



**Administrative Services Staff Meeting  
July 2, 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 June 4<sup>th</sup> and June 11th were approved.

❖ **Jo Ann:**

1. Status on kilns & dust collector – Bob Brost – The kilns were removed, and the area was power washed. The kilns will be delivered on 8/1 and should be installed by the end of the first week of August. Dust collectors were torn out. Metal beams need to be hung and larger footing needs to be built. We are on track with the schedule.
2. Reminder – Everyone has until end of July to go online on Plan Builder and input the status of their current plans. Send Joann an email when this is completed.
3. Kudos to Chief Trevis for the ongoing training presentations.
4. The cat situation seems a little better. The cat situation at the Fine arts area has improved. Bob Brost – spoke with Joe, Debbie and Carl to ensure that they are making more robust efforts in controlling the situation. Bob asked Joe to clear the foliage at the planter beds to eliminate hiding places. Cat food feeding contains area being removed out as they are found.
5. Rocky - Do we know where the high frequency machines are located? Bob Brobst will let Rocky know where the machines are.
6. Managers need to be very cautious with the 25-hour per week work limit.
7. Radios – Rocky and Mike are working with this. The radios are here, and they need to be tuned. The radios will be issued to the Building Captains first. We are waiting for parts from Motorola (antennas). Delivery is expected within 2 weeks.

**Committee Reports/Division Issues:**

❖ **Mike:**

1. We are starting to see a lot of behavioral issues.
2. Dave Snowden put on a presentation on how to deal (what not to say, etc.) with returned veterans.

❖ **Bob Bradshaw**

1. Connections to the hydroponic plant are completed. Concrete needs to be poured around it which will be done this afternoon.
2. Anticipating starting the pipe back-up tomorrow morning. At the latest, startup will be on Friday afternoon. Hot water will be on sometime next week.
3. JoAnn - Do we see anything of this nature coming up in the future? Rob - Pipes are being run to the stadium. We will be able to isolate the area as projects take place. The current project is an isolated incident.
4. Rob has an early morning meeting with the STEM contractor. Everyone seems okay with the timeline. We are on schedule.
5. Demolition for the elevator at Rocky's area will start at the end of the month; will be done on Friday or Saturday.
6. Lot F repairs are going well; seismic retro fit should be in to DSA by the end of month

❖ **Rob Brobst**

1. Night crew will work the 25 hour minimum. Temps will start on August 13.
2. JoAnn – requested covers placed on the power receptacles in the parking lot.
3. Had a tagger in the restrooms and hallways at the Marsee Auditorium during a Civic Center Rental event. Facilities removed the tagging right away. The vendor will be charged for the cleanup cost.
4. Facilities purchased 50 fans. 39 were delivered to various offices. There is a backup plan if more fans are needed.  
Rocky - Are appropriate extension cords being used? Are 3- prong plugs used? What will be done with the fans when they are returned?  
Bob – The fans are designed to be plugged into the wall; 3-prong fans have low amperage. Fans will be stored when they are returned to Facilities.
5. Working on a contract for the elevators. The current contract is up.
6. Working with the Field House relocation to PE 29. The room is cleared. The restroom connected to the Community Education trailer will be moved to the baseball field. Will also work on removal of the Community Ed trailer.

❖ **Babs:**

1. JoAnn - Babs filled Tom Connolly's position.

❖ **Will:**

1. Had a few warnings on the temperature in their area. The server room is pretty cool.
2. WiFi – Rocky has a contract review scheduled for this.
3. IT is working with counseling with the student success initiative. Counseling has a product they would like to purchase.
4. Started the hiring committee for a lab technician
5. Working on modifying Timekeeper. Human Resources would like the number of hours and days worked added to Timekeeper.
6. Janice - Everyone needs to use Timekeeper. The Bookstore needs a Timekeeper terminal. Will - IT will do an inventory on the # of terminals currently in use.

7. Mike – We need to have a meeting to put together a presentation with a proposed Active shooter drill.

❖ **Janice:**

1. Their area took over the process for payment of transcripts.
2. Met with financial aid to extend the Sallie Mae program or have their tech people come out.
3. We would like to take over refunding veteran's fees.

❖ **Julie:**

1. What is the policy for issuing keys to part-time employees? When staff is out, Julie has to run to the Compton Center Bookstore to unlock the area. Campus police will work with Julie possibly using an officer to unlock the area.

Joann thanked bookstore and campus police for loaning help while Shobhana is on vacation.

Meeting adjourned at 10:06 am.