



Administrative Services Leadership Team Meeting Minutes
DATE: July 7, 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 continues.
- Monitoring Bookstore Software (compatible w/Colleague) options.
- Budget Hearing – will attend on August 20.
- BEP Reporting due on July 13.

B. Facilities Team

- HE Mitchell is back onsite with Ballfield project
- Kids' Camps continue on Main and Union/Massac/Alexander Co Extension Center.
- Heartland Mechanical onsite with L-HVAC Project, project is on schedule.
- Samron continues lower Window Project, and is on schedule.
- Event Needs: SIEC/Co-Op Annual Meeting and Convocation (August 13).
- Office Moves/Relocations: K Office (Heins); Computer Labs (Nursing)
- Matt has been keeping AC Coils maintained on all campuses
- Handicapped Door will be assessed (not opening all the way)
- Air Vent install in Security.

C. Information Technology

Jonathan has been working on Financial Aid updates to the Website; our Intern has been reloading several laptops; Tim has been updating all laptops in Nursing/Library; Adrian has installed Logitech Rally in H1040 and assisting with several Events and Kids Camps

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; Equipment Support; & 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 & Kids Camp)

V. Next ASLT Meeting

July 14, 2026

VI. Adjournment

The meeting adjourned at 8:50 a.m.