



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

**DATE: February 10, 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 8:33 a.m.

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

There were no additions made.

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

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

- Continued daily tasks and completion of financial reporting.

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

- Landscaping Quote (Partridge) will be forthcoming.
- 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.
- Completed - Lights in L Atrium are being changed over to 2x2 (from canned lighting). These can be dimmed/color-changed.
- Continued project meetings and daily support to all campuses.

#### **C. Information Technology**

- Network assessment is being submitted..
- 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.
- Setup of Advisor Booking cards on mySCC and Shopping Sheets for Financial Aid.
- Homecoming a success; Concession Stand process underway.
- Preparing for the Spring Musical
- LED Sign repaired again.

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 17, 2026

**VI. Adjournment**

The meeting adjourned at 9:18 a.m.