



**Administrative Services Staff Meeting
November 4, 2014**

PRESENT:

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

Minutes from October 21th meeting were approved.

❖ **Jo Ann:**

1. Rob – provide copies of the paving project invoice.
2. Need a letter to the board on the UPS.
3. TracDat program – still have not gotten a response back from anyone as to how the academic area evaluated this software.
4. Need to ask Will if Plan Builder license is going to no longer supported next year.
5. Rocky will be in interviews on Monday for Accounts Payable position.
6. Rocky sent an email saying that Capri's last day will be November 21st.
7. No new information to share with all of you on the Director of ITS position.

❖ **Julie:**

1. Textbook adoption for Spring is coming in.
2. Gateway between the inventory system, sales and accounting system is in final testing stages. No more manual entry on data, everything will be automated.

❖ **Rob:**

1. Paving project is done and the striping of the road will be done next week for parking Lot L and the Manhattan roadway.

❖ **Bob:**

1. Student Services into DSA in January.
2. Over the holiday's move I&T and Shops.
3. Parking structure into DSA in December.
4. Gym is in design and development. Submit to DSA in January.
5. Demolition of old Shops & I&T project will begin by next spring or next summer.
6. At this point the Gym is in construction documents.

❖ **Tom:**

1. Channel parking was approved by DSA.
2. Facilities Steering Committee met yesterday.

3. SWACC inspection is currently taking place on campus.
4. Over winter holiday the HVAC in Natural Science will be dismantled and new one installed.
 - a. Natural Science contractor is verifying the existing conditions of the HVAC unit intermittently from now until December.
5. Student Services repair of the drain pan this weekend so the air handler to the building will be shut down.

❖ **Babs:**

1. Auditor will be here the week of November 17th for the final audit.
2. FT faculty lump sum (\$1,000) check was sent out last week.
3. FT faculty retro check is being processed and will go out this month.
4. PT faculty lump sum is being processed and will go out this month.

Meeting adjourned at 9:45am.