

**MAUI COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES MEETING**

WEDNESDAY, JULY 05, 2006 AT 9:30 A.M.

M I N U T E S

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

1. COMPUTING SERVICE RE-ORG STATUS

- APT, Faculty, or EM leader position discussed for Computing Service re-organization.
- Debbi to check if faculty position can report to VC of Admin Services.

2. FISCAL YEAR END FUNDS

- Approximately \$45,000 fiscal year end projected carry over.

3. COMPLETION OF SUMMER PROJECTS

- Power Washing – Admin office to provide Robert with samples of previous building, window and sidewalk RFQ's
- PC Updates – Need to await Steve G. Computing Services report.
- Ho`okipa Termite Eradication – RFQ completed, however, need to go back out for bid in order to get two new bids: one for bait stations, and the other for drilling. Admin office will complete
- Side Walk Repairs – Robert to RFQ
- Fountain Repairs – Robert to RFQ
- Lights – Robert to RFQ, Admin office to provide Robert with Facilities & Planning's R&M lighting retrofit document listing room lighting inventories.

4. ENERGY STAR EQUIPMENT, VERDIEM SOFTWARE

- US DOE has a listing of recommended purchases for energy star reviewed products ranging from appliances, heating & cooling, electronics, office equipment, lighting, to commercial food service products. Items recommended help protect the environment and conserve energy costs.
- Discussion regarding requiring all campus product purchases to be on the list. David reviewed list and determined to have all products require the energy star recommendation with the exception of office equipment.
- David to discuss with the Executive Committee.

5. VERDIEM SOFTWARE

- Request for Proposal for the Verdiem Software for network PC, \$20,000, 3 year maintenance, and payback would be 1.5 years, maybe less, possible MECO rebate.

6. MOLOKAI FARM CLASSROOM AND KAHULUI AG GREENHOUSE PROJECTS TO START

- Notice to proceed was give for both of the above listed projects. They are due to begin mid-July.
- Systems office director Scott Oshiro has gone to the UH System Facilities and Planning office. His position has been replaced with three other persons: Bruce Issacs (CC projects); Suzanne Tanaka, and Kirk Minato.

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7. VACANT POSITIONS

Operations & Maintenance:

- Building Maintenance I: Three interviews being held today.
- Grounds Foreman: Developing questions.
- Janitor III: Pending union consultation.
- Janitor II: Questions being developed that can be shared with Molokai.
- General Laborer II – Molokai: Need to go to Rainbow and next to list.
- AC Maintenance Mechanic: Working on it.
- Clerk Typist: position description to Oahu, next to rainbow

Personnel:

- Clerk: At OHR, hasn't been established yet.

Business Office:

- Acct Clerk II: Redescribe to III, awaiting Rainbow.
- Acct Clerk III: Vacated, SF1 created to replace.
- Cashier: No prospects yet, awaiting for second list from DHRD, may go TAOL
- Fiscal Support Spec: Casual Hire.

8. OTHER

- David announced his attendance at the NACUBO Conference and Debbi would assume duties Friday, Monday and Tuesday.
- Robert mentioned need for emergency/confirming purchase for water main for hydrants as there is a leak. Requesting to use Pural as vendor.
- Angela announced that 07/11/06 and 07/12/06 Ka Lama carpet removal and tile installation to be done. David asked Robert to call in Oahu Air to disinfect the air handlers.

9. NEXT MEETING

- Wednesday, July 19, 2006 at 8:30 a.m.

Meeting adjourned at 11 a.m.

Respectfully submitted,

Angela Gannon