



**Administrative Services Staff Meeting
February 5, 2013**

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 January 8th meeting was postponed.

Robert Bradshaw was introduced to the group. He will be assisting Tom Brown with Bond construction matters.

❖ **Jo Ann:**

1. The Board accepted President Fallo's withdrawal of his retirement and approved a new contract.
2. At the next board meeting the Child Development Center will be discussed.
3. New hires in the Facilities area have been approved to be 12 month employees. All the current 10 month hires in the area will be reviewed on a individual basis if they can be moved to 12 month. The only exception is the painter, which will remain a 10 month position.
4. Tom – do you have the information from the kiln vendor.
5. Don Goldberg is retiring.
6. Mike – Kudos to Compton Officer for notifying facilities regarding the water leak over the weekend.
7. John – we are looking at changing the policy on how far back ECC can keep email. Give me couple of options and cost associated.
8. Rocky – share with Tom and Bob the Keenan report on the kilns.

Committee Reports/Division Issues:

❖ **Julie:**

1. Andy is at Compton Bookstore.
2. Will be sending out a message to the campus that all services; such as buy back, refunds, and online distribution will be conducted inside the bookstore at the beginning of the semester.

❖ **John & Will:**

1. Phase 1 of the migration to Microsoft is completed. There are three more phases to complete.
2. Data center migration is done with a few minor things that still need to be done.
3. MBA Wi-Fi will be completed by end of this week.
4. Exchange 2010 will be up and running for the Outlook web interface.
5. The temperature issue with the secondary server room has been resolved.

❖ **Bob B.:**

1. Fourth week at ECC and up to speed with construction projects thanks to Tom.

❖ **Robert Brobst:**

1. Relocated Machine Tech from MCS basement to Communications.
2. ITS will be moving to Communications, punch list will be done on Wednesday.
3. Dipte has moved into her office. Testing room has panel divider so students cannot cheat.
4. Working with night operations crew. Shorthanded by six employees and a supervisor.

❖ **Tom:**

1. Swing spaces done.
2. When is the grand opening for the MBA. (Jo Ann said check with Ann's office).
3. Getting ready for start of Spring semester.
4. Gone to Bid on these projects: Shops, STEM and ITS.
5. Since DSA approved dust Collector, it will be going to Bid.
6. Parking Lot L will also go to Bid.

❖ **Rocky:**

1. Valerie is back.
2. FYI: In January a memo was sent to the campus, outlining that departments should not contact vendor directly and get into contract with vendors or commit the district. Would like department to contact Purchasing first and talk with the Buyers.

❖ **Janice:**

1. 1098T was sent out.
2. When will we be moving to the new cashier area. (Tom said the cashier area will be done by middle of April).
3. Payroll checks will be distributed at Campus Police.
4. Got email from Dr. Arce's office on the VP Priorities. (Jo Ann said to go ahead with it. Block Grant and VATEA does not need Jo Ann's signature).

❖ **Mike:**

1. Met with Rocky and Heather on the mass notification systems for emergency situation only. (Rocky – first meeting was held to see what the vendors had to offer. We will be doing another meeting with ITS).
2. The daily permit fee and the citation fee will be taken to the ASO on February 14th. The Police Advisory Committee and Parking Committee have voted yes on the increase.
3. We have stopped the use of the credit card feature on the parking permit machines because of increased cost. Working with Janice on other vendor options for credit card.
4. 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.

Meeting adjourned at 9:55