



Administrative Services Leadership Team Meeting Minutes
DATE: April 21, 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 8:32 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Grant-funded nursing furniture (Board approved, April 16) has been ordered. This will be stored while the L-HVAC project begins May 18, 2026.
- Composing ending FY26 budget-related communication and prepping to send to all employees.
- Working on ICCB/UFS reporting spreadsheet.
- Coordinated a meeting with the Bookstore and Nursing related to books and consumables to reduce inventory and over-ordering.

B. Facilities Team

- Continued work on the Ballfields.
- Working with Nursing Faculty to prepare for L-HVAC project to ensure student learning continues throughout the summer and Faculty/Staff still have access.
- Grass Carp have been added to the pond.
- Week of May 11 begins set up of gym for Nursing Pinning (May 14) and Commencement (May 15)
- The lift is still on site, power-washing will be completed by months' end.
- Partridge Landscaping should be completed by April 23.
- Campus-wide cleanup culminates on May 1.

C. Information Technology

- Waiting on Help Desk Tickets: Ellucian; EAB; LearningPool, Exactify
- Cloning XY for new server (ProxMax)
- Wybot Received
- Working on Truck Driver Simulator
- Getting fiber run quote
- UPS battery replacement MCEC
- Replaced LED Module in Roadside Signage
- Event Setup: Young Writers (4/16); All-Star Basketball (4.23); Spring Musical (week of 4/21)

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 May 18, 2026.

V. Next Meeting

April 28, 2026

VI. Adjournment

The meeting adjourned at 9:32 a.m.