Administrative Services Leadership Team Meeting Minutes
DATE: February 4, 2025
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

I. Call to Order

The meeting began at 8:30; Matt came in place of Don today.

II. Additions to the Agenda

Vehicle cleanliness discussed.

III. Items for Discussion/Updates

A. Business/Finance Team

- Tim is going to be calling Brandy to discuss QuickBooks. Dwayne said the yearly licenses around $2500/year; the current system is from 2009.
- Another option is to set it up in Colleague.
- Brandy received an invoice from Ellucian. Our contract states there should not be a fee. **Sabrina will need to call Drew to get this corrected.**
- Brandy will plan to run the student loan software since Ginny will be out this week.
- Brandy said that we need to spend the money; we have earned a lot of interest and are going into arbitrage; she might need to contract this out; she would like for us to move forward on our lab project to spend down this money.
- Brandy has also been working on the budget and she still needs to get her own budget completed. Matt recommends raising our utilities budget by 6-7%. Don needs to clarify his budget requests so Brandy can get it entered.

B. Facilities Team

- Matt said they had pre-bid meetings for the parking lot sealing/striping, the windows along the back, and Cosmetology's AC project.
- Lots of limb pick up was completed

- Drew Quint dug the footer for the backstop at the softball field. He hopes to do one big pour for all of the concrete; however, rain could be a hindrance.
- There were two events on campus last week-Soil &Water and 4H.
- They are looking into pricing for CTE scrap metal containers.
- **Don will get together with Brandy to discuss how to pay for a side by side.** Brandy mentioned a fund transfer that could work if needed.
- Chris reminded them that the Insurance Company will do a walk through on Feb 27th at 9am. **Matt will make sure the fire extinguishers are up-to date.**
- Matt is concerned that the geo-system might be "crashing" in L. The units are 2008 models. This project is currently 13 years out in the master plan. He feels it is needed soon. He also spoke about eventually needing to do J as well.
- Matt said he needs a (good, used) forklift to be included in next year's budget.

C. **Administrative Services Council**

- Jonathan created an Office of the President web page as well as working on Pathways for our dual credit programming.
- Issues with student universe inside of CROA yesterday. Dan was able to get it fixed rather quickly.
- They are still working on improving the WiFi; Dwayne doesn't' love the extreme network routers, currently trying cisco, might try others too.
- Replaced dying computers in CTE and at Union County center.
- Last week they replaced the digital signage and it's now on Zoom.
- Adrian cleaned up the area behind the stage and it's much improved.
- They installed a new PT Optix camera in the Ed Center that has a 30x zoom. He hopes to be able to update the River Room next followed by the L-Atrium and then maybe the Cafeteria.
- Dwayne intends to put stuff on Govdeals again; Matt says don't sell the AC; Dwayne might be able to get his intern to start disassembling the computers.
- In security, he will need to budget for 3 new computers. The current computers are not good with videos and have been locking up and having to be restarted.
- They are prepping for Commencement. They have discussed the slight delay that exists in the over-flow areas and how to possibly improve that.

IV. New Business

Complaints about the dirty vehicles.

- Currently they are not always returned to the correct location and keys are also not always returned promptly.
- Security needs to inspect them before being given out.
- Should we charge the last person who used it for the cleaning fee?
- Chris says he has had trouble finding people to clean our vehicles.
- Brandy thought she might know of a person in Ullin who details cars. It was also mentioned that a student worker could potentially clean cars.

V. Next Meeting

February 11, 2024

VI. Adjournment

The meeting adjourned at 9:15am.