



**Administrative Services Staff Meeting
January 14, 2014**

PRESENT:

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

Minutes from January 7th was approved.

Jo Ann asked everyone what new projects they foresee for the next two years in their departments:

Facilities:

- Staffing.
- Updating of Facilities Master Plan.
- Stadium completion.
- Shops.
- Parking lot F.
- Asset management.

Information Technology Services

- Staffing.
- Moving new data center.
- Assessment testing.
- Online distance learning course.
- Savings on Student Open CCCApply, Ed Plan and Degree Audit.

Campus Police

- Staffing.
- New format is being put in place for incident reporting.
- New Police facility.
- Cleary Act seminar for new employees and students.
- Continue outreach to the surrounding community.

Business Services

- Staffing.

Bookstore

- New cashier system.
- Flex Day training about the new bookstore system offering different tools for instructors to use.

Fiscal Services

- CalSTRS issues.
- Paperless timesheets.

Committee Reports/Division Issues:

❖ John & Will:

1. Sheryl Kimball will be on vacation starting this Thursday.
2. Since Linda Williams's retirement, her duties are being divided up until the position is filled.
3. Committee met last week for the Sr. Network Technician position.
4. Bookstore Wi-Fi is wired and waiting for some parts to arrive for hookup to be completed.
5. System is a little slow because of increased activity.
6. STEM wiring is done.
7. Compton K-12 code error has been identified and the solution is being worked on.
8. 1098 data should be on the portal for lookup.

❖ Bob:

1. STEM
 - a. Glass will be put in place so tempering of the area can occur.
 - b. Getting ready for painting.
 - c. Met with contractor yesterday. Project will be done by end of March.
2. I&T
 - a. Exterior work being done (piping and utilities).
 - b. Project is moving along.
3. Shops
 - a. Pouring the final slab of concrete today.
 - b. HVAC on roof on Friday.
 - c. Layout and framing.
4. Stadium
 - a. Second project meeting at 10am today.
 - b. Demolition is in process.
 - c. Asbestos abatement is not finished yet.
 - d. Contractor is separating rebar from concrete for recycling.
 - e. Krail will be up this week.
5. Proposition 39 funding this month for phase 1 will be used for changing lighting to LED. Phase 2 money will be used for the HVAC unit in Natural Sciences.

❖ Rocky:

1. LA County HAZMAT division inspector will be coming to do a comprehensive inspection.
2. Need to electronically resubmit the Annual HAZMAT Business Plan to LA County Fire, which is due by March 14th.

❖ Rob:

1. Preparing the campus for the start of the semester.
2. Natural Science floor that was replaced is being waxed and furniture is being moved in.

❖ Mike:

1. Campus Police updates.
2. Police has added another vehicle to their fleet. An SUV donated by the City of Manhattan Beach.

❖ **Tom:**

1. Heat is on in every building.
2. Cleaning up areas and getting ready for Spring semester.
3. City of Manhattan Beach also donated two fire trucks to ECC.
4. Will be meeting with the LA Fire Chief on the graduation
5. Furniture ordered for STEM project.

❖ **Janice & Babs:**

1. New employee in payroll started. We are sending her to LACOE for training. Babs will also be attending these training sessions.
2. Working on getting the casual employee hours done.
3. Rewrite of the Accreditation Standards needs to be done. Jo Ann would like it done immediately.
4. Working with Julie on the accounting part of rental with the new system.
5. Meeting with Financial Aid staff on Thursday.
6. Got extension letters from the IRS for 1098T issue.

❖ **Andy:**

1. Last training at 1pm today on the online rental piece for the new systems.
2. Getting ready for Spring semester.

Meeting adjourned at 10:00am.