



**Administrative Services Staff Meeting**  
**April 7, 2015**

**PRESENT:**

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

Approval of minutes from March 10<sup>th</sup> was approved.

❖ **Jo Ann:**

1. Water conservation needs to be priority. Tom, put a list together on all of the things we are doing and plan to do to conserve water. Get the list to me by this afternoon.
2. Have we done a campus wide inventory? Per Babs and Tom, we only did a bond equipment inventory on campus. Find out if the current inventory list format is a searchable database.
3. Graduation is coming and we need to block off the ledge on the second floor of the channel parking lot.
4. Update on the fume hood - Rocky said this particular hood has indicator lights and the lab techs are checking. Rob said the parts are here, but the room needs to be balanced for the hood to be checked. Jo Ann said to use Fund 15 monies to fix the problem.
5. Where are we on cashier's window issue? We agreed that the sample would be put back and the Tom, Rocky, Rob and Babs would be present when this occurred. Please do this as soon as possible.
6. Babs - meeting needs to be setup for tomorrow on the endowment for the federal program.

Committee Reports/Division Issues:

❖ **Bob:**

1. Will - where are we on getting our server for Measure E document? Will said we are waiting for the specific access information. Bob said a protocol meeting on establishing access will be setup this week.

❖ **Babs:**

1. New cashier started work.
2. On Thursday the staff would like to attend a funeral. (Jo Ann said to put a sign saying the office is closed for couple of hours. Let the switchboard operators know.)
3. Working on the cash flow for TRAN.
4. Having computer problems. The anti-virus software installed expired and the computer has frozen again. (Jo Ann told Will to have Claudio take care of it.)

❖ **Mike:**

1. There is an increase in the number of call on mental health issues regarding our students, staff and faculty.
2. There is an increase in medical aid calls this semester.
3. Five of ECC Police Officers received “Award of Valor” by the California College and University Police Chiefs Association.

❖ **Andy & Julie:**

1. All is going well.
2. Caps and gown will be put out today for sale.
3. April 30<sup>th</sup> and May 1<sup>st</sup> the bookstore will be closed for inventory.

❖ **Rob:**

1. Finishing the clean-up of the old shops building.
2. New HVAC person started work.
3. Found the leak in the HVAC in the Natural Science building and it is being corrected this week.

❖ **Tom:**

1. Is the bid rejection on the board agenda? Jo Ann said we were waiting for Sherman to get us the wording. (Shobhana will put a call into Sherman’s office to see the progress).
2. Going out for the demolition of the Shops and Tech Arts building.

❖ **Will:**

1. Starfish demonstration will be on Thursday. (Shobhana said that Bob Klier emailed to say the demo was on April 16<sup>th</sup>).

❖ **Rocky:**

1. RFQ’s are going out. Administration Building will be out next week. Master Plan is being held off for now.
2. Industry and Technology department is going to have a sole source on one of their equipment. (Jo Ann said to write an email to Dr. Rodriguez, carbon copy to Dr. Arce, myself, Dr. Shankweiler, and Dr. Rapp). There are two issues:
  - a. Is this really a sole source vendor?
  - b. Need to know exactly where this new equipment is going to be placed?
3. Will be scheduling a third walk through of the CAT building.

Meeting adjourned at 10:45 am.