



Administrative Services Leadership Team Meeting Minutes
DATE: May 26, 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

- No report

B. Facilities Team

- HE Mitchell Ballfield Project is back onsite; however, work is intermittent with the weather.
- Heartland Mechanical onsite with L-HVAC Project.
- Samron continues lower Window Project.
- Received communications from Johnson Control related to both ACEC and UCEC.
- Investigating truck purchase to replace the truck lost in during September incident.

C. Information Technology

- Test 1 Environment Closed for FSA Consultant
- Blackbaud Reconfigured (Email Domain)
- Continued Extensive Website Updates
- ProMox Almost completed
- Daniel will be meeting w/an Intern
- Library Computers Updated, Replaced PC in Founders
- Investigating PDF-Xchange Editor Plus (as a replacement to multiple Adobe Pro requests)
- Discussion of Grant Purchases, Change out of older to newer laptops/computers
- Event Setup: Adrian was on vacation the week of May 18

The IT team has been providing continued layers of support including:

- Library Laptop Reloads
- New Student Orientation
- Working w/Faculty related to Moodle and ensuring accessibility of all documents
- Daily Helpdesk Tickets & Continued Student Support Needs

IV. Meeting Schedule

Administrative Services Council - June 15, 2026

Business & Finance Team - June 16, 2026

Facilities Team - June 17, 2026



V. **Next ASLT Meeting**
June 2, 2026

VI. **Adjournment**
The meeting adjourned at 9:01 a.m.