



**Administrative Services Leadership Team Meeting Minutes**  
**DATE: April 7, 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 8:33 a.m.

**II. Additions to the Agenda**

There were no additions made.

**III. Items for Discussion/Updates**

**A. Business/Finance Team**

- No Report

**B. Facilities Team**

- Setting up at MCEC for Town Hall
- Continued work on the Ballfields.
- Setting up at UCEC for Ribbon Cutting on April 10.
- The lift was delivered April 3. We will have it for one month and will accomplish many tasks.
- Partridge Landscaping will be onsite the week of April 13.

**C. Information Technology**

- Upgraded Synoptix
- Upgraded our SQL Server to SP2
- Truck Simulator - no response
- GL Updates issue in Colleague - Ellucian Ticket
- Updated Payment Plan
- April 20 - Quarterly updates planned for Colleague
- Maintenance shop wi-fi - need to replace POE switch
- Softball field wi-fi fixed
- Presenting to Dr. Spicer's Class re: networking
- Getting fiber run quote
- UPS battery replacement MCEC
- Event Setup: Job Fair; Massac HS Musical in Ed Center; State/Federal Career Workshop

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**

April 14, 2026

**VI. Adjournment**

The meeting adjourned at 8:56 a.m.