



Administrative Services Leadership Team Meeting Minutes
DATE: May 5, 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 8:36 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Continued work on FY27 Budget
- Continued Meetings
- Year-End Reporting

B. Facilities Team

- Continued work on the Ballfields.
- Week of May 11 begins set up of gym Commencement (May 15); Ed Center for Allied Health & Nursing Pinning's (May 12 & 14)
- Met again with Nursing Faculty to ensure moves by May 18 in preparation for L-Building/HVAC Construction Project
- Will be resetting timer on Main Campus parking lot lights.
- Attending Ameren Energy Efficiency Meeting at CedarHurst in Mt. Vernon on May 7
- Completed Clean Up Day Activities on May 1

C. Information Technology

- Help Desk Tickets: Ellucian; EAB; LearningPool, Exactify have been updated
- Developed Spreadsheet for Student Affairs breaking down Tuition/Fees
- Set up mySCC NEOEd Training Card for HR Department
- EAB Email Setup/Navgate360 Completed
- Extensive Website Updates (Operating Standards/Policies)
- Discussions with Cisco and our Cloud Server Storage Provider
- KnowBe4 is once again active
- Truck Driver Simulator is fixed
- Working w/Security Matrix for Credit Card ACH
- TEAS Testing Issues @MCEC
- 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 12, 2026

VI. Adjournment

The meeting adjourned at 8:56 a.m.