



Administrative Services Leadership Team Meeting Minutes
DATE: August 11, 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.
- Colleague will need to be shut down today by 4pm for updates.
- Foundation financials are closed out for FY26, need to prepare for Annual Meeting on August 14.

B. Facilities Team

- HE Mitchell continues onsite with Ballfield project. Seeding fields, Flagpole, Hydrant installation all being coordinated. Roof of one dugout underway.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule. Nursing furniture/computer items arrived, need to be assembled today/tomorrow.
- Nursing classrooms and offices are being put back in their original areas, cleaned, and ready for the start of the new academic year.
- Samron continues lower Window Project, waiting on glazer to complete. Two faculty offices are affected, communication will be sent to those affected today.
- Event Needs: Convocation (August 13); Student Success Saturday (August 15)
- Partridge Landscaping contacted again for weed control.

C. Information Technology

Jonathan has been working on several help-desk tickets including Website posting/updates/landing pages and creating fillable pdf forms including an accessibility request form, switching the testing calendar from Google to Navigate 360, updates to CQI Forms and the dual credit updates on the website are almost complete; Tim K-lab updates and ready for the L building install; Daniel VPN updates/recerts and patching in Nursing area; Dwayne running cable/fiber and multiple fixes across all Campuses; Sydnie continues to support student tickets and assist with VPA certificates; and Adrian continued event support and ITV equipment install in Vienna.

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 18, 2026

- VI. **Adjournment**
The meeting adjourned at 9:00 a.m.