



**Administrative Services Staff Meeting
March 18, 2014**

PRESENT:

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

Minutes from March 11th was approved with minor changes.

Plan Builder

❖ **Jo Ann**

1. Last night's board meeting had around eighty people in attendance.
2. Janice - GASB item on the board agenda was approved. Please read the board letter for future GASB transfers.
 - a. Janice – are we doing any kind of workshops for student not to take out loans?
3. Rocky – please research which college campus has phones installed in all of the classrooms and find the cost for doing it.
4. John or Tom – please talk with Arturo regarding what equipment he want in the STEM center.
5. Tom- President would like you to setup/schedule the next Facilities Steering Committee meeting.
6. Will – at last night's board meeting, could not get Wi-Fi on the phone. Are all of the rooms above the Bookstore connected to Wi-Fi? (Will said the Stadium and Decathlon room are not yet connected. Contacted the vendor to come install it).

Committee Reports/Division Issues:

❖ **John & Will**

1. Student fee will have an option out screen by Spring 2015.
2. A&R has old printer that will not be able to connect to the new computers. Researching alternatives.
3. Portal integrations are occurring today.
4. Fifth day of computer deployment and found that the computers were getting script that we do not want. ITS will have to go back to those computers and correct them. Student Services will be done and next up will be Humanities.
5. Web UI interface for Colleague has been deployed.
6. Our first priority is to replace all XP computers on campus after that is done we will go back and replace older machines running Windows 7.
7. The hard drive for all the computers that are being replaced will be stored at ITS under each building name for easier access.
8. Outreach program is not having any problems with the constituency errors.

❖ **Bob:**

1. I&T
 - a. Lend Lease has sent a color coded floor plan on where each department is housed.

- b. Project is on schedule.
 - c. Project completion by late Fall and occupancy by Spring 2015.
 - d. Dean knows that the two rooms in Natural Science are emergency exit only.
2. Student Services
 - a. Meeting with architect regarding the entrance and exit of traffic flow.
 3. STEM
 - a. Furniture will be arriving on the 28th.
 - b. Grand opening is on May 8th.
 4. Shops
 - a. Project is on schedule and completion by late fall and occupancy by Spring 2015.
 - b. Setting up meeting with Dean regarding of the installation of the HVAC system.
 5. Bookstore Elevator
 - a. Elevator is on site.
 - b. Demo the sidewalk underneath stairs.
 - c. Project completion by April.
 6. Proposition 39
 - a. Receiving pricing is due today on the lighting project.
 7. Stadium
 - a. Groundbreaking was last night.
 - b. Still hauling dirt.

❖ **Rob:**

1. Financial Aid security screens are being installed.
2. Preventative maintenance on chillers.
3. Working on the HVAC job description.
4. Roadway project is going to bid and work will start after graduation. Project will be in different phases.

❖ **Tom:**

1. Replacing all the card readers on campus.
2. Meeting with HMC, Rory and staff on programming of the gymnasium.
3. Destruction of records – the warehouse is full. (Jo Ann said to research the cost of bringing the truck for shredding).
4. Warehouse is storing all the computers that are being replaced. Need asset tags. (John said he get Don Treat to give them to you).
5. Working on the 5-year construction plan.

❖ **Mike:**

1. Final interview for Police officer is on Thursday.
2. March 21st, we will be doing active shooter training at the north gym.

❖ **Babs & Janice:**

1. Working on getting the list of student that got financial aid check but did not show up to class. These will go to COTOP for collection.
2. Some of the part-time workers in Fiscal Services have reached the limit for days worked. (Jo Ann said no one can be worked over 170 days).
3. Still waiting to hear from Maria on the meeting date and time in regards to casual workers working over 100 hours. (Jo Ann asked if timesheet recorded from middle of one month to the middle of

next month. It would be easier to keep track of hours if it recorded from the first of the month to the last day. Talk with the County to see if they have a payroll schedule that can accommodate this change. Babs said the internal change would also have to happen in timekeeper).

❖ **Rocky:**

1. Getting busy with all the projects and year end deadlines.
2. Buyer position is currently being advertised.

Meeting adjourned at Noon.