Administrative Services Leadership Team Meeting Minutes
DATE: March 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 8:30am.

II. **Additions to the Agenda**-no additions made

III. **Items for Discussion/Updates**

A. **Business/Finance Team**
- Brandy is working to create new geo account numbers for maintenance.
- Blanket PO will go to the board in June; Dwayne might like to have a Dell blanket PO.
- Don needs to get with Brandy for credit card stuff this week.

B. **Facilities Team**
- Don is waiting for the crane to arrive this morning.
- A & W is having a power issue.
- The 4H kids that are here today were moved to K instead of L; they are eating sack lunches so nothing on that side of the building is needed.
- Old crane will soon be hauled off; Matt is going to get parts off of it to use for other crane repairs when needed.
- Quint excavating has been working on the softball field and is finished for now-will come back at a later date.
- He says they are still on track to be done at softball fields by Friday.
- Don worked with Southern Seven to come up with an appropriate dumpster location so we are no longer sharing.
- Don has to go to Marion today to Terrace Fence and Home Depot for parts.
- Don submitted a purchase order for the side by side vehicle.
- Locks have been installed on the doors at the Union County center. One lock still needs to be fixed. It is the push button into the OTA lab that can't be locked from the inside.

- Dwayne will pick up a new microwave.
- Brandy mentioned that the cleaning people are not getting the women's restrooms cleaned appropriately; Don suggested she turn in a help desk ticket to have that issue corrected.

C. Administrative Services Council

- Dwayne said if someone sends an email out, often attachments get blocked, Dwayne will use his judgement on lifting that blockage.
- Jonathan has been working on Electure for Dane Muckler.
- Dwayne will be going to the Massac Center to address concerns.
- Adrian has had lots of recent events, including the 4H event today, an appreciation dinner last week, science family event for U of I, a Lynn Chambers event is coming up too.
- Kristy Stephenson has talked to Dwayne about getting computers ordered by the end of the month; she wants 18 new computers for truck driving.
- Sydnie, the new hire, will be going where Dan's desk used to be.
- A summer project includes moving 8-10 of the GED computers for Ginger Harner.

IV. New Business

- Becky is still working on the Waste Reduction Plan. It will be completed and turned in prior to April 1, 2025. Don gave assistance with some of the topics and advice where further information can be gathered.

V. Next Meeting

March 18, 2025

VI. Adjournment

The meeting adjourned at 9:10 am.