



**Administrative Services Staff Meeting
July 16, 2013**

PRESENT:

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

Minutes from July 9 were approved.

❖ **Jo Ann:**

1. At yesterday's Board meeting, new vans were approved for purchase.
2. Contacted UCLA to see what they do in a power outage. Their back-up power is self-sufficient. The Bruin alert system works exactly like Nixle. Faculty, staff and students must sign up for it.
3. The president approved increasing the daily parking fee from \$2 to \$3 and the fines from \$38 to \$40 effective Fall 2013
4. Babs - Can you provide a payroll summary on people over "x" hours for June and something for March? Is it possible to provide a report similar to Janice's report; however, it did not have the work location.
5. Be sure to hold your staff meetings, and post the minutes to those meeting on Portal.

Committee Reports/Division Issues:

❖ **Bob Bradshaw:**

1. The hot water pipe is not hooked up yet; should be hooked up by end of the week.
2. Shops building had their official ground breaking.
3. They're pouring curbs along the new fire access walkway, baseball field and shops.
4. New expansion joints were installed at Lot F. Part of the work is anticipated to be done by August.
5. A meeting is scheduled for tomorrow to discuss the new elevator at Janice's/Rocky's area. Demolition is scheduled for the end of month.
6. STEM still doing some demo. There is a coordination issue with the hydronics pipe. Framing will start soon.
7. They are putting together a group for north gym replacement.

❖ **Tom:**

1. Stadium plans have gone to DSA. The final back check will be done today or tomorrow.
2. They're still working on the north part of the student center.
3. There's an ongoing issue with the cat situation.

❖ **Rob B.**

1. Blanket purchase orders are set-up. They are working with staff on what can be improved during an emergency.
2. Dust collector project is being held. They are trying to get the final approval. Once it is signed-off, we will have 8 weeks to implement it.
3. Kilns are anticipated for delivery on August 1.

❖ **John**

1. Floor plan for MCS – The lab techs need to be moved away from Tech Services. ITS does not need a repair facility and a tech source area. Furniture that is spec out will not be needed. They also need to look at blank spaces.
2. Per Donna Manno, there are 40 faculty members. John will budget for 40 laptops.

❖ **Will W.**

1. The UPS back-up system blew out during the power outage.
2. Janice will confirm with Will if credit card payments were posted.
3. JoAnn - When faculty turns in the final attendance, can the Not Attend box be removed?

❖ **Janice:**

1. Payroll paid thru July 10 have been uploaded into Datatel.
2. Can we refuse a person to use sub-difference if we feel it is being abused? JoAnn – There is no requirement that a manager needs to allow an employee to use a combination of vacation/sick/sub difference. The contract says “may”.
3. Last week some employees needed to work OT in order to meet payroll. It was assumed they would get CT. Janice will check with Lynn Lindberg.

❖ **Babs:**

1. Funds were deposited by Center for Arts and Foundation Office.

Meeting adjourned at 10:42 am.