



**Administrative Services Staff Meeting
January 12, 2016**

PRESENT:

√ Babs Atane	√ Robert Brobst	Reuben James	√ Michael Trevis
√ Rocky Bonura	√ Tom Brown	√ Arthur Leible	William Warren III
Julie Bourlier	√ Janice Ely	√ Andy Nasatir	
√ Robert Bradshaw	√ Jo Ann Higdon	Rachelle Sasser	

Minutes from January 5th was approved.

❖ **Jo Ann:**

1. Art - when will the faculty laptop and tablets get here? Art said the requisition is in, talked with Rick and purchase order is forthcoming. We might not get the computers until couple of weeks. Please talk with Dell to expedite the order.
 - a. New version of internet explorer is out. Will you check it out and let me know if we need to change our versions. (According to Art the new version will not interact with Colleague, so we will be keeping the version we have now).
2. Tom - have you spoken to the President on the changes he want for his office in the new Admin. Building.
3. State budget - COLA - .49%, growth State-wide to be 2%, there is one-time monies for schedule maintenance and instructional equipment. Mandated cost for ECC is somewhere between \$600,000 and \$1 million.
4. Babs will be going to the budget workshop on January 20th.
5. Board Meeting is on January 20th @ 4pm.
6. On the Governor's budget pages 44 or 45 or 47, they have listed the five best and five worst community colleges in the Math and English basic skills. Unfortunately, we are on the five worst on the Math basic skill section. The data as we can tell has come from scorecard. We have done the testing on this data and we do not fall into the bottom five. They are trying to get the information corrected.

Committee Reports/Division Issues:

❖ **Art:**

1. Working of getting summer/fall registration separated.
2. Transferring plan builder information into Tracdat for archiving.
3. Currently doing reference check on the help desk candidates.
4. CEC IT Director Interview is tomorrow.
5. ECC's MIS data is being reviewed.
6. In looking at phases for Wi-Fi project, some of the building have been dropped and will be picked up later. Will be sending you the new figures and phase alignment.

❖ **Tom, Bob & Rob:**

1. Getting everything ready for the start of school.
2. Getting PE on line again. Power was down all over PE except for the North Gym. Work being done by tomorrow.
3. Department meeting in Fine Arts to go over presentation.
4. Part of the turf on the Stadium is put down. It is draining well.
4. Gym is out of DSA and the addendum for the parking lot went out.
5. Waiting until spring break to finish off Prop 39 lighting project.
6. Working on the bookstore area and tennis court lighting.
7. Cutting back the trees on campus.
8. SWACC follow-up inspection was yesterday and it went well.
9. Roll-up door project will occur over spring break.
10. Tennis court project is 75% finished. It will be completed by next Friday.
11. Currently there are five hiring panels under way.
12. Cleaning up the basement in the Communications building.

❖ **Janice & Babs:**

1. Meeting at LACOE on the 28th regarding the software proposal, would like to invite Art to attend.
2. 1095C project needs to be coded and information entered.
3. Drop for non-payment deadline was yesterday.
4. On flex day the staff will have opportunity to purchase ASB stickers.
5. The new salary increase of 1.20% was updated.

❖ **Mike:**

1. Campus Police report.
2. Getting everything ready for start of semester.

❖ **Rocky:**

1. SWACC follow up was done quickly.
2. Getting ready for flex day presentation on active shooter training.

❖ **Andy:**

1. Getting ready for rush.
2. After it quiets down, we will need ITS's help in getting the new system in line with student registration so that the student has options to purchasing their books.

Meeting adjourned at 9:45 am.