Administrative Services Leadership Team Meeting Minutes
DATE: February 11, 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 8:32am.

II. Additions to the Agenda

- IL College Assistance Program (I-CAP) for recycling-Waste Reduction Plan
- Southern 7 Lease

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy said bookstore and business offices have been entered into the budget.
- She intends to create a waiver in Colleague for the FYE (first year experience) course.
- Her computer has been running "hot." **She will turn in a help desk ticket to let IT check on it.**
- **Brandy needs to give Tim the credit card to order Quick Books for the Foundation.**
- She has the time-consuming IPEDS report coming up.

B. Facilities Team

- **Don took care of cleaning up in Connie's area this morning after water had seeped in.**
- They are preparing for Regional Band Thurs-expect about 100 students.
- There us a 4H meeting this week that will be in L-about 40 participants.
- Ronnie has been working to replace more lights with the lift.
- Matt and Don met with Premium Mechanical this week for a CDB project to change over the controller.
- Alex is working with security to get fleet vehicle oil changes accomplished by doing one or two per day as time allows.

- Chris asked Don if any of our vehicles have All Wheel Drive.
- Don made mention of CNA classes starting at the Massac Center. He is thankful the beds are still there. Ronnie will be putting together a couple of cabinets needed for the class.
- Matt recently got his Environmental License so he can continue to buy refrigerant when needed.
- The Disc Golf course is still in progress to be completed this spring. Cheryl has ordered the signs. Concrete t-boxes will need to be poured when possible.
- **Don will talk to Mandy about EKG equipment that she wants to order.** Are there electrical needs for this equipment?

C. Administrative Services Council

- Dwayne said Jonathan had to activate a new activity module this week when Zoom dissolved the Moodle plug in.
- Tim has upgraded room 116 in Anna to Windows 11; he moved 6 computers to Union Co Center and will be moving more to the Massac Center.
- They have been performing Pearson updates.
- Dwayne says that he currently has 280 licenses, but thinks he needs about 350. **He may need to address this in his budget.**
- His team is updating lower J1024 from 960's to 9020's in preparation for Erin to use for CTE day. Nursing also uses this room for testing**.**
- Adrian said the Academic Challenge went well last week; he has much of the new software keyed in.
- Dwayne had to fix the domain controller in Alexander County yesterday; it was down for about 45 minutes.
- He is still upgrading the phones and **Chris will let him know what phones he wants Dwayne to upgrade next.**

IV. New Business

IL College Assistance Program (I-CAP) for recycling-Waste Reduction Plan discussed

- Becky will be working to create the updated document.
- Dwayne sent a recent certificate of recycling that can be included.
- Don explained some of the recycling processes around campus.

Southern 7 Lease proposal needs to be further discussed

- Southern 7 is agreeable to getting their own trash service.

- Chris and Don will meet today at 2pm to prepare the UCEC/So 7 lease proposal.

V. Next Meeting
February 18, 2024

VI. Adjournment
The meeting adjourned at 9:13 am.