Administrative Services Leadership Team Meeting Minutes
DATE: November 4, 2025
TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

√	Chris Clark		√	Don Koch
√	Dwayne Fehrenbacher		√	Brandy Woods
√	Tina Dudley			

I. Call to Order

Chris began the meeting at 8:32 a.m.

II. Additions to the Agenda

There were no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Continuing to work on Saints Foundation financials. Discussion on filing extension for taxes due to government furlough.
- Work continues on the BEP report.
- Discussion via help desk tickets/online support w.Ellucian related to on-line procurement/payment requests.

B. Facilities Team

- Tennis courts are being resurfaced and slated to be striped, as it transforms into an educational space for EMT-ambulance maneuvering.
- K-atrium lighting prior to the play
- H&I Roof repair
- Electrical check on Ballfield-Dugout Project
- Service Truck Replacement purchase
- Landscaping Quotes underway
- Southern 7 Yard cleanup
- Ensuring general yard/landscape presentable in preparation
- Begin the process for bidding out the 2026 mowing services

C. Administrative Services Council

- Phone system will be down on Friday, December 19 from 8am to Noon for scheduled upgrade, communication will go out closer to time
- The team is getting ready the Shrek
- The Regional Band performance went smoothly
- Recycling is underway at rustic and should be completed by the end of the week, pulling hard drives and preparing pallets for govdeals.com
- Continued investigating into network assessments; Novacom requotes with additional boosters

- Shipping/Receiving door repair
- Parking lot camera will be repaired

IV. New Business

- Ensure review of the Academic Catalog and send any edits to Jackie
- Review ICCB Reporting Due Dates
- Due to the Government Furlough, request appropriate extensions with ICCB (related to FY25 Audit results, et. Al.)

V. Next Meeting

Nov 18, 2025 (November 11 is a Holiday)

VI. Adjournment

The meeting adjourned at 9:32 a.m.