

**MAUI COMMUNITY COLLEGE
ADMINISTRATIVE AFFAIRS MEETING**

WEDNESDAY, JANUARY 24, 2007

M I N U T E S

PRESENT: Mike Albert, Debbi Brown, Cindy Yamamoto, David Tamanaha, Angela Gannon,
Robert Burton

1. DEPARTMENT REPORTS

Personnel:

- TAOL Clerk still awaiting a list.
- Construction Academy awaiting Instructor clearance, Counselor position is continuous recruitment, and Clerk awaiting a list.
- Discussion regarding converting clerical RCUH positions to UH. David requested a list of current positions from personnel.

Computing Services:

- Clerk position will be fulltime beginning 2/1/07.
- Mike A. now has a p-card.
- Rogue Wireless units around campus discussed. Concern regarding students personal computers support and non-credit class support. Tech meeting will be discussing also.
- Hiring committee being formed for Temp IT position (2 applicants). Questions being formed today.
- Re-advertising for permanent IT position (1 applicant).

Business Office:

- APT position to officially begin 2/1/07 (Kerry Phillips).
- Cashier position - list being reviewed.

O&M:

- General Laborer III - Foreman Ground can be filled (2 applicants) Committee being formed, along with questions. Will contact Robin to begin process.
- AC Mechanic - awaiting list.
- General Laborer II - (Build Maint) two applicants received off list. Committee and questions being formed.
- General laborer II - (Grounds) no list, however, reviewing applicants.
- Janitor III - Janitor Foreman, awaiting list. Forming interview committee and questions.
- Clerk - awaiting list.

2. PROGRAM REVIEWS STATUS

- Operations & Maintenance - Robert has formed a committee and is looking at completion by the end of February.
- Computing Services - Mike to check with Steve G. on status.

3. EMERGENCY PHONE TREE FOLLOW UP

- Angela working on updates and response to 187 campus emails. Auto dialer software in process via Oahu. Telecom request has been created to create an additional ext. to allow campus to call in and get emergency message.

4. FEX PHONE LINE CODE CHANGE

- Telecom request has been created to change the access code to FEX lines. A call accounting RFP needs to be created to monitor and charge departments long distance calls made.

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5. **COMPUTING SERVICE ISSUES**

- Reorg - David working on reorg. Goal is for completion to present to November BOR.
- Bandwith status - Mike will check with Steve G. on status.
- Routers/Switches - Mike reported that bid is being awarded. Mike will check with Frances on status.
- Power Management Software - Verdiem recommendation was sent to Oahu, Procurement office. Mike is the contact on Maui should Oahu have questions.
- IT Spec PAS - Mike will check with Kris S. regarding status.
- Maximo - David would like to expand use to Operations & Maintenance and other department use. David would like the Preventative Maintenance Schedules to be inputted in order to utilize Maximo. Mike reported that Media will work on it for Summer maintenance of Video equipment. Mike will also check with Pacifico on this.

6. **BUSINESS OFFICE ISSUES**

- Accounts receivable - David is reviewing the possibility of an additional clerk (unbudgeted) to assist with the special revolving account collections. Departments generate invoice, and clerk will be responsible for first letter out for collection, all the way till the amount has been collected and accounted for. Clerk to work closely with field in order to collect all outstanding debt to the College.
- Oahu tax - This tax is an Oahu Transit Tax applicable only to Oahu residents. Maui should not be charged. Tax is being implemented as of 1/1/07.

7. **OPERATIONS & MAINTENANCE ISSUES**

- Performance appraisals - Per Robert, all caught up and current.
- AC maintenance contract - David working on revision of contract before submitting to Oahu. Angela to request an extension of two months (till April 2007).
- UPW exec committee representative - Robert will inquire with workers for a representative.

8. **TECH FEE - BOARD OF REGENTS ACTION MEMO**

- Tech Fee was presented to the Board of Regents and will be added into Banner and begin next semester. We need to work on changing the Schedule of Classes payment schedule.

9. **RETREAT**

- Admin Affairs will have a Spring Fling get-together on Friday, February 23, off campus from 11 a.m. - 1 p.m.

10. **OTHER**

- Dorm completion is scheduled for August.
- ORS Extramural training - David to check who is required to attend.
- Spring Break - David stated that he will be out of town the last week of March.
- Posi-touch Award - FACTS will be discontinued as of next semester and Positouch will replace it.

11. **NEXT MEETING**

- February 7, 2007 at 8:30 a.m. Meeting adjourned at 10:30 a.m.

Respectfully submitted,
Angela Gannon