



**Administrative Services Staff Meeting  
January 8, 2013**

**PRESENT:**

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

Minutes from December 11<sup>th</sup> minutes approved.

Robert Brobst was introduced to the group as the new Assistant Director of Facilities Planning and Services.

❖ **Jo Ann:**

1. At yesterday's special board meeting, the board decided to have three search firm (Community College Search Services, Professional Personnel Leasing, and Ralph Anderson & Associates) come to the January 16<sup>th</sup> meeting and do a ten minute presentation. Number of committee members has not been formalized.

Committee Reports/Division Issues:

❖ **John & Will:**

1. A faculty members laptop got stolen from the Humanities office this morning.
2. Data center inventory is being done. (Jo Ann only wants a global list).
3. System will be down on January 21 to move the remainder of the servers.

❖ **Julie:**

1. Textbook rental systems had a glitch on the first day of Winter session, the vendor has resolved the issue.
2. Returns for Winter are done.
3. Preparation for Spring is underway.

❖ **Tom:**

1. Machine Technology is being moved from MCS to Communications building. MESA is also being moved.
2. Need a decision made on the radios.
3. Getting everything ready for Spring Semester.

❖ **Rocky:**

1. Valerie is out until February.
2. Delores is out starting January 14 for 4 to 6 weeks.
3. Need to get the radio frequency issue resolved.

❖ **Babs:**

1. Working on your project.

2. There was an issues with some faculty members paycheck, HR has sent letter to these individuals and the issue has been resolved.

❖ **Janice:**

1. TRAN went through and ECC has the money.
2. Check fraud investigation is under way.
3. Non-resident tuition is going to the January Board.

❖ **Mike:**

1. January 6 &7 from 1:00pm – 2:30 pm during Flex Day activities, Campus Police will do a presenting on safety to faculty and staff.
2. Will be attending Homeland Security meeting. Time & Date to be determined.
3. When are we prepared to increase the daily permit fee and the citation fee. The Police Advisory Committee and Parking Committee have voted yes on the increase. (Jo Ann would like this issue taken to the ASB first).

Meeting adjourned at 9:55