



Administrative Services Leadership Team Meeting Minutes

DATE: December 23, 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 8:40 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- The Encova Audit was completed.
- Performance evaluations for staff are underway.
- Certificates of Publications have been received and Tax Levy documents filed with County Clerks.
- Board Approved the FY25 Audit Results and those have been filed with ICCB.
- Nelnet agreement continues so that students can continue to receive refunds.

B. Facilities Team

- CTE Door/Lock Hardware will be a future project.
- Landscaping Quotes are underway.
- Mowing for 2026 has been determined, Don will reach out to both vendors.
- Massac County Extension Center lighting will be undergoing some repair and the sign closest to the highway is in need of bulb change (requiring additional manpower).
- Concession area project is on schedule. The Facility Event Request OS will be revised to include a Guidelines Checklist (Club usage of the Concession Area/Clean up, etc.).
- Concrete poured on December 22, 2025.
- Mike's Metals will be on-site (Main Campus) to install a carport w/an attached drive-thru to house Allied-health related transport vehicles/trailers, project completion date early January 2026.
- Marion Glass has been contacted regarding a "fogged" glass concern.
- Board approval (12.18.25) a grant-funded Truck for Allied Health. Title & Registration will occur upon our return on January 5.



- Lights in L Atrium are being changed over to 2x2 (from canned lighting).
- Preconstruction meeting for Project #25023 Ballfield is scheduled for January 5, 2026.

C. Information Technology

- Mitel phone upgrade completed.
- Continued investigating into network assessments, with possible grant-funding for access points, etc.
- Daniel will be rebooting the Server over the weekend/midnight (for the least disruption).
- Library laptops have been reloaded.
- Computers pulled in lower K and room prepared to be updated with new equipment.
- Cables have been run in and around K Atrium (this could lead into an interactive "you are here" board to assist in directing the community around campus. This is a future concept that will be explored).
- While still in the investigative stage (rolls out in April) – the College must be at a certain level of compliance related to accessibility in viewing documents. This includes archived documents.
- Ongoing work on Multi-factor Authentication (MFA)

The IT team has been providing several layers of support including:

- Website resolutions
- Colleague updates
- Raisers Edge Updates
- Returned (borrowed) equipment has been checked in and updated/cleaned
- Working w/Faculty related to Moodle and ensuring accessibility of all documents
- Bookstore Register, testing/troubleshooting

IV. Administrative Services Council

Meeting for December 15, 2025 was canceled. Meetings will resume in the new year.

V. Next Meeting

January 6, 2026

VI. Adjournment

The meeting adjourned at 9:18 a.m.