



Administrative Services Leadership Team Meeting Minutes

DATE: February 3, 2026

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 8:46 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Working w.Student Affairs and FAS, Consultants on Student Refunds
- Discussion regarding an early trigger for “drop” or use of Retention Alert, with a potential topic at Convocation as it related to sending funds back due to Pell payments.
- Pulling information needed for ACEN accreditation.

B. Facilities Team

- Landscaping Quote (Partridge) will be forthcoming.
- Concession suggestion to purchase bottles w.caps versus cans as the floors are sticky. Architects are researching the special detergent needed for the new floors.
- 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, project completion date February.
- Marion Glass has been contacted regarding a “fogged” glass concern.
- On-going - Lights in L Atrium are being changed over to 2x2 (from canned lighting). These can be dimmed/color-changed.
- Massac Co Extension Center signage is repaired
- Tractor/Mowers have undergone maintenance in preparation for the Spring season.

C. Information Technology

- Continued investigating into network assessments, with possible grant-funding for access points (8 installed, with 2 additional) and budgeted in FY27, etc. Will be discussed in Facility Team on January 21.



- 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**).
- By April, the College must be at a certain level of compliance related to accessibility in viewing documents. This includes archived documents.
- Ongoing work on Multi-factor Authentication (MFA) – almost at 100% completion
- Nursing/VR Headsets.
- Discussing conversion of the Student Handbook to Website.
- Cleaning up of Google Accounts
- Preparing for the Spring Musical

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

- Website resolutions
- Working w/Faculty related to Moodle and ensuring accessibility of all documents
- Bookstore Register, testing/troubleshooting
- Updating Laptops

IV. Administrative Services Council

February Meeting has been canceled. Next meeting is scheduled for March 16, 2026.

V. Next Meeting

February 10, 2026

VI. Adjournment

The meeting adjourned at 9:23 a.m.