



Administrative Services Leadership Team Meeting Minutes
DATE: August 4, 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 continues to pull documentation.
- Budget Hearing – will attend on August 20.
- Completing Payroll Specialist Coverage – SURS Reporting.

B. Facilities Team

- HE Mitchell continues onsite with Ballfield project. Seeding fields, Flagpole, Hydrant installation all being coordinated.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule. Grant-purchased Nursing furniture/computer items will need to be assembled and moved in.
- Samron continues lower Window Project, waiting on glazer to complete.
- Event Needs: SIEC/Co-Op Annual Meeting (August 6); Convocation (August 13); Funeral (August 8).
- Light sensor issue at MCEC.
- Worked together on IGEN Grant Submission.

C. Information Technology

Jonathan has been working on several help-desk tickets including Website posting/updates and creating fillable pdf forms; Tim general computer fixes; Daniel VPN updates/recerts; Dwayne running cable/fiber and multiple fixes across all Campuses; and Adrian event support.

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

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 11, 2026

VI. Adjournment

The meeting adjourned at 8:55 a.m.