



**Administrative Services Staff Meeting
April 9, 2013**

PRESENT:

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

Minutes from April 2nd was postponed to the next meeting.

❖ **Jo Ann:**

1. We have a little more time to get our prioritization done.
2. Next meeting we will prioritize.
3. Make sure you connect your current unit plan to your past program review (far back as two years) saying, “our program review done in ____”.
4. Active shooter training will be held in the old MCS building on April 10th.
5. To Rocky, I will be meeting with Rick Foss on Thursday, April 11th at 2pm.

❖ **Presentation of Unit Plan 2013-14 from Facilities Planning Services, Information Technology Services and Business Services:**

1. Facilities Planning Services:

A. Tom went over the unit plan and discussed some of the items they had in their plan:

- i. Some of the impacts to Facilities department are personnel and budget reduction, increasing age of the physical plant, increasing environmental and regulatory controls and the complexity of the buildings.
- ii. Some of the goals are:
 - a) Obtain funding for additional legal and regulatory costs mandated by the use of new or modernized facilities.
 - b) Revise the facilities modification request procedure (519 forms).
 - c) Procure equipment necessary to effectively and efficiently get projects completed.
 - d) Reduce the campus’ consumption of energy.
 - e) Enter all equipment purchased by Measure E funds enter the inventory systems with inventory tags.
- iii. The group suggested that the “complete” items be changed to “in progress”. Jo Ann suggested adding the Environmental Impact Report as a goal. She also suggested adding the comparative data research on California Community College’s in respect to workforce allocation in Facilities Planning Services.

2. Information Technology Services:

- A. John and Will went over the unit plan and discussed some of the items they had in their plan.
- i. One of their goals is to reorganize the department with the current workforce. Currently working with Human Resources on this goal.
 - ii. Implement a sustainable technology inventory system. Jo Ann suggested John or Will meet with Babs and the Warehouse staff regarding the inventory system .
 - iii. Automate the vacation and leave request.
 - iv. The group suggested the removal of the old survey information and rewriting some of the paragraphs.

3. Business Services:

- A. Rocky said he just needs to update his unit plan to show that it was all completed.

Meeting adjourned at 10:30