



## Administrative Services Leadership Team Meeting Minutes

DATE: February 17, 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

- 1098's Complete (there have been some updates to the IRS Systems)
- Looking into City National Bank now accepting ACH Payments
- Bond Spreadsheet had been updated
- Looking at projects to expend the Bond funding (J Bathrooms/Exterior-back ramp has buckled, etc.)

#### B. Facilities Team

- Landscaping Quote (Partridge) will be forthcoming.
- Continued project meetings and daily support to all campuses.
- Shipping/Receiving door has been received
- Sprinkler system at UCEC has been reviewed
- Set up for February 19 includes CTE Day (600 students expected; Junior High Band Fest and Board Meeting)
- Scoreboard in the Gymnasium is a priority for repair.

#### C. Information Technology

- Removal of unused student accounts
- Creation of fillable FMLA Form for HR
- Updated the Net Price Calculator for 2026
- Updated NCLEX Pass Rates
- PDFs accessibility, now up to 2023 - to be in compliance by April
- EMT has been added to the Website
- Firewalls have been updated for all campuses
- Researching Proxmox pricing and settings
- Quotes received for a switch in Nursing Lab
- PC set-up in Welding for the Reservation Form
- Installed Examplify on SBDC Lab Computers



- Set up Adobe Pro for Foundation
- 4-H Teen Training
- Promethean Panel Connected
- Installation of credit card reader (additional) in Bookstore
- 90% of Budget is entered for FY27

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
- Updating Laptops

**IV. Administrative Services Council**

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

**V. Next Meeting**

February 24, 2026

**VI. Adjournment**

The meeting adjourned at 9:08 a.m.