



Administrative Services Leadership Team Meeting Minutes

DATE: April 22, 2025

TIME/LOCATION: 8:30 am – Chris Office

Roll Call:

✓	Chris Clark		✓	Don Koch
✓	Dwayne Fehrenbacher		✓	Brandy Woods
✓	Becky Hawes			

I. Call to Order

Chris began the meeting at 8:35 a.m.

II. Additions to the Agenda-no additions made

III. Items for Discussion/Updates

A. Business/Finance Team

- Brandy will have the Fiscal Year Projections completed tomorrow.
- Today she was invited to attend the ICCB new MIS Submission Portal meeting.
- She sent in the IL Sales tax exemption renewal form as the current one expires in July. When they send her the updated one, this will need to be sent to several employees before the July expiration.
- The CDB Trust Agreement has been completed and submitted.

B. Facilities Team

- Don says Brown Electric is here today pulling wires for the new rooftop unit.
- Ronnie has been installing new LED lights in Lower L & J (with IGEN funding.) It makes a big difference and since there is more LED's, **it might work well to put them in upper L too.**
- Matt has been taking his HVAC students to projects within the college in a “hands-on” approach helping them learn to change filters and do trouble-shooting.
- Don thinks it would be nice if the Electrical classes could do something similar except their courses are in the evenings.
- They have improved the disposal system for the trades classes. A Tip dumpster was purchased with grant money. With the help of a forklift, it makes things easier. With a growing number of students and more welding classes, there is also more waste generated.
- Quotes are coming in from the wind damage event for the scoreboards, fencing, and dug out. The softball scoreboard has an electrical issue that needs to be fixed.
- Marcum is coming today; they will look in the ceilings.
- Facilities and Student Services are working together to get ready for Commencement.



C. Administrative Services Council

- Jonathan has been doing work on the web site and has created a new Health Services page.
- They are working with Sabrina as Ellucian is slow.
- Dan is working on tightening up cyber security.
- Last week was the yearly Young Writers event that Dr. Thornsberry hosts for area high schoolers.
- The “Little Shop of Horrors” musical was a success.
- Adrian attended the Broad Band Meeting last week.
- Sydnie is still shadowing Tim
- Best Groups was here yesterday to help with several camera issues. Chris says these can be turned into insurance.
- Thursday, Dan, Sydnie, Tim and possibly Jonathan will attend “Security Matters” at MSU.
- His team has been unboxing commencement electronics to prepare for the May 16th event.
- The help desk system we now use, Spice Works, is going to charge \$6/user/month. This might be our best option but Dwayne’s team is going to investigate other options.

IV. New Business

- Clean up day will be Friday, May 9th; Dwayne and his team will cook brats and burgers.
- The Cairo Roof bid will be added to the next Board meeting; Tina will get it in the newspapers as required ASAP.
- Will need to further discuss budget development.

V. Next Meeting

May 6, 2025

VI. Adjournment

The meeting adjourned at 9:20 a.m.