



Administrative Services Leadership Team Meeting Minutes
DATE: July 28, 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 8:30a.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, Brandy has pulled, scanned, emailed several documents.
- Budget Hearing - will attend on August 20.
- Working alongside Ginny Severs for Payroll Specialist coverage.

B. Facilities Team

- HE Mitchell is back onsite with Ballfield project; concern with heat index.
- Kids' Camps conclude this week.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule.
- Samron continues lower Window Project, awaiting supplies.
- Event Needs: SIEC/Co-Op Annual Meeting (August 6); Convocation (August 13); Funeral (August 8).

C. Information Technology

Jonathan has been working on several help-desk tickets including Website posting/updates and creating fillable pdf forms and providing Esports Kids Camp; Tim updated TDR PCs and resubmitted PCI compliance; and Adrian event support (Drama Camp, pinning ceremonies & Women's Conference).

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

Dwayne will be running fiber in preparation for infrastructure upgrades.

IV. Meeting Schedule

Administrative Services Council - August 17, 2026

Business & Finance Team - August 18, 2026

Facilities Team - August 19, 2026

V. Next ASLT Meeting

August 4, 2026

VI. Adjournment

The meeting adjourned at 9:00 a.m.