



**Administrative Services Staff Meeting
March 10, 2015**

PRESENT:

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

Minutes from February 24th was approved.

Minutes from February 25th was approved.

❖ **PlanNet Report**

Discussion of the report and brief survey was taken by the group. Below is the survey that was asked of the Administrative Services Managers:

**Administrative Services
Management Survey (SANS IT)**

1. Do you believe it would be appropriate to title the Director of IT to title such as Chief Technology Officer?

Yes _____

No_____

2. Do you believe such a position should carry a higher salary (current salary range: \$123,574 - \$143,254)?

Yes_____

No_____

3. Do you believe this individual should attend each cabinet meeting?

Yes_____

No_____

4. Do you believe this individual should attend cabinet on a monthly or as needed basis?

Yes_____

No_____

5. Do you believe the college would be better served using a third party email provider (such as gmail)?

Yes_____

No_____

6. a. Do you believe the current IT department is understaffed? (b) Do you believe the current IT department is understaffed in comparison to the staff in your department?

a. Yes_____

b. Yes_____

No_____

No _____

❖ **Jo Ann:**

1. Thanks to each of you for all the hard work you are doing.
2. Would like all of you to read the PlanNet report.
3. Shobhana will email the PlanNet report to all.
4. Thank you to all (*each department was represented*) for taking the brief IT survey today.
5. Please finish off inputting your information in TracDat by end of this week. At next Tuesday's staff meeting we will be prioritizing the department needs.
6. Bob can you get a hold of the slide that was done by DLR at last Friday's architects interview at Compton.
7. Tom - need to meet with you and discuss the lighting subcontractor for ITech building.
8. Babs - need to meet with you regarding budget.

❖ **Bob:**

1. Mr. Pope will be on campus on the 16th to fix all the wheels on chairs in the ITech building.
2. The shelving in ITech building is being installed as we speak.
3. Mechanical engineer was out to fix the CAT building cooling system.

❖ **Babs:**

1. Emailed you the information on the question regarding the summer retro checks.
2. Email from you regarding the Lincoln Welder did not have the Feds approval in it. (Jo Ann said to scroll to the bottom of her email. If you don't find it, let her know.)

❖ **Mike:**

1. Campus Police update.

Meeting adjourned at 10:45 am.