



## **Administrative Services Leadership Team Meeting Minutes**

**DATE: December 16, 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 8:36 a.m.

### **II. Additions to the Agenda**

There were no additions made.

### **III. Items for Discussion/Updates**

#### **A. Business/Finance Team**

- Pulling data for completion of the Encova Audit. Encova is our Workman's Compensation Insurance Carrier.
- Performance evaluations for staff are underway.
- Business & Finance Team meeting is scheduled for today, December 16.
- Preliminary Audit Results were received earlier in December, final audit results are pending receipt, today.

#### **B. Facilities Team**

- CTE Door/Lock Hardware assessment underway, contact made with A1 Lock n Key.
- Landscaping Quotes are underway.
- Bids received for mowing will be opened on Monday, December 22, 2025.
- Massac County Extension Center lighting will be undergoing some repair and the sign closest to the highway is in need of bulb change (requiring additional manpower).
- Concession area project is on schedule, epoxy flooring currently underway.
- If the weather holds out, a concrete pad will be poured by the CTE building.
- Mike's Metals will be on-site (Main Campus) to install a carport w/an attached drive-thru to house Allied-health related transport vehicles/trailers.
- Marion Glass has been contacted regarding a "fogged" glass concern.
- Pending Board approval (12.18.25) a grant-funded Truck will be purchased (Allied-Health).



### **C. Information Technology**

- Reminder, the phone system will be down on Friday, December 19 from 8am to Noon for scheduled upgrade, reminder communication will be sent.
- Continued investigating into network assessments, with possible grant-funding for access points, etc.
- Daniel will be rebooting the Server over the weekend/midnight (for the least disruption).
- Computers pulled in lower K and room prepared to be updated with new equipment.
- Cables have been run in and around K Atrium (this could lead into an interactive “you are here” board to assist in directing the community around campus. This is a future concept that will be explored).
- While still in the investigative stage (rolls out in April) - the College must be at a certain level of compliance related to accessibility in viewing documents. This includes archived documents.

The IT team has been providing several layers of support including:

- Website resolutions
- Colleague updates
- Raisers Edge Updates
- Returned (borrowed) equipment has been checked in and updated/cleaned
- Working w/Faculty related to Moodle and ensuring accessibility of all documents
- Bookstore Register, testing/troubleshooting

### **IV. Administrative Services Council**

Meeting for December 15, 2025 was canceled. Meetings will resume in the new year.

### **V. Next Meeting**

January 6, 2026

### **VI. Adjournment**

The meeting adjourned at 9:07 a.m.