



**Administrative Services Staff Meeting  
April 14, 2015**

**PRESENT:**

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

Approval of minutes from April 7<sup>th</sup> minute.

❖ **Jo Ann:**

1. Babs - last night the board approved the VLS contract. Get the preliminary work done and get a time schedule as to when you want this contract to start.

Committee Reports/Division Issues:

❖ **Bob:**

1. The light poles will be raised on the Stadium project on Friday. The practice field will be closed.
2. Demolition job walk will take place on Thursday, April 16<sup>th</sup>.
3. Closing out last of the items for the ITech & CAT building.
4. Blue phones will be hooked up tomorrow.
5. RFQ's out for the Administration Bldg., we have invited 10 to 12 companies.
6. Prop 39 years 1 and 2 are closed out and finalizing year 3.
7. Bond server protocol meeting is set for April 23<sup>rd</sup>.

❖ **Babs:**

1. Finalizing the number for the TRAN. (Jo Ann said if we do not qualify email Shobhana.)
2. Email from the IRS on the 1098T fines. Janice before took care of this item before she left.

❖ **Mike:**

1. Campus Police update.

❖ **Andy:**

1. Blowout sale, 25% off on all clothing.
2. Three big events are happening:
  - a. cap & gown sales.
  - b. inventory
  - c. summer school

❖ **Rob:**

1. Graduation preparation is all set.
2. Working on staff issues with Human Resources.
3. Working on the cherry tree relocation.
4. Last Friday the AQMD was on campus checking on the underground storage unit.
5. Found a very good candidate for the plumber position. Going to the May board and will start June 1<sup>st</sup>.
6. Summer project will be the Natural Science roof and Gymnasium floor.
7. Recently training took place for the new custodial equipment for the new buildings.

❖ **Tom:**

1. Getting ready for graduation
2. Water conservation document will be finalized for the Chancellor's Office.
3. Update on fume hoods - as suggested talked with Southland and they will get back to us next week on what they has found.
4. Rocky, Babs, Rob and I met with the cashiers and they are going with the plan of putting the film insert into the window area for when the sun hit the area. The cahiers will remove it at night. They will also be redirecting the lines and getting additional queuing line.
5. Meeting with Debra Shepley this afternoon.

❖ **Will:**

1. Email from Dell, letting ECC know that we have two weeks to move 100 computers that are in storage.
2. Got another email on a copyright violation. I have forwarded it to Rocky and you.
3. Awaiting Colleague hardware replacement part.
4. Need to start the move on the point of entry to the data center. (Jo Ann said to make a recommendation.)
5. Now that the Shops building is going to be demolished we need to know where we can charge our carts.
6. Laptop information - bought 405 in 2010 with a 4 year warranty. Last two years we bought 90 or so with a 3 year warranty (these are the ones that are refurbished.)

❖ **Rocky:**

1. Have twenty-eight applicants for the lead position vacated by Capri. Committee is in the process of reviewing the applications.

Meeting adjourned at 11:05 am.