



Administrative Services Leadership Team Meeting Minutes
DATE: June 16, 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 8:32a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- MH, CPA has begun requesting items for the FY26 audit
- Be on the lookout for the Ellucian Cloud Contract, ensure the FY27 Budget allocations include all Ellucian products
- Reviewed the Union County and Massac County Tax Estimates
- Monitoring Bookstore Software/MPS/Point of Sale & Training Needs
- Reviewed Athletics Actual Budget

B. Facilities Team

- HE Mitchell is back onsite with Ballfield project; however, work is intermittent and project meetings continue
- Kids' Camps continue on Main and Massac/Alexander Co Extension Center.
- Received UCEC Roof Bid/Warranty information.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule.
- Samron continues lower Window Project.
- Southern 7 Playground area has been cleaned; remaining equipment will be disposed.
- Desks moved into previous Athletic/Coaching office area.

C. Information Technology

- Creation of new accounts; conversion of several Advisement form over to .pdf fillable forms; and assignment of Insights permissions
- Several Dell computers for Nursing and 26 new PC's for Adult Ed have been ordered.
- New streaming equipment (for digital board) installed in Ed Center.
- Event Setup: Dance Recital w.~800 Attendees
- The "auto attendant" updated for the Summer Term
- Working w/Gibson Telco re: potential upgrade/moving to the Cloud
- dGoldFax is operational

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

- Library Laptop Reloads & Student Support
- New Student Orientation (new Student Affairs initiative is June 17)
- Working w/Faculty related to Moodle and ensuring accessibility of all documents
- Daily Helpdesk Tickets & Continued Student Support Needs



IV. Meeting Schedule

Administrative Services Council - ~~June 15, 2026~~ Canceled (Next Meeting, July 20, 2026)

Business & Finance Team - June 16, 2026

Facilities Team - June 17, 2026

V. Next ASLT Meeting

June 23, 2026

VI. Adjournment

The meeting adjourned at 9:08 a.m.