



Administrative Services Leadership Team Meeting Minutes

DATE: May 27, 2025

TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

✓	Chris Clark		✓	Don Koch
✓	Dwayne Fehrenbacher		✓	Brandy Woods (arrived 8:42)
✓	Becky Hawes			

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 has been working on getting the WEX fuel cards set up. She needs the list of drivers. Chris will send the SCC Drivers list that Becky H completed/updated last week. She will assimilate each driver with a specific code and then when the credit/fuel card is scanned for payment it will specify each person from their unique code.
- Amazon has been set up so that they are invoicing the College now. Dwayne would like to do a blanket for IT if that is possible. The maintenance card is not connected to this.
- Brandy has been working with Dwayne on PCI compliance. Currently we have Megabytes through December. In 2026 we will have to move to a new host, Liquid Web, we will pay a monthly fee for a scan that will assist in keeping the College PCI compliant.
- Audit has begun. She was given access to the “smart sheet” recently.

B. Facilities Team

- Don says Matt is going to Anna today. He will need to take the Dodd Architect booklet with him. He will assist Ron Reader who is doing the UCEC Commercial Appraisal.
- Commencement went well on our second try after the Friday service was changed to Monday. Parking went well. Security didn't have any issues. And weather cooperated.
- The front parking lot project is underway. Today is more milling, and tomorrow they will start re-paving.



- They do have the truck driving loop back open again as the truck driving students from Cairo will be starting today.
- They parking lot project will then pause for a bit before they come back to seal it.
- The cosmetology project is well underway. Today they will start hooking up the water lines and the electrical work is in progress.
- The back window project is also well underway, they have begun taking the glass out. They expect them to put plastic downstairs in a similar fashion to the plastic upstairs.
- If faculty needs to get into the downstairs K-labs, it was discussed that they would likely need to cut through the Chemistry room to get to them and avoid the construction. It is believed that there are very few summer classes that will take place downstairs.

C. Administrative Services Council

- Jonathan was able to complete the disc golf web site recently.
- Dan's new server is here and he is working on that.
- IT is working to fix a problem that started the weekend after commencement with a "data loop" in the L building.
- They recently used Google apps to create a custom app for Dane related to welding.
- Adrian and Dwayne took the projection screen down in L and fixed it; now it goes up and down as it should.
- Sydnie will soon be in charge of the Gov Deals projects. They recently started 25 separate sales and Dwayne will assist her with customer meetings.
- Tim is setting up some new PC's and Sydnie is working on the library lap-tops to have them ready for the fall semester.
- Several events went well last week including a Strategic Planning meeting and a dance recital on Friday and Saturday with 300+ people.
- Commencement video has been praised as being much improved- has had many more social media views than previous too.

IV. New Business

- Dug-out and ball field project still a priority task.

V. Next Meeting

June 4, 2025

VI. Adjournment

The meeting adjourned at 9:05 a.m.