



Administrative Services Leadership Team Meeting Minutes
DATE: March 31, 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 8:32 a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- Preparation and investigation into bid specification and availability of Grant-funded Nursing Lab Furniture. Bid opening was March 30. Preparing the recommendation memo that will go to the April Board meeting.
- New Fuel Cards have been received. These are assigned to the Fleet Vehicles. Staff who check out a vehicle can use the card and will use a PIN number to access the card.
- New IRS Systems
- Attending Bookstore Zoom meeting @9am

B. Facilities Team

- HCCTP class is pouring a concrete pad at the ACEC for a donated Friendship Bench under the direction of Freddie.
- Staff setting up for the April 1 job fair, reminder the parking Lot by L will be designated for those businesses setting up in the gym.
- Continued work on the Ballfields.
- The storage container for the Truck Driving program is arriving today.
- The Allied Health/Nursing Dodge Truck and Trailer have been wrapped.
- The life will be delivered April 3, for use beginning on Monday, April 6. Will be used for pressure washing, removal of parking lot banners, etc..
- Touch-base with Partridge Landscaping.

C. Information Technology

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
- Daily Helpdesk Tickets & Student Support Needs

IV. Administrative Services Council

Next meeting is scheduled for April 20, 2026.

V. Next Meeting

April 7, 2026

VI. Adjournment

The meeting adjourned at 9:10 a.m.