



Administrative Services Leadership Team Meeting Minutes
DATE: July 14, 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 8:32a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- MH, CPA, FY26 audit continues.
- Budget Hearing – will attend on August 20.
- BEP Reporting due on July 13.
- 2pm Meeting w/Payroll Consultants regarding outsourcing options. Ginny & Brandy working w/Karen and cross-training.

B. Facilities Team

- HE Mitchell is back onsite with Ballfield project,
- Kids' Camps continue on Main and Union/Massac/Alexander Co Extension Center.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule. The crane will be onsite again to move additional units.
- Samron continues lower Window Project, and is on schedule.
- Event Needs: SIEC/Co-Op Annual Meeting and Convocation (August 13).
- Massac Youth Fair is this evening.
- Landscaping at ACEC complete and roof leaks at MCEC repaired.

C. Information Technology

Jonathan has been working on Financial Aid updates & Club information to the Website; Meeting w/EAB/Navigate 360 re: Common App import and how to automate. Dan continues working w/Intern and planning the Proxmox migrations; Adrian supporting Events, and EDU class set-ups.

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

- Library Laptop Reloads & Student Support
- Working w/Faculty related to Moodle and ensuring accessibility of all documents
- Daily Helpdesk Tickets; Equipment Support; & Continued Student Support Needs (including Cameras in parking lots, contract review/needs, and general assistance as requested).

IV. Meeting Schedule

Administrative Services Council – July 20, 2026

Business & Finance Team – July 21, 2026

Facilities Team – July 15, 2026 (Grill Out w/Start Strong Initiative & Kids Camp)

V. Next ASLT Meeting

July 14, 2026

VI. Adjournment

The meeting adjourned at 9:00 a.m.