Notes Campus Services Meeting 10-18-16

**Bill….** Moving the meal back and again to the 28th at 1pm as there was a conflict with the meeting room. The dress code has passed and now uniforms can be ordered for the different departments. Deb will get quotes for the uniforms from three outside entities. I have sent emails to the department heads for sizing and types of clothing needed as well as how many of each. We will look for coats for the persons who work outside. We will look for reflective clothing as well. Deb ordered Adobe Pro.

Clothing is casual business in the new dress code and each department head determines what casual business dress is.

The career fair is tomorrow at 1pm. Students must enter through the back door due to construction. Door will be propped open. SORNA training starts tomorrow as well.

There will be new vending machines for skills center, south campus, single and co-ed dorms, Jack Barden and one in Education Building. Six locations.

Thus far the count for the Campus Services Lunch is as follows:

Bud 27 persons, Joely 13, Jolene 21, Eric 2, Anthony 20, Chris 6, Deb and Bill. I sent an email in the event there are additions or subtractions.

**Joely….** Is now fully staffed. The new office manager starts in about 2 weeks. They may be able to reduce some of the part-time people’s hours due to being fully staffed. Training for First aid next week for staff. November 1, all security will go through training Self Protection and Predator Training. First aid and CPR on the 7th and 8 for college students. Defensive driver course will be offered soon. Looking at dates that may work. The campus is quieting down. Security is still dealing with restraining orders. Tribal First is a possible insurer.

There are many students coming in requesting boosts when their cars don’t start. Getting a booster pack it will reduce liability to the campus. Many students lock keys in their cars. Security will not be getting equipment for that. Discussed cyber security insurance in the event of a hack and hostage. Our cost would be covered if this happened if we are insured. WSI ok. One employee fell down the steps with soup. Went to hospital. Finishing up with inspections by the fire department. There are many issues that need to be corrected. Joely is working on these. There may be problems with junction boxes and lack of outlet covers. Work orders will be written up. Discussed students being insured when going on trips.

**Jolene…..** Housing is not fully staffed. They now have 2 female RA’s and need 1 male and 1 female RA. Background checks in Montana take a long time. Family housing is 97% occupied. Waiting for approval from the president for an order to vacate. They will then have 3 days to get out unless they pay. One unit may have to be check for meth cooking before cleanup can begin. Due to liability issues we may have to hire someone to come in and do this. Campus personnel won’t be put in danger of the chemicals. Students went to the corn maze.

**Erik….** There were a couple packages got lost. One went to University of Mary. Another is still missing. Students have been addressing envelopes wrong. All off campus persons are no longer getting mail here.

**Anthony………**He discussed where to place machines in the Tech and Science, Wellness Center, Co-ed dorms, Skills Center, men’s dorm. Discussed price increases. All will be able to use a debit card but not one card. Maintenance will need to help to get machines in the skills center. Doors are not wide enough. May have to take doors off. Hydration machine is the larger machine they are having issues with. Do not want to go up and down stairs with machines. Will ask Del-mar to come and get their machines. Possible fire code issues with machine placement. Need to watch that. Commissions must be in check form so that commissions go to the Opportunities in the Making Scholarship Fund.

**Bud…………** Working on work orders from housing. Trying to clean up Larretta’s area? Leaves are being cleaned up. Building 61 is still being remodeled. New freezer is being installed. There is something wrong with the doors. Not fitting right. New entrance at the gym new roof at skill center. Working on 5a and 5b. Meeting with the tree committee next week. Deciding on planting and removing trees. Water hydrants have been inspected. Sprinklers have been blown out. All boilers seem to be working well. Installing new overhead lights in the shop. Installed new flooring in ALS apartments. Moved trailers. Removed old decals from equipment. Short one grounds keeper and one custodian. Serviced bus 16. Serviced some security cars and serviced mowers for spring. Took children to the pumpkin patch. Serviced all cars that were due for services. Checked all for winterization. Checking on insurance for the semi to move equipment. Discussion about selling semi and moving trees that are cut down.

 **Chris------** Nathan and Chris rebuilt the meal plans. Katina provided the charge codes. If prices are different for summer it will not work. Tonight Nathan will dump out the amounts of prices and will put the new amounts in. Has to go through each student to adjust their flex cards. All should be done by tomorrow. Doug had the wrong numbers from Karissa in the first place. One student spent $40 on pizza. He used flex card when he did not want to. Students are attempting to get IT to adjust cards and they know they spent the money. Working on GIS lab. Ordering equipment etc….

**Larretta….** Next week meeting with amazon. They are going to do a customer support calling center here on campus. They have to decide if it is physical center or virtual. There was discussion about where to put the center. Students who have a computer at home, would be able to sign in while at home and take calls. They get paid by the hour. Amazon is 24/7. Amazon will purchase computers if it is a physical call center. UTTC was chosen over two other colleges nationwide for this project. Monday is the meeting with them and administration. Key time for workers is November 1st to January 1st. Many benefits for students taking positions. No travel, no need for babysitters. Amazon would like to recruit students as permanent employees. Have only been discussing this since last week. Students will need to complete applications. There are a couple mandatory sessions that must be attended by the students. Will shoot for noon since there are less classes at that time. Making posters so the students will be well informed as well as a campus notification. Amazon wants to meet with students face to face. There may be opportunity for other groups including the surrounding communities. Ask Larretta for questions that have been posed and also if we have questions, send an email to her. The Meeting is here in the morning on Monday. Tuesday will be on south campus all day for the meeting with Amazon.

Directors will collect money for jeans days. Larretta would like the money by noon on Friday.

Next meeting in two weeks on November 1, 2016.