



**Administrative Services Staff Meeting
January 7, 2014**

PRESENT:

Babs Atane	√ Robert Brobst	Reuben James	√ John Wagstaff
√ Rocky Bonura	√ Tom Brown	Andy Nasatir	√ William Warren III
√ Julie Bourlier	√ Janice Ely	Rachelle Sasser	
√ Robert Bradshaw	√ Jo Ann Higdon	√ Michael Trevis	

Minutes from Nov 5th, Dec 3rd and 10th was approved.

❖ **Jo Ann:**

1. Received the audit for 2013 and it only had two comments:
 - a. Reconciliation
 - b. Closure of CDC.
2. Will – status of Wi-Fi. Will said Vector is on site and looked at areas for installation.
3. Rocky – develop a process so we can have at least two vendors who can do wiring on campus, if needed.
4. Janice – P1 is not posted yet. (Janice said it is not posted until end of February).

Committee Reports/Division Issues:

❖ **John & Will:**

1. Out of the office Thursday and Friday of this week.
2. Negotiating with Dell to handle the installation of 2,000 new computers. Staff computers will be first to be replaced.
3. Eleven staff members monitored the systems over the winter break.
4. Scheduled Natural Science 123 & 127 for cable work.
5. Vender is on board to start the migration of Open CCCApply. Student will be unaware of the switch.
6. Further discussion is needed on Music 2.

❖ **Bob:**

1. STEM
 - a. Dry wall is up and taping is in progress.
 - b. Glass will be installed by the 16th.
 - c. Final completion by end of March.
2. I&T
 - a. Framing is 50% done.
 - b. Electrical work is being done.
 - c. Currently there is gas line and hydronic work being done on the outside of the building.
 - d. The walkway will be open by 16th.
 - e. Completion by October and move in by October/November.
 - f. Classes will resume Spring of 2015.
3. Shops
 - a. Concrete is being poured today.

- b. Framing is being done.
 - c. Deck is up.
 - d. Completion by mid to late Fall.
 - e. Over the winter break of 2014-15 faculty will be moved in.
4. Stadium
 - a. Taking down the trees.
 - b. Asbestos abatement of the building.
 - c. Coordination of traffic with contractor. They have been told that truck cannot enter or exit between the hours of 7am to 9am once the Spring semester begins.
 - d. Dirt hauling will take a few more weeks to begin.
 5. Bookstore Elevator
 - a. Framing is up.
 - b. Second floor of Bookstore had some interruption of power on Friday due wires being disconnected.
 6. Student Services project is in the programming stage with the architect.
 7. Parking Lot C is currently on hold.
 8. Proposition 39 – Energy Savings Project monies are going to be used to change the entire exterior lighting to LED. If you have any ideas for saving energy email Bob.

❖ **Rocky:**

1. Passed out the revised district Professional Conference/Meeting/Business Travel Procedure (AP 7400). An allowance of \$60 per day for meal had been added. Attached to the document is the comparison of other districts that provide it allowances. Currently ECC does not have any limits on meals. Would like everyone to review this document and make any changes necessary.
2. For Jo Ann, would like to know if Cabinet approved the two vacancies in the department.

❖ **Rob:**

1. Further discussion is needed for the Life Science laboratory safety issue.
2. Roadway plan is back from contractor, currently Facilities is reviewing it and will give plan to Rocky this week.
3. Bathroom trailer which was moved to the baseball field has not been hooked up yet.
4. Ordering some equipment for night shift.
5. Finished with PE29.
6. Lockers put in place.
7. Men's locker equipped w/ADA.
8. Natural Science floor is done, currently waxing. The rooms will be ready by Flex Day (1/16).
9. STEM project data lines plugged in.

❖ **Tom:**

1. Cleaning up areas and getting ready for Spring semester.
2. Another supervisor will retire next month.
3. Working on the floors in Natural Sciences.
5. No custodial lead on night or day shift. Are the vacant positions approved? (Jo Ann said cabinet has approved the M&O vacant positions. Check with HR and see if they have advertised them).
4. Due to I&T renovation power will be shut off for the North side of the campus Friday night and Saturday. Backup generator will be on.

❖ **Mike:**

1. Campus Police updates.

❖ **Janice:**

1. Thanks to the Police department for taking care of check distributing over the holiday.

❖ **Julie:**

1. Getting ready for Spring semester.
2. Rentals are up for Spring. We are offering 125 titles online. More title expansion in the Fall.

Meeting adjourned at 10:15