



**Administrative Services Leadership Team Meeting Minutes**  
DATE: March 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 8:31 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)
- New Fuel Cards, set up, these cards are more universal as compared to the Shell, Pilot current cards
- PTAX form is ready for drop off to Union County Courthouse
- 1098T filing
- New IRS Systems
- Attending Synoptics/Ellucian Zoom

**B. Facilities Team**

- Don was in Cairo to assist with an event.

**C. Information Technology**

- Subdomain for EAB
- MySCC Updates including: Created dev shell for Ian; New card on MySCC - HR (Different Resources that are available)
- Virtual Tour - relocated on Website
- Met with Cisco
- Issue in K lab - Updating Bios
- Cleared room on web server for backups
- Spring Advisement Training - L
- Farm Business Meeting in MCEC
- Replaced LED panel
- Tickets for Addams Family - Now onsale
- Library laptops reload

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 April 20, 2026.

**V. Next Meeting**

March 24, 2026

**VI. Adjournment**

The meeting adjourned at 9:03 a.m.