



Administrative Services Leadership Team Meeting Minutes
DATE: August 18, 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 8:33a.m.

II. 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.
- Assisting with Bookstore during the first week of classes as students have returned.

B. Facilities Team

- HE Mitchell continues onsite with Ballfield project. There is power to the Softball Fields. The Softball closet has been repainted, with shelving installed.
- Lots of cleaning after L-HVAC project, returning L-building back to "normal" to prepare for students and faculty back to offices. Crowdus cleaned the Fitness area/L-Atrium. Some remaining ceiling tiles to be put back in place.
- Samron continues lower Window Project. Final punch list items and sealing still to do.
- Partridge Landscaping onsite on Monday, August 17.

C. Information Technology

All of IT assisted with the "putting back together" of L-building (faculty offices/nursing classrooms/computer labs and simulation labs). This was a two-day/all day undertaking.

Event Support included:

- Student Success Saturday (August 15)
- IL Dept of Public Health, Foundation Meeting, Assessment Day, Convocation
- ITV Classes Scheduled in Google Calendar

Logitech Rally System Install in Vienna

GFI onsite (Main Campus) for Repairs

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 increased by the hundreds; Equipment Support; & Continued Student Support Needs

III. Meeting Schedule

Administrative Services Council - Rescheduled to August 24, 2026

Business & Finance Team - August 18, 2026

Facilities Team - August 19, 2026

IV. Next ASLT Meeting

August 25, 2026

V. Adjournment

The meeting adjourned at 9:08 a.m.