



Administrative Services Leadership Team Meeting Minutes

DATE: February 24, 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 8:36 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Finishing IPEDS reporting
- Preparing Bid documents for Grant-funded Nursing Lab Furniture
- Preparing Bid documents for Grant-funded Semi-Trucks (one manual transmission, one automatic transmission)

B. Facilities Team

- Landscaping, Meeting w/Partridge to discuss specifics
- Evaluating Campus needs prior to Commencement to get a head start
- Nursing has requested an outside study area w/an awning and tables
- Moving power to the softball scoreboard from the dugout (as the Baseball field project will be getting underway)
- Continued project meetings and daily support to all campuses.

C. Information Technology

- Course Fees have been updated on Website
- Star Cert Renewal
- Waiting on the Palo Alto Renewal Quotes for Budgeting
- Computers Ready for Nursing Lab/Alexander County Extension Center Lab
- Updating K Lab Computers
- CTE Day and Junior High Regional Band Events Successful
- Met w.Nursing/Allied Health regarding Computer Lab/Furniture Quotes, etc.
- Attending Professional Development on April 23, in Murray, KY

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
- Daily Helpdesk Tickets

IV. Administrative Services Council

February Meeting has been canceled. Next meeting is scheduled for March 16, 2026.

V. Next Meeting

March 3, 2026

VI. Adjournment

The meeting adjourned at 9:14 a.m.