

**MAUI COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES MEETING**

WEDNESDAY, JULY 19, 2006 AT 8:45 A.M.

M I N U T E S

PRESENT: David Tamanaha, Debbi Brown, Cindy Yamamoto, Robert Burton, Angela Gannon
Note: Steve George on vacation.

1. DEPARTMENT REPORTS

Operations & Maintenance – Positions:

- Building Maintenance I: David has to review
- General Laborer III (Grounds Foreman): In process of forming committee.
- Janitor III: Working on dividing campus into sections, and according to seniority, existing janitors will have the option to select between sections being given. New Janitor III position will be assigned to lower section. Robert to provide David with map clarification and list of names assigned to each section to forward proposal to union.
- Janitor II: Questions at OHR, committee has been formed.
- General Laborer II: e-hire, work on redescribing and account code change. (1/3 RTRF, 1/3 OM, 1/3 UHF).
- AC Maintenance Mechanic: In personnel for final review before routing.
- Clerk Typist: OHR has questions, next to rainbow

Operations & Maintenance - Other:

- Ka Lama cleaning of offices 114, 115, and 116 will take place by janitors prior to Oahu Air cleaning the air handlers.
- Ka Lama Exterior Lights and Ka Lama 103 Lights RFQ to close today.
- Ka`a`ike Repair Broken Front Window RFQ complete, however, only one bidder, need justification break down.
- Ho`okipa Termite Bids received, will give to David to review.
- Accreditation Visit concerns: campus cleaning assistance, library front door repair, and disposal of approximately five vehicles. Advise Robert to submit to Admin office License plates, registration/safety papers, disposal form and request to dispose memo for each vehicle for processing.

Personnel:

- Been busy working on positions.
- Clerk III position currently at OHR.

Business Office:

- Acct Clerk III (two positions) awaiting Rainbow listing.
- APT RTRF positions: one to be filled casual hire and the other still vacant.
- Cashier: awaiting for OHR list.

2. HO`OKIPA PARKING

- Considering allowing parking on dirt area nearest to Queen Ka`ahumanu Center, walkway is an issue needing to be barricaded. More discussion to follow.

3. CRITICAL DOCUMENTS, DISASTER PROTECTION

- Bus Office: RCUH files have no back ups, otherwise, all else on line. Cindy to discuss critical documents status with staff.
- Personnel Office: people soft online, however doesn't have print option, position files a big concern. Debbi to discuss critical documents status with staff.
- O&M: Blueprints are critical. They should all be scanned and stored. David to speak with Brian K.'s office to inquire about reprinting all archived blueprints and inquiring for safe storage in Ka`a`ike building.

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- Satellite phones discussed, along with walkie talkies, and that the campus currently has a four hour back up battery.
 - Updated Emergency Plan and Disaster Phone Tree Completion needs to be distributed.
- 4. PAYROLL AND CONFIDENTIAL MAIL DISTRIBUTION - DISCUSSION**
- Confidential mail should not be opened.
 - Timesheets or documents with confidential information should be delivered to individuals within a sealed envelope.
- 5. ENERGY STAR POLICY**
- Chancellor has agreed with Energy Star Policy. VC Admin to come up with policy and forms. NACUBO also supports Energy Star product recommendations.
- 6. ACCREDITATION UPDATE – CASH RESERVES AS OF 06/30/06**
- In review of the self-study, Clyde is requesting an up-dated cash Financial Report status as of 06/30/06 to be included in the current report in order to show the status of the 3% base requirement of expenditures to have been carried over into the new fiscal year -- whether or not we meet it. Last 2005 the campus was in a 1.2 million deficit. We need to show our improvement. David to share spreadsheet categories with Cindy via email.
- 7. RCUH SERVICES - DISCUSSION**
- Services provided by RCUH, ORS, MCC's Business Office, and Personnel Office were discussed.
- 8. NEXT MEETING**
- Wednesday, August 2, 2006 at 8:30 a.m.

Meeting adjourned at 11 a.m.

Respectfully submitted,

Angela Gannon