



Administrative Services Leadership Team Meeting Minutes
DATE: May 12, 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

- Continued work on FY27 Budget
- Martin Hood Engagement Letter, ensure includes Foundation Audit
- Year-End Reporting
- Attended Athletic Scholarship Meeting - noting the need for clarity of NJCAA rules on Athletic housing
- Need to complete Fund Balance and Fund 5 review.
- Close out of Paypal and revert to another online payment platform Cosmo/Stripe

B. Facilities Team

- Continued work on the Ballfields, HE Mitchell is back onsite.
- Heartland Mechanical is onsite doing preliminary work ahead of L-HVAC project which begins May 18.
- Week of May 11 begins set up of gym Commencement (May 15); Ed Center for Allied Health & Nursing Pinning's (May 12 & 14)
- May 13 - HCCTP Graduation setup in Cairo.
- 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; UCEC Parking Lot Lights.
- Samron will begin lower Window Project
- Follow-up w/Southern 7 on removal of buses prior to Commencement
- Stop the Bleed Cabinets have been installed
- Flags have been changed out (they tatter easily in our winds on Main Campus and require constant monitoring and changing out)

C. Information Technology

- Imported Prospects into Navigate360
- Removed Escrow from Website
- NSO Page is complete for Start Strong Events in June/July for Student Affairs
- Extensive Website Updates (Operating Standards/Policies)
- Working w/Security Matrix for Credit Card ACH/STRIPE (PayPal Replacement)
- ProMox SetUp (Baccacuda Backups)



- PCI Compliance Current
- Event Setup: COMMENCEMENT May 15 – Soundboard is ready; Spring Wellness Retreat; SSS Celebration of Achievement; Faculty Appreciation; Athletic Banquet; GlowUp and ShowUp; Elizabeth Wheeler Retirement; Allied Health Pinning Ceremonies (May 12/May 14); HCCTP Graduation May 13; Dance Recital May 16

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; Allied Health Laptop SetUP

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 19, 2026

VI. Adjournment

The meeting adjourned at 9:03 a.m.