



**Administrative Services Staff Meeting
July 23, 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 16 were approved.

Committee Reports/Division Issues:

❖ **Babs**

1. We are doing fiscal year-end closings and the final adjustments. He submitted the report for the hourly workers for June to JoAnn.

❖ **Rob B.**

1. He has a meeting with engineers for the dust collector.
2. The night custodial supervisor resigned.
3. They will be hiring 25 people for the temporary pool for the night custodians.
4. Working with locating a set of keys. The division deans are aware of this.
5. They are cleaning out the kiln.

❖ **Will W.**

1. The UPS did blow out.
2. Janice was getting credit card payments.
3. He is looking into the grade submittal request.
4. He will have number for non-payments for Joann.

❖ **Bob Bradshaw**

1. The hot water pipe for campus still not hooked up. It should be done this week.
2. New expansion joints were installed at Lot F. Part of the work should be completed for the fall semester. We're still looking to go to DSA at the end of the month or beginning of August for retrofitting.
3. I & T is under demolition.
4. They are putting together a committee for an architect for the north gymnasium.
5. Blue phones – Are we going to fiber optics? It depends on the circumstances. The phone at the Central Plan has copper connection. Will W. will meet with Rob, et al.

Tom:

1. Facilities received the DSA approval for the stadium. We will need to put things into place to make the transition. 2
2. We need to remove the Community Advancement building. Janice spoke with Alexis Eastwick. Alexis is no longer in that building.
3. They are still working on Student Services Center and the parking structure
4. Their office is still feeling effects of the power outage. Some of their computers were affected.
5. Card readers – The District needs to go to new card readers for all of the doors. Tom is currently working on the specs. The change will take place around Christmas break. The cards will be issued at the end of the fall semester but will not be valid until after the Christmas break.
6. Need to discuss Phase 3 for the cameras. Mike – The cameras on the new blue poles work well.

❖ **John**

1. Compton Center - There's a push to bring their LRC online. However, that building will not support a PC capability. John would like to see the specs for that building. Rob – John will need to write the specs.

❖ **Julie:**

1. They are getting ready for fall semester.
2. Andy is still out on worker's comp.

❖ **Mike**

1. Mike had a meeting with the residence of El Camino Village. Copies of the President's Newsletter were distributed. They're concerned about jay walkers.
2. He met with the financial aid staff regarding the incident where a student jumped over the counter barrier. They wanted to know if there were plans to raise the height of the barrier. The staff is afraid for their safety. Mike will discuss this with Rocky.
3. Power Outage – Will W. The last power outage was an anomaly. The main point of entry for the phones/computers is the administration building. The long term goal is to move it. We will need a high end connector which will give 20 minutes of service to get an alert out. The phone went out because the UPS went out.
4. The police department will include in the department's policies, a procedure for sending out a Nixle alert.
5. Mike spoke with a representative from Garaventa Evacu-Trac. The warehouse will be receiving the special evacuation chair within 2 – 3 weeks. The representative will fly out and assemble the chair. He will also train our staff.
6. He is doing a lot of Active Shooter training at the workstations. Scenarios include employees barricading the doors, etc. If any of the offices would like to have training, let Mike know.

Meeting adjourned at 9:18 am