergo updating w/ballasts/wiring.
- Concession area project is on schedule
- Installation of temporary heating in L-Atrium/Fitness area underway.
- Meeting w/Dean Hannan regarding Nursing Computer Lab/upcoming summer projects as well as the potential needs for storage with the additional simulation lab purchases.
- Fleet vehicles (Wagon will be taken to Jeff's autobody; Van to Honey's).

C. Administrative Services Council

- Reminder, the phone system will be on "quiet mode" during off hours on December 10 and down on Friday, December 19 from 8am to Noon for scheduled upgrade, communication will go out closer to time
- Govdeals.com had two sales (Treadmills)



- Website work continues to heavy and ongoing. Training continues with EAB/Navigate360.
- Hall monitor list has been updated.
- Several events have occurred, HCCTP graduation, employee appreciation, etc. Final clean-up from the Fall Musical (stage floor refreshed)
- Continued investigating into network assessments, with possible grant-funding for access points, etc.

IV. New Business

V. Next Meeting

December 16, 2025

VI. Adjournment

The meeting adjourned at 9:20 a.m.