



**Administrative Services Staff Meeting
August 12, 2014**

PRESENT:

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

Minutes from July 8th and 22nd were approved.

❖ **Jo Ann:**

1. Thursday, August 21st is Flex Day and would like all of you to attend.
2. Tom – email me the Facilities Steering Committee minutes where the STEM budget discussion occurred. Also email Ann to see if she recalls anything.
 - a. Set up a meeting with Stephanie and Daniel regarding the large equipment.
3. Bob – write a brief email regarding the bookstore walkway closure.
4. Will – has the server equipment for bond projects been ordered? (Will says it has arrived, network services (Claudio) is assembling it currently.) Jo Ann said to email updates, include Jo Ann, Bob, Randy, Tom and Claudio.
5. Discussion with Tom and Will regarding the failure of heating and cooling systems. Further investigation is needed.
6. Julie – make sure you put the Bookstore contract on the ECC September board.

Committee Reports/Division Issues:

❖ **Will**

1. Refreshing testing environment for Staff Development training session.

❖ **Tom:**

1. Bob, Rob and Daniel Shrader will be meeting regarding Lot F.

❖ **Bob:**

1. Hydronic pipes will be due in on August 26th. We will be working with contractor to keep it out of the roadway.
2. Few parking spaces have been opened in Lot B. But this Thursday we will need to close it until 3pm for a job walk.
3. Meeting with I&T to coordinate the move.
4. Going to Sacramento on August 26th.

❖ **Rocky:**

1. The two resolutions for Prop 39 will be going to the September board.

❖ **Mike:**

1. Campus Police updates.

❖ **Rob:**

1. Form 519 from William Garcia for the speaker in the Administration Building hallway. (Jo Ann wanted to know if the Financial Aid office project was completed, if not, complete it.)
2. Form 519 from Fine Arts, wanting a private office for Assistant Dean.
3. Working on fixing the flooded ceiling at the Common Ground café.
4. Dust collector will be online before the semester begins.
5. Working on getting permanent custodians positions filled and going to the September board meeting.

Meeting adjourned at 10:30am.