



**Administrative Services Staff Meeting  
July 1, 2014**

**PRESENT:**

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

Minutes from June 3<sup>rd</sup> and 17<sup>th</sup> were postponed.

❖ **Jo Ann**

1. Babs & Janice – give me a plan on how and when the retro checks for the classified will be paid and also when the new contract salary payment will begin.
2. Will – get me 12 color copies of the Wi-Fi map of campus. Do another sheet showing the high, low and no density area for Wi-Fi.
  - a. Need a dollar estimate on the cost of putting high density Wi-Fi in a normal size classroom (example: Social Science and Humanities).
3. Rob – work with Tom and do a write-up on all of the miscellaneous project cost: kiln, phase 2 of the tile project in Natural Sciences area, lighting issue in the Fine Arts hallway (Bob, Rob and Tom, do a walkthrough of the hallway). Need this write-up for the next VP meeting on July 9<sup>th</sup>.
4. Rob – need a list of all the mini projects over the summer.
5. Rocky- send email to Gloria Miranda, CDC staff and to Jennifer Montgomery and copy to Dr. Arce that nothing is to be moved out of the CDC until they have spoken to you.
6. Bob call South West CCD and inquire about their high density Wi-Fi on campus. John said he would make the call.
7. We will be doing two major projects:
  - a. Urban Land Institute - key personnel will be meeting with the vendor in an all-day presentation.
  - b. Fire Academy – Shobhana will set up meeting for next week with Rocky, Randy, Tom and Bob on this issue.

Committee Reports/Division Issues:

❖ **John & Will**

1. Committee has met and we have candidates for the two positions. We will be doing reference check today.
2. Constituency error issue has not been resolved yet. We will shut the system down on July 11-12. Jo Ann wants an email sent to Bill with copy to the VP's, Ann, Janice and Babs.
3. Planning to shut email down on July 18<sup>th</sup> to implement the load balancer. Jo Ann said to email Bill Mulrooney and copy the Vice Presidents.
4. Need account number for faculty laptops. Jo Ann said talk with Janice and Rocky. Needs to be charged to last year budget (2013-14).
5. Lab XP computer needs to be replaced in Library, Natural Sciences and Humanities. Jo Ann said to talk with the department Dean to have it staged.

6. Need to increase the PO to Vector to complete the Wi-Fi in the Student Services, Library and Student Activities area.

❖ **Bob:**

1. I&T
  - a. Dry wall is being installed.
  - b. Dr. Rodriguez did a walkthrough of the building.
2. Student Services
  - a. Scheduling a meeting with Dr. Nishime and the Deans to go over the reconfigured floor plans. Once it is refined then it will go to Dr. Fallo and Jo Ann.
3. Stadium
  - a. Is on schedule, dirt is being moved.
4. Proposition 39
  - a. Lighting project done today. Per Jo Ann have Mike send the cadets to see if the motion sensor is working.
5. Lot C
  - a. Met with County and we don't need a grading permit.
6. Gym
  - a. Dr. Fallo has signed off on everything.
7. Channel Parking is back into DSA and will be out in two weeks.

❖ **Rob:**

1. Side road paving is out to bid. Jo Ann would like this project completed before Fall semester begins.
2. New gardener and a new operations supervisor started today.

❖ **Rocky:**

1. Replacement for Accounts Payable position has been approved.
2. Committee for the Buyer position has been schedule.

Meeting adjourned at 11:30am.