



Administrative Services Leadership Team Meeting Minutes

DATE: December 2, 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 8:35 a.m.

II. Additions to the Agenda

There were no additions made.

Noteworthy: 11.11.25 – No Meeting, Holiday; 11.18.25 – No Meeting, Illness;
11.25.25, Time off

III. Items for Discussion/Updates

A. Business/Finance Team

- Continuing to work on Saints Foundation financials, in preparation for December 5, 2025 Foundation Board Meeting. Approved for filing extension for taxes due to government furlough.
- Nelnet discussion for use in student refunds.
- Performance evaluations for staff underway.

B. Facilities Team

- CTE Door/Lock Hardware assessment underway, contact made with A1 Lock n Key
- Fleet vehicles have been equipped with updated proof of insurance cards.
- Landscaping Quotes are underway
- Process for bidding underway for Mowing Services for the 2026 season.
- Process for bidding underway for Trailer/Truck (grant-funded)

C. Administrative Services Council

- Phone system will be on “quiet mode” during off hours on December 10 and down on Friday, December 19 from 8am to Noon for scheduled upgrade, communication will go out closer to time
- Recycling was a smooth process and awaiting communication regarding the total weight of the recycle.
- Govdeals.com had two sales (Treadmills)
- Website work is heavy with the Academic catalog and Student handbook. With ADA on the horizon and the type/format of information available on the website, IT may need to assess how all populations can access/are able to access (portal versus website).



- MDR caught a phishing attack.
- The car charging stations are due for annual renewal.
- Continued investigating into network assessments, with possible grant-funding for access points, etc.

IV. New Business

V. Next Meeting
December 9, 2025

VI. Adjournment
The meeting adjourned at 9:24 a.m.