



**Administrative Services Leadership Team Meeting Minutes**  
**DATE: March 3, 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 8:31 a.m.

**II. Additions to the Agenda**

There were no additions made.

**III. Items for Discussion/Updates**

**A. Business/Finance Team**

- SCC and Foundation Financial Reporting underway (Foundation Board Meeting scheduled on March 6)
- Reconciled MAP Reporting for Financial Aid
- 2026-27 Billing Codes and FY27 are set up
- Preparation and investigation into bid specification and availability of Grant-funded Nursing Lab Furniture (abiding by the BEP-Business Enterprise Program)

**B. Facilities Team**

- Equipment is onsite to begin Project 25023, Baseball Field Upgrade
- Evaluating Campus needs prior to Commencement to get a head start on aesthetics
- Prepping for Project 25015, L Building HVAC, affecting Nursing Area
- 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**

- Upgraded Users/Webpages/New Equipment
- Computers Ready for Nursing Lab/ACEC/K Lab Computers
- Updating renewal certificates, Federal Govt IP Addresses; working on Palo Alto quote
- Cleaning/Organizing of the “Crow’s Nest Area”, continued Facility Usage coordination, set-up of L-atrium for Student Affairs Meetings
- 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 & Student Support Needs

**IV. Administrative Services Council**

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

**V. Next Meeting**

March 10, 2026

**VI. Adjournment**

The meeting adjourned at 8:54 a.m.