



**Administrative Services Leadership Team Meeting Minutes**  
**DATE: March 10, 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**

- 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
- Continued project meetings and daily support to all campuses.

**C. Information Technology**

- Setting up/moving of/and cleaning offices/equipment areas
- Updated all lab areas
- Front marquee camera destroyed during storm & ordered LED panel
- 4H Event March 12
- New Certs are installed
- SDC at ACEC is no longer connected.
- 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**

Next meeting is scheduled for March 16, 2026.

**V. Next Meeting**

March 24, 2026

**VI. Adjournment**

The meeting adjourned at 8:54 a.m.