

**MAUI COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES MEETING**

WEDNESDAY, AUGUST 02, 2006 AT 2:30 P.M.

MINUTES

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

1. DEPARTMENT REPORTS

Operations & Maintenance:

- Bldg Maintenance person was injured at work.
- Currently working on filling positions:
 - Bldg Maint position recommendation made.
 - General Laborer need to work on filling. SF1 first and possibly emergency hire.
 - Janitor II interviews scheduled for this month
 - Janitor III questions work in progress (memo needed from David to union once Robert has completed the process of changing the landscape layout first)
 - General Laborer III – Grounds foreman forming committee, questions being formed too.
 - Janitor – Molokai part-time has a large number of applicants, interviews will take place next week.
 - General Laborer – Molokai part-time awaiting list in Rainbow.
- Repair of Lights for Ka Lama Building exterior and Room 103 taking place this week.
- Staff meeting held this morning. Discussion centered around Kokua, Kuleana, and Sustainability.

Personnel:

- Clerical openings are currently being worked on in the following areas: STEM unit clerk, Upward Bound temporary position, HSS need to establish clerk, SSSP Clerk, Co-op Ed Clerk, Construction Academy Clerk, and Counseling clerk
- Been busy working on positions.
- Clerk III position currently at OHR.

Business Office:

- Account Clerk III position currently advertised in the Rainbow and will close on 8/8/06.
- Account Clerk III – still no list yet and hasn't gone into the Rainbow.
- Cashier – also no list yet and cannot do a temporary until list released.
- Student Help short handed currently working on recruitment.
- Currently temporary cashier working till end of August and will begin with Personnel first of September.

Computing Services:

- Computer purchases behind compared to where they had anticipated to be, however, a few more weeks of work should get them caught up.
- Staff has been shorthanded the past two weeks.
- Formal recruitment for permanent position will be done shortly.
- Programming position has been busy doing other duties. Access to banner is needed. Alvin is assisting with this.
- Note that even with all the position fills, ultimately it only equals ½ person increase in over eight years. Outreach position is much needed.

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2. OT DISCUSSION

- David chooses to enforce no overtime work at home policy for our department and will begin this up in the Admin Meeting with the other administrators.

3. MAXIMO UPDATE

- Steve reported that Maximo is working well right now for Computing Services. Thirty clerical have been trained and are using it. David asked for a report/status. Steve stated that they are attempting to reconcile computer with paper trail to the June 2006 date.

4. PROGRAM REVIEW SUMMARY REPORT

- David wants to meet next week Thursday to go over next Friday's Executive meeting presentation at 8:30 a.m. on program review summary for Administrative Services. David asked all to compile their major highlighted needs and justifications.

5. OPERATING BGDGT AND BIENNIUM BUDGET

- Attached are the operating budget and biennium budget.

6. RM PROJECT STATUS

- Chiller Insulation – the vendor Unitek is still working on both Ka Lama and Kupa`a. An anti-corrosion dye needs to be applied in order to determine if there is a condensation or a water leak.
- Laulima Chiller #2 is being torn apart and the new one there is concerns about possible coil damage due to a discovered dent.
- Science AC first floor – It was discovered that Science building experienced a problem with lights, however, it was discovered that a switch was turned off by mistake. A/C is currently being handled manually on the first floor and Oahu Air is to do a Master to Slave process to get the second floor to work smoothly.
- Greenhouse – D. Ting is scheduled to start work this week.
- Ag Fence – ADA request for proposal is currently with the CC office.
- West Maui Ed Center fencing project bidding closed.
- Ho`okipa Termite Treatment – project forwarded to CC office to process.
- Irrigation concerns discussed.
- Parking Plan for additional space in front of campus along Ka`ahumanu Avenue discussed. Robert to work on the plan during the third week in August.
- Fire Hydrant Check Valve – CC office is working on this.
- Admin Storage Room (Multi-Purpose Building) – dry wood termites discovered. Need to work on tenting building.

7. NEXT MEETING

- Wednesday, August 23, 2006 at 8:30 a.m.

Meeting adjourned at 3:30 p.m.

Respectfully submitted,
Angela Gannon