



Administrative Services Leadership Team Meeting Minutes

DATE: August 26, 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 8:40 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- The business and finance team met last Tuesday afternoon.
- She has a tax revenue budget report due Monday; she will request the EVA's.
- The trial balance has been given to auditors; soon she will get the auditors the Saints Foundation trial balance.
- Bookkeeping for July is behind because of the audit and other more pressing issues.
- IRS is changing their filing process-she will need to figure out the new FIRE (Filing Information Returns Electronically) system.

B. Facilities Team

- Nothing today

C. Administrative Services Council

- Dwayne's team has been addressing a lot of small issues to assist the faculty this last week.
- Dan has finished the CBE welding app. Dane and Dane are testing it and making a few minor changes.
- Dwayne spoke of the new server in IT. They are trying out Proxmox-VMware. Thus far they like it, if they do want to continue, it will be necessary to purchase support for it
- Tim is about to get everyone updated to Windows 11.
- Tim has also started updating everyone to Microsoft Office 2024; our labs are currently Microsoft 2021.



- His team set up the commons for Club & Organizations Day Wed.
- Shrek-Musical Auditions were Fri./Sat; their practices will take place this fall on Monday and Tuesday evenings.
- Adrian has rented a lift; it will be delivered asap. He will have it for about a month to finish up acoustical panels in the Ed Center. While they have the lift, they will change out some lights too.
- He intends to start electronics recycling in the next couple of weeks since the weather is a little cooler.
- Fire alarm went off inadvertently yesterday.

IV. New Business

- Chris noted the FY26 Budget approval process will take place at the Sept 18th board meeting.

V. Next Meeting

Tuesday, Sept 2, 2025

VI. Adjournment

The meeting adjourned at 9:05 a.m.