



Administrative Services Leadership Team Meeting Minutes

DATE: January 13, 2026

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 8:42 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Working w.Student Affairs and FAS, Consultants on Student Refunds
- On-going -develop process to teach students to print out 1098's/think through a click-through process in Colleague.
- Final work on employee evaluations.

B. Facilities Team

- Landscaping Quotes are underway.
- 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.) and will be presented to those employees as a training.
- Concrete poured on December 22, 2025. Quint Excavating will be hauling dirt.
- 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 February.
- Marion Glass has been contacted regarding a "fogged" glass concern.
- On-going - Lights in L Atrium are being changed over to 2x2 (from canned lighting).
- Gearing up for the winter weather season.

C. Information Technology

- Continued investigating into network assessments, with possible grant-funding for access points and budgeted in FY27, etc. Will be discussed in Facility Team on January 21.



- 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**).
- By April, the College must be at a certain level of compliance related to accessibility in viewing documents. This includes archived documents. A pdfaffix software solution has been investigated and will be purchased to assist with the compliance issue.
- Ongoing work on Multi-factor Authentication (MFA) - almost at 100% completion

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

- Website resolutions
- Working w/Faculty related to Moodle and ensuring accessibility of all documents
- Bookstore Register, testing/troubleshooting

IV. Administrative Services Council

Meeting for January 19, 2026 is rescheduled to January 21, 2026 due to the 19th being an observed holiday.

V. Next Meeting

January 20, 2026

VI. Adjournment

The meeting adjourned at 9:23 a.m.