



**Administrative Services Staff Meeting
April 21, 2015**

PRESENT:

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

Minutes from April 14th were approved with minor changes.

❖ **Jo Ann:**

1. ECC growth is not high as the statewide level.
2. Rumor: COLA for next year is going to be below what was projected.
3. The State is still thinking on how to distribute the one time money to the colleges. There are many options on the table.
4. Out of the office Thursday, April 23rd through Tuesday, April 28th.

Committee Reports/Division Issues:

❖ **Bob & Tom:**

1. Furniture in the ITech building has been completed. ITS can go in and setup the computers for the classrooms.
2. The light poles are up on the Stadium project.
3. There were many contractors present for the demolition job walk which occurred on Thursday.
4. Still closing out last of the items for the ITech & CAT building.
5. Blue phones are currently nonoperational and have been covered up.
6. RFQ's out for the Administration Building.
7. Prop 39 years 1 and 2 are closed out and finalizing year 3.
8. Bond server protocol meeting is this week, on April 23rd.

❖ **Babs:**

1. We do not qualify for TRAN.
2. Getting ready for preliminary audit.
3. Working on some preliminary numbers for the budget book.

❖ **Will:**

1. Start of registration. Need to talk with Babs about the drop dates.
2. Dell will be contacted to deliver the computers and we will finish installing the computer in ITech next week.

3. Talked with Heather Parnock and she said ITS needs to pay for CMS update. Cost is \$48,000 and needs to be paid by June 30th. (Jo Ann said to send her an email on it.)
4. Talked with Bob Klier and he said that ECC has not signed the contract with GradsFirst.

❖ **Mike:**

1. Campus Police update.

❖ **Rob:**

1. Graduation preparation is our number one priority. There is a graduation meeting this morning at 10 a.m. with all parties involved.
2. The tree that was causing a safety hazard on the art patio had been cut down. Clearing will occur through this week.
3. On Friday went to the annual SAQMD meeting at which they talked about 177 toxic chemicals that need to be reported annually if you have it at the campus. Unfortunately, at ECC we do have all of the 177 chemicals in low quantities. Since it is in low quantities we do not need permits, but we need to report how we use it, what type of storage we have for it, proper ventilation, etc. We are working with a consultant to get a better handle of the new reporting procedures.
4. Grounds worker position is out and HVAC interview is Thursday.
5. Contract finalized for the Natural Science roofing projects. This will be done in the summer along with the Gymnasium floor.

❖ **Rocky:**

1. Interview for International Student Insurance is being setup. There were only two vendors who submitted proposals.
2. Fine Arts want a RFQ put out for a ticketing system. (Jo Ann said to talk with Ann to get more information.)
3. Conference call this afternoon with Sherman to go over the language of the bid on the rebidding of Lot F.
4. May 1st is the interview for the Lead Accounts Payable position.
5. Contract with GradesFirst has not been signed.

Meeting adjourned at 9:30 am.