Notes Campus Services Meeting 11-15-16

Opening Prayer Anthony

Absent – Jolene and Joely

**Bill** – The department has been notified by Bill that annual leave that has accrued can be sold back but must leave 24 hours. We must also use up Administrative leave by the end of the year. Brian and Doug need to use up leave over 208 by 1-31-17. Leave must be staggered for all departments so that services are not shorted for the campus. Employee hours are generally 8:00am to 5:00pm. Per the auditors, exempt persons must put only eight hours worked per day as they are salaried. Make sure everyone is putting their hours in and at the same time not getting into overtime. Departments will have to rotate staff so there is not an issue with overtime.

Graduation on December 16, 2016 at 10:00am

Bill asked Bud to change wheels on carts to new wheels as they are leaving marks on the Gym floor.

Pat Aune will be having a retirement party at the Skill Center on December 5, 2016 1pm to 3pm.

The cafeteria needs to put in an invoice for the Thanksgiving meal that will be served on the 23rd of November.

Chris will set up a telephone chain for the Department of Campus Services. In many departments there has been an issue where no one is answering the telephones. With the chain, if no answer, it goes to cell phone and if no answer, the call will go to the next person on the chain and so forth. There will be a menu for calling persons within the department so the caller can choose who they want to talk to.

Have shirts been ordered? Some have not yet been received others have yet to be ordered. There seems to be a slow down with the purchase requisitions.

Campus Services will not be moving to building# 61 until the basement is finished due to dust and noise.

Furniture will be ordered soon for the upstairs.

December 13-15 professional development training in the gym (multi-purpose) room.

**Bud**- His department has been working on housing and other projects. They plowed gardens. They also finished with installing diaper changing stations on campus. Repaired lights in dorms. Repaired and painted building #71. Human Resources has three new doors. Still repairing streetlights and are waiting on some parts. Spent a lot of time with haunted house. Building 5A and 5B have not had a lot done yet. Arrow is cleaning the attic at this time. There was discussion regarding the new pow-wow arena. Remodel graphics. The parking lot in south campus is finished. The handicapped entrance at the gym is finished. The Department has been cleaning gutters and leaves as well as putting equipment away for the winter. They also have all winter equipment ready. Short one custodial and one maintenance person. The Department has replaced tabs and licenses on vehicles due. Bud is billing departments for the use of vehicles. Need a CDL driver. Working with land grant regarding cutting down of trees there will be 13 total. Someone was here today to look at the trees and will be getting Bud a bid for that. Getting bids for handicapped entrances so they are in compliance with the law. Bids are being sought for elevator that doesn’t work in the wellness center. Chris knoll is getting money from IHS for elevator.

**Erik**-There are some churches that are offering free meals to the students during holidays. There is information about that in the post office. Erik has been closing boxes as students check out. Keys are also coming in and we are getting forwarding addresses for the students who have/are leaving.

**Anthony**- The coolers/racks in the coolers are complete. The chest freezer in back that needs to be moved will be put up for bids. We will begin putting items up for bid like freezer and closest bidder buys. We will be doing this with other equipment that we need to get rid of as it is considered surplus property. There was discussion about whether or not the cafeteria will be open on Thanksgiving. Anthony will talk to Jolene tomorrow and find out how many students will be here over Thanksgiving. There was discussion about sack lunches. Students will only be able to use the holiday punch card during Christmas and other holidays and may be purchased through Katina. If the student is short on money, they will be given the opportunity to work in building #5 to pay for holiday punch cards. In the past they have done brunch for holidays. Thanksgiving meal will be 11:45 to 5:00pm next Wednesday. As of January 1, 2017 everything will have to be pre-made due to law changes for calorie counts and dietary requirements. Anthony has to send in his menu and or ingredients to corporate and they request needed information from the manufacturer. The coffee shop keeps tripping breakers. The pizza maker may be the culprit. They would like to add another pizza maker. Maybe need to change wiring or run a new line. Will do this as soon as #61 is finished. Anthony will put in a work order. Concessions are using the new pizza oven and will also purchase pizzas from Anthony. He will also put in a work order to seal the cement that was poured. It is porous. It must be sealed according to code. Anthony is looking at a dishwasher purchase or lease…would like a maintenance contract. Warranty first then maintenance is the preferred route. They must get rid of the old dishwasher is 15+ years old. They will get bids. Possibly around $10,000.00 for a new one.

**Chris**-There was discussion about getting AC replaced in Skill Center. IT can now take the plastic down as there are no more drips to damage equipment. The Fire Inspector dinged IT on the Air Conditioner as it was running on extension cords. IT has started case training. Ordering equipment. Completing work order tickets. Working with land grant. Still working on GIS lab on south campus. IT has the server working once again. Now working on the work stations. Talked to Larretta yesterday regarding funds for covering goals for her. Discussion about setting up a recording studio. Cameras are all ordered waiting for PO’s. IT would like to get cameras up before winter.

Next meeting 11-29-16. Bring board reports in or send to Bill. He has to put all together.