



## Administrative Services Leadership Team Meeting Minutes

DATE: January 20, 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 8:38 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.

#### B. Facilities Team

- Landscaping Quotes are underway.
- Concession Project punchlist and final issues being addressed. 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.
- 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).
- New dumpster has been delivered to the Alexander Co Extension Center.
- Gearing up for the winter weather season.
- Booster heater installed for the dishwasher in the cafeteria/kitchen.

#### C. Information Technology

- Continued investigating into network assessments, with possible grant-funding for access points (8 intalled, with 2 additional) 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 pdaffix 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
- Cosmetology is up-to-date with IT Equipment
- Quotes received for signage (UCEC and Main Campus)

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 February 16, 2026 is rescheduled to February 18, 2026 due to the 16<sup>th</sup> being an observed holiday.

**V. Next Meeting**

January 27, 2026

**VI. Adjournment**

The meeting adjourned at 9:23 a.m.