



**Administrative Services Staff Meeting
July 9, 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 8 were approved.

❖ **Jo Ann:**

1. Rob B. – The floors around the kilns are being painted. The kilns are scheduled to be delivered on August 1.
Dust collector - plans that were submitted for bid is not the same that was submitted to DSA. Rod is currently working on placing covers over the power receptacles at Lot F.
2. The president had some feedback on the power outage; Did not think building captains responded in the same way as the earthquake drill.
Delays were because people were waiting to see if campus would be closed. Needed more rolling signs placed in front of the building entrances stating that campus is closed.
Joann – Need to find out how many faculty is being hired. Joann will ask Linda beam for a final count.
The president wants to start receiving monthly reports on what the expected ending balance will be.
3. Finance - After the field work is finished, put out RFP.
4. Board agenda needs a cover sheet on non-bond items (check with Ann Garten)
5. Would like the status on last night's incident at Saddleback College. A student died due to burn injuries.

Committee Reports/Division Issues:

❖ **Mike:**

1. Will have a debriefing regarding the power outage. A meeting about Nixle will be held after the debriefing.
2. Distribution of the new emergency radios has started.
3. Obtained a restraining order for the student who jumped over the barrier at the Financial Aid office
4. Will be doing a compressed active shooter training at 4 -5 offices who have work stations.
5. Yesterday, Mike went to Santa Monica College for a debriefing with the chief of police on the Santa Monica incident.
6. Currently, the phones in the elevator in the MBA building go directly to the elevator company. They need to be reprogrammed to go to campus police.

❖ **Bob B.:**

1. They are making the hard pipe connections from the old hydronic pipe to the new hydronic pipe.
2. Work at the shops project is going well. There are lots of trucks going in and out.
3. Has a meeting with the contractor to discuss Lot F. It is looking good for August
4. Looking at the end of month to start breaking for the elevator at Rocky's area
5. Asbestos abatement and demolition at ITS is moving along.
6. Ground breaking to the entrance for the new shops is scheduled for next week.
7. We are on schedule with the STEM project.
8. We are forming a committee for the gym project.

❖ **Tom:**

1. Has requested a proposal. 7 architects with 7 responded; will short list it and select a committee
2. Will be going to DSA with the Lot F seismic.

❖ **Rob B.**

1. Dealing with some staff issues
2. Looking to get radio training before the new radios are distributed to their staff; will check with Don Treat for training
3. Will hold lockout /tag out training. Mike would like to meet with the Facilities staff on active shooter training because they are out and about and aware of their surroundings.
4. Held a staff meeting and discussed the response issues during the emergency outage. They had good feedback.
5. Thanked staff for the work did over the weekend to get the plant running

❖ **Janice:**

1. The credit card function stopped working. The issue was resolved. Per John, it was a Datatel issue.
2. Fund 14 & 15- The supplies budget in these funds were uploaded to Datatel. Can funding in other accounts be spent?
JoAnn -A few of salaries and benefits will be pulled out of Fund 14.
3. There is one door in the Cashiers area through which they can go into the bookstore. However, the doors through which you enter and exit into the cashier area via a key card does not operate when the power goes out. A key is needed to unlock those doors during power outages or if in an emergency the other door which leads to the bookstore cannot be used as an exit.
4. 2 staff people from payroll had to work July 4 to get the casual payroll check for the July 10 out on time.

❖ **Rocky:**

1. Any comments on the outage should be given to Rocky to discuss during the debriefing meeting.
2. AIMS Team – An email should be sent on how to get information out by going through the appropriate channels. Concerns should go through the AIMS team, and they will be brought to Rocky.
3. Rocky - Does John remember past discussions about putting notification in classrooms?

John - We could drop a network line.

❖ **John:**

1. Needs an equipment budget for laptops. JoAnn will send Janice an email.
2. Joann authorized document imaging. Hershey was high point, low bid. Currently, Hershey will do the migration at no additional cost. However, at some point in time, they might charge for the migration. There are 11 scanning stations at Financial Aid.

❖ **Babs:**

1. Payroll calendar for the new fiscal year was completed.

Meeting adjourned at 9:50 am