



**Administrative Services Staff Meeting
October 7, 2014**

PRESENT:

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

Minutes from August 12th meeting were approved.

❖ **Jo Ann:**

1. Tom – look at the minutes from Facilities Steering Committee to see if the STEM budget was discussed. Tom said he did not see any, but will double check.
 - a. Update on HAVC failing in ITS – Tom said the APC equipment was sending incorrect reading. This equipment has been replaced.
 - b. Plate issue – Will needs to measure the items and they can purchase off the self.
 - c. Can you look into courses offered by Contract Education on classes that would be beneficial to the facilities employees? Professional development classes?
2. Andy – Update on Bookstore contract with Compton. It will be going to the ECC board on October 20th.
3. Bob – please check into equipment being installed in front of the roll-up door in the Shops area. Bob thinks it is in the welding yard. There is equipment on wheels placed next to the roll-up door. He will double check.
4. Will – update on the Bond server. Will said the items did come in but Dell sent two incorrect parts. Currently Dell is working on getting the parts swapped out. Jo Ann wants a call made to Dell to let them know that ECC has a lawsuit pending and ECC will be penalized if there is delay in producing records.
5. Rob – update on dust collector. It is done and almost closed out of DSA.
 - a. Six out of the eight custodians are on board. Two will be starting October 17th.
6. Accreditation Team is on campus this week.
7. Thanks to all of you that were there for the meet and great with the team.
8. 2:15 today the Tom Brown will be meeting with the team members. Bob, please join Tom at this meeting. Facilities Steering Committee has also been invited to join this meeting.
9. Next week on Tuesday & Wednesday ULI will be on campus. We will be meeting in the Bookstore Conference Room. Tom and Bob are to join. ULI will be looking at land usage options.
10. Janice when are the auditors coming. Janice said there will be an auditor on Thursday, doing the Accounts Payable audit. Full audit will take place from November 17-21st.
11. Administrative Procedure Draft - Copies of three administrative procedures were handed out: Fiscal Management (AP 6300), Security for District Personnel and Property (AP 6520) and Budget Preparation (AP 6200). Please review these three procedures and give any changes to Shobhana within the next two days. I will be taking these three to College Council on Monday.

Administrative Unit Outcomes (AUO)

Jo Ann looked over all of the AUO's and discussed some changes that needed to be made in each area. She also talked to each manager to add one or two more AUO's. She wanted these changes and additions to be done by this afternoon.

Other items:

- The group wanted to know about TrakDat software being used instead of Plan Builder? Jo Ann said the Academic area was to beta test the software and analyze the results to see if the users like this new program. After that was completed, Administrative Services was going to use it. Jo Ann has asked for the results of the analysis, but so far no answer.
- If any area needs any equipment, there are two ways of getting approved.
 1. Emergency funds – write an email to Jo Ann explaining your need, and then it will be taken to the Vice President's meeting for discussion and approval.
 2. If you have money in the 4xxx or 5xxx accounts you can do one transfer per fiscal year into your equipment account. The limit of transfer is no more than \$1,200.

Meeting adjourned at 10:05am.