Administrative Services Leadership Team Meeting Minutes
DATE: February 25, 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 8:30am.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy will be working on the Risk Management Plan as it is due this week; she may budget this in fund 1 and fund 2.
- She expressed that TORT funding is not enough; however, she's already doing the max every year-5%.
- She's investigating a more universal gas card for our fleet vehicles since our current credit card isn't accepted everywhere.
- She's completing a "Letter of Public Status" which seems to be a new requirement from the Department of Education.
- **For the Foundation Board: Brandy needs to have a log-in for on-line access to the Legence and Edward Jones accounts.**
- For the Trust agreement: she needs to open another account at CNB; she will email Dorris. The Board will need to approve this at the next meeting.

B. Facilities Team

- Dr. Teske stopped by the meeting to inquire about ordering furniture. The team suggested ordering from Dutch Hollow Supply (fka Reppert's) because of their quality, and providing consistency in colors and materials throughout the college.
- Quint excavating has been working on the softball field and will install the caissons for the baseball field in the next few days.
- Re: Alexander Co. entrance doors; he heard back from Pritchett and he doesn't do automatic doors so Don will contact Stanley Doors.
- Pepsi was on main campus yesterday to offer vending options.

- Don will get with Hank to help Southern Seven come up with a dumpster location; he believes they need a 4- yd size dumpster.
- Feb 27th (in 2 days) will be the Insurance walk-through-first at main campus and then at Massac and Alexander County Centers.
- Majority of busses have been safety checked-only a few remain.
- March 20th will be the rescheduled CTE day.
- Security is still trying to find a local person for their vacant position.

C. Administrative Services Council

- Dwayne said they recently got a domain controller ready in Cairo
- Also, his team is building a new desk top.
- An extender was installed in J1015 to boost internet for the Ag classes; another will be installed in the four study rooms in the library.
- Pearson updates continue.
- Adrian has been busy with last week's Regional Band event, a U of I event, and homecoming. He is also reorganizing the closets in the Ed Center, and we may soon have dressing rooms for the productions.
- Dwayne and Kevin are working on branding, and his team is trying to figure out the best way to implement the SCC font/color scheme onto the tool bar as Dr. Taylor has requested.
- He is working on the best plan for a new computer/copier for downstairs as requested by faculty.

IV. New Business

- Risk Management plan will need to be completed by the end of this week.

V. Next Meeting

March 4, 2025

VI. Adjournment

The meeting adjourned at 9:05 am.