Administrative Services Leadership Team Meeting Minutes
DATE: March 25, 2025
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

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

I. **Call to Order**
Chris began the meeting at 8:32 a.m.

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

III. **Items for Discussion/Updates**

A. **Business/Finance Team**

- Brandy says Sumer has been working on book store goals and the Gross Profit Margin numbers.
- Brandy & Chris will address the dual-credit survey with Dr. Taylor today.
- Brandy will continue to work on the gas card project.
- An advertisement has been submitted to Monday's Pub newspaper seeking bids for a Type 3 Ambulance that Mandy Hannan requested.
- Brandy drew down the Pell funds with no issues.
- IPEDS was completed.
- **Brandy would like Jonathan to put a bidding area on the website-possibly in the "about" area.**
- **Brandy will add a column on her utility spreadsheet to keep track of Republic Services waste amounts.** Now that Southern 7 has their own trash pick-up, our amounts will be accurate.

B. **Facilities Team**

- Don says the softball field projects are complete; However, there may be a few small things to do still after the season is over.
- The automatic door openers have been installed at the Alexander Co. Center; Ronnie will be going today to hook up the power.
- Since the lift is still here this week, a few taller projects are being completed: Matt is doing guttering at the CTE building, some trees will be cut back, hanging banners put back up, and a light that is burned out needs replaced in the parking lot.

- Ronnie recently added some new receptacles in the OTA room at the Union Co. Center.
- Don will find out what we need to do to complete the HVAC project, electricians are here.
- Marion Glass was here last week taking lots of measurements to prepare for the window replacement project; this is in preparation for the IGEN project.
- The scoreboard pole has been set at the baseball fields; Don expects the company from Murray to be here tomorrow to move the power from the old pole to the new and to hang the new scoreboard.
- Don has made a materials-needed list for the vinyl-wrapped sign that fell down at the Massac Co. Center. He hopes the sign itself is not damaged and he will be able to get it erected.
- **Chris will submit the Waste Reduction Plan today.**

C. Administrative Services Council

- Jonathan reported that the IT team has had to "put out a lot of fires" after the recent power outages.
- Jonathan has been cross referencing the 25-26 Catalog with the website.
- He has been working with Kevin and Lindsay on the Disc Golf component of the website. It was suggested that a drone could be helpful to making videos/photos. It was suggested to ask Lindsay's son or Dodd Architects for drone assistance.
- **Don will make sure Mac and Jeff can assist with putting up disc golf signs when they arrive, and also making sure they can assist with any future relocation efforts.**
- **Sydnie Ross has started her new job in IT and is being trained on trouble shooting student accounts.**

IV. New Business

- Next week, facilities will have a big set up for the Career Fair on April 2, 2025.

V. Next Meeting

April 1, 2025

VI. Adjournment

The meeting adjourned at 9:15 a.m.