



Administrative Services Leadership Team Meeting Minutes
DATE: April 28, 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 8:39 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Zoom meeting for BookLog Demo (pay attention to integration w/Colleague for reporting purposes)
- Composing ending FY26 budget-related communication and prepping to send to all employees.
- Quarterly Reports
- ACH Operating Standard review meeting at 1pm

B. Facilities Team

- Continued work on the Ballfields.
- 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.
- Campus-wide cleanup culminates on May 1, grill has been moved to shipping/receiving; we have adapter to fill propane tanks.
- Will be resetting timer on Main Campus parking lot lights.
- All lighting in Gym is replaced.

C. Information Technology

- Help Desk Tickets: Ellucian; EAB; LearningPool, Exactify have been updated
- Online Registration Forms for Amazing Saints
- EAB Email Setup/Navgate360 Completed
- Extensive Website Updates (Operating Standards/Policies)
- Cloning XY for new server (ProxMax) - integrated w/Barracuda
- MCEC DDOC Attack fixed
- Working on Truck Driver Simulator
- Getting fiber run quote
- Shipping/Receiving door integrated w/Security
- Event Setup: Spring Musical; Springfest; Poetry Slam; Sign of the Times; Saints All-Star Classic Basketball; and Scholarship Banquet

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. Meeting Schedule

Administrative Services Council - May 18, 2026

Business & Finance Team - May 19, 2026

Facilities Team - May 20, 2026

V. Next ASLT Meeting

May 5, 2026

VI. Adjournment

The meeting adjourned at 9:19 a.m.