



Administrative Services Leadership Team Meeting Minutes
DATE: June 2, 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 8:35a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- MH, CPA has begun requesting items to prepare for the FY26 audit
- Arranging for storage of the large, grant-purchase of Nursing furniture (while L-Building Project is underway)
- Reviewing the Union County Tax Estimates
- Met w/Foundation Finance Committee to develop FY27 Budget & prepare a financial report for their June 9 Board Meeting

B. Facilities Team

- HE Mitchell is back onsite with Ballfield project; however, work is intermittent with the weather.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule.
- Samron continues lower Window Project.
- A new maintenance truck has been identified with a purchase order completed, hopefully within the next week it will be picked up.
- Financial Aid office requesting a complete office move with the hire of a new Director.

C. Information Technology

- FSA Consultant Support (Technology, Voice Mail, etc.)
- Updated QuickFacts for 2026
- Continued Extensive Website Updates (Policies, Financial Aid Forms, & Articles)
- Barracuda announced for full support for ProMox
- Adjusted DMARC rules for Nursing
- Ordering Additional Laptops for JCEC/Financial Aid Coordinator
- PDF-Xchange Editor Plus (perpetual licensing),
- Discussion of Grant Purchases, Change out of older to newer laptops/computers
- Event Setup: Dance Recital

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

- Library Laptop Reloads & Student Support
- 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 9, 2026

VI. Adjournment

The meeting adjourned at 8:58 a.m.