



## 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.