



Administrative Services Leadership Team Meeting Minutes
DATE: June 23, 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 8:33a.m.

II. Additions to the Agenda

There were no additions made.

III. Items for Discussion/Updates

A. Business/Finance Team

- MH, CPA, FY26 audit underway – On-site visit has not been determined
- Monitoring Bookstore Software/MPS/Point of Sale & Training Needs
- Investing/Reinvesting
- End of the year bookkeeping

B. Facilities Team

- HE Mitchell is back onsite with Ballfield project
- Kids' Camps continue on Main and Union/Massac/Alexander Co Extension Center.
- Sprinkler system test at UCEC conducted by the City of Anna.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule.
- Samron continues lower Window Project, and is on schedule
- New Furniture for Nursing Area has begun arriving, currently being stored until L-HVAC project is completed.
- Reaching out to Partridge Landscaping regarding the L-entry area.
- Will be discussing an Event Request received (August 10-August 22) upon Adrian's return.

C. Information Technology – Dwayne Absent

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

- Library Laptop Reloads & Student Support
- 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 – July 20, 2026

Business & Finance Team – July 21, 2026

Facilities Team – July 15, 2026 (Grill Out w/Start Strong Initiative)

V. Next ASLT Meeting

June 23, 2026

VI. Adjournment

The meeting adjourned at 8:55 a.m.