Administrative Services Leadership Team Meeting Minutes
DATE: May 13, 2025
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark		√	Don Koch
√	Dwayne Fehrenbacher			Brandy Woods
√	Becky Hawes			

I. Call to Order
Chris began the meeting at 8:31 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team
- Brandy was not in attendance today.

B. Facilities Team
- Lots of demolition already took place yesterday in cosmetology. Electricians are here today. Foreman seems to think they will be on schedule or even ahead of schedule. Dodd being on-site will help keep the project on track. ET Simonds will be here on the 19th to begin their work.
- Truck driving project is supposed to happen today/this week. They know the sealer will need to be completed by Friday evening for Commencement traffic to flow well.
- Chairs and tables are set up in the gym for Commencement. It still needs to be fine-tuned after practice on Thursday.
- Matt got two new handicapped posts installed at the front door and back door.
- They do have a little outside work to accomplish before commencement; they will mow this week.
- Brian is coming tomorrow to take the busses over to Paducah to be cleaned up.
- Dwayne marked his calendar and sent an invite to Chris for this Friday, security guards meeting at 4:30 to organize before the ceremony.
- Back wall of windows project will begin this Monday.

C. Administrative Services Council

- Jonathan has been working on the bookstore homepage.
- The Firewall-critical patch went well at UCEC and main campus. The downtime was less than 30 minutes.
- Dwayne says our new cameras are impressive and the cable has been run into L-building. Tim will be stationed in L during the ceremony to watch how the new streaming goes.
- Maybe Commencement 2026 can be live-streamed everywhere.
- Lee's Spring concert, the Athletics Banquet, and the Faculty Mingle all went well.
- IT is also helping with commencement set up.
- Adrian attended the Rural Broadband initiative at the end of April.
- Dwayne says it is so much easier to do Board Meetings in the River Room.
- Ceiling mounts for cameras in process of installation, potentially permanent cameras in the future.
- Dwayne also reminded everyone that UCEC is currently the Disaster Recovery site.
- Mitel phones will need to be considered. Servers might need to be the first thing to move, if the move happens.

IV. New Business

- This week, Thursday is HCCTP Graduation at the same time as Commencement Rehearsal and the Practical Nursing Pinning Ceremony is going on at same time as the Board of Trustees Meeting.

V. Next Meeting

May 20, 2025

VI. Adjournment

The meeting adjourned at 9:18 a.m.