Notes Campus Services Meeting 11-1-16

Opening Prayer Erik.

Bill - Haunted on Harmon was very successful and had over 1300 visitors in two days thereby netting about $5400 to donate to the college for the scholarship fund. They will be back next year. They may look at opening another building as well.

Anyone who wants four hours administrative leave before a holiday you must bring 4 items of non-perishable foods for donating, in order to get the administrative leave. This it is now policy.

Last week met with Cathy in the bookstore. Normally, her prices are cheaper even with the 10% mark-up to order shirts and other clothing. We will not be ordering white for work any longer, only gray, black and red. Different areas are looking at options for shirts and jackets. Not all departments under Campus Services have placed their orders. Maintenance and whoever else needs them will be given options of jackets and long sleeves as winter is upon us and those who work outside will need warmer clothing.

Campus Services meal last week was good. There were some that did not make it and it was a bit of a disappointment. Anthony did an outstanding job; many high praises from participants.

Bill would like to know who is out of the office in each department so that if we need to locate someone for a service, we know who to reach. It will be like a reverse roll-call if you will.

Bill will be out of the office this Thursday. Bill will also be out of the office next Wednesday, Thursday and Friday. Deb will sign time-sheets in Bill’s absence.

Conduit is done upstairs in building 61. Need to get cameras in. Rugs are in. Texturing and painting may be done by the end of the week.

Send Bill emails if something needs to be signed off that is in the EPR as he is at meetings and does not always know that something is waiting for his approval.

Bud – They are putting new (used) lights in the Transportation Department which are from other areas so is not costing anything but labor. Waiting for a new heater. Servicing vehicles. Driving students to and from destinations. Maintenance is still working on building #61. Worked on the freezer. The first freezer was damaged. Maintenance did some repairs in the back of building #71 but is not quite done. Classes are going on so will work on the weekends to finish. Mark and Mike have been working on street lights on south campus. Leaves have been getting cleaned up. Bud is short one custodian. One was hired but did not pass the background check so they are still looking for another employee. Discussed different smaller projects going on in the maintenance departments. A new apartment complex 36 unit is going to be constructed for campus housing. Discussed moving buildings and tearing down one.

Joely – Updated security policy. Needed tweaking so was sent to the attorney for review. Hired Corrine Felix-Wells for the Administrative Assistant in Security. Joely also lost one employee. Advertising for another security officer. Got an email from Ben re: Cameras. Sam can be charged for time and supply for cameras. Insurance contacted Joely and wants a breakdown of all departments and how to cover each one. In January asbestos training will be done. There was asbestos found in building #35 and Arrow is cleaning it up. There needs to be a decision as to who will be trained for the inspection of asbestos and also the removal. Two officers completed first aid training. Send names to Joely for defensive driving and self-defense training. First aid and CPR will also be offered. Need to install four Knock boxes for buildings for fire department to access buildings. Joely will develop a solicitor’s policy. **No door to door sales (Including Schwan’s etc.).** We will not tolerate someone pushing their Religion, and harassment will not be tolerated either. Solicitors must have established customers only. A very specific policy is needed. There must be an expansion on the current policy and put in handbook as well as security policy. Discussion of bringing a dog in for drug sniffing however there may be other avenues that can be taken in order to charge a person for possession of drugs.

Jolene – Just filled all RA positions and starting soon. 97 units 96 occupied. Trying to verify employment on one student through Wal-Mart and is very difficult at best. No one is on waiting lists as of today for housing. One student is moving out today. 121 dorms are occupied.

Erik – Is getting a part-time employee and will move money around the budget to pay her.

Anthony - The freezer is complete. Waiting for Racks, monthly menus have been posted online. Friday is national Cupcake Day. Anthony needs permissions to be an administrator on OOHLALA to enter his menu and change when needed. The cafeteria is now open 10am to 6pm on weekends. Anthony is having a hard time getting ahold of standing rock pizza guy. The pizza machine will be left on in order to have it ready for meals. Maybe buy another pizza oven for downstairs. Keep oven set on 100.

Chris – IT had a couple applicants for positions that were advertised but did not finish the process. Bill suggested that Chris ask Deb in HR to contact applicants to finish instead of re-advertising positions since the people are qualified. Doug is in InfoMaker Training. The training is very expensive but only two persons are in there besides Doug. Will try to get more people involved in the training. Ben and Greg are working on cameras. Dean will have to hardwire the cameras. Bill wants IT to wire everything before false ceiling goes in. Does not want panels taken down for the wiring as they will get dirty and leave fingerprints. Chris is working with land grants projects as well as many day to day work station projects.