



**Administrative Services Staff Meeting
September 10, 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 August 6th was approved.

❖ **Jo Ann:**

1. Janice – Call Jeff at Total Compensation and tell him we want to have draft of our actuarial report early so we can get a finalized version by January or February.
 - Dates when the auditors will be on campus. Janice said, “week of November 18th”.
 - Request from board member, can we look at the financial statements details for the college on the portal. Janice said “yes”.
2. Babs – can you give me the same information for the total hours worked by casuals for the month of August.
3. Bob – work with Randy and Tom to update the cash flow document on the Bond projects.
4. I will be on vacation starting this Friday (9/13) through September 27. Mike will be in charge while I am gone.

Committee Reports/Division Issues:

❖ **Will & John:**

1. Colleague was running very slowly, so ITS brought it down. We are trying to find out why.
2. TracDat software is up and running.
3. ITS is working on seven major projects for Student Services.
4. The check mark box on grade book is an inactive field. We have not customized this software. (Jo Ann said to let Barbara Perez know).

❖ **Rob:**

1. Dust collector project is progressing. Should have it wrapped up by October and notice of completion will either go to the November or December board.
2. The candidate for the three open custodian position will go to the October board.
3. Four temporary custodians will get ratified at the October board.
4. Custodial supervisor position is open.
5. Working with the trades to schedule winter intersession projects.
6. Working with vendor on the space planning for relocating the field house to PE29.
7. All employees who have excess vacation have been schedule to take them before December 31st.

❖ **Bob B:**

1. Lot F is open with minor cleanup on some spaces.
2. Paving is done around the Shops area.

3. Emergency phone by Central Plant and Lot F has dial tone.
4. Steel is in the air. Crane will be down tomorrow and a smaller crane will take its place.
5. Shops project plumbing & welding work will begin next week.
6. Coordinating plumbing and electrical work for the Elevator. Next week there will be more excavation work.
7. Currently roof work is being done at the IT building.
 - Demolition work is complete.
 - Layout of the interior wall has started.
8. STEM is on schedule.
9. Stadium is out to bid.
 - It will close October 24th.
 - Notice to award will go out in November.
 - Demolition will take approximately four month and will start in January.

❖ **Tom:**

1. Meeting today with Dr. Arce at 2pm to discuss the swing space in Physics department.
2. Letter for the Architect selection is in progress.
3. Signature of the surplus list. (Jo Ann said it will be signed when she meets with the President).

❖ **Rocky:**

1. Earthquake poster will be posted for the October 17 drill. (Jo Ann wanted to know if we can put the 888 text ECCPD on the posters).
2. Safe driver program will be done by the Safety & Health since this training is offered by Kennan.
3. In the process of revising some of the procedures in Business Services.
4. Scheduled some of the excess vacation that needs to be taken by December.

❖ **Janice:**

1. Cashiers will be open until 7pm next week to accommodate students that are auditing a chorus class.
2. FT Faculty paychecks were distributed yesterday.

Meeting adjourned at 10:30