



**Administrative Services Staff Meeting  
February 10, 2015**

**PRESENT:**

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

Minutes from February 3<sup>rd</sup> was approved.

❖ **Jo Ann:**

1. Mike - find out if there has been any vandalism reported by the Fire Academy on their property.
2. Rocky - are we doing an RFQ on the Master Plan Architect? Also, check and see when the contract for audit services is expiring.
3. Will - question came up regarding the CCCApply process.
4. Andy - check on the copyright issue. (Detail was given to Andy).
5. PlanNet has done its review of the ITS department. Report will be released to all soon.
6. Board Agenda:
  - a. Rocky check on the City of Long Beach and the section that talk about “employment services”?
    1. Is Brenda Williams an employee of ECC?
    2. Need a letter to the board for Sole Source: Falcon and Grade First.
    3. Need information on PO 802039 & 801966.
    4. Also need a resolution for item H on the agenda.

❖ **Andy:**

1. Start of semester. Everything is going well.
2. Looking into other streams of income.

❖ **Bob:**

1. Still doing the punch list for the two new buildings. (Jo Ann noted that if the areas have changes, submit it to their Deans.)
2. Gymnasium is in DSA.
3. Met last week to review the Student Services building and it will go to DSA next month.
4. Parking structure goes into DSA next month.
5. Meeting at 10am today regarding the Stadium Project. Received the recovery schedule and Lend Lease has seen the schedule.

6. Rocky and I will walkthrough the Shops building with Keenan regarding the safety issues. (Jo Ann wants Rocky, Bob, Keenan and the Architect to walk through checking on safety issues ASAP.)
7. Prop 39 - this will be year three and the reminder of the exterior lights will be worked on. Deadline for submission is this Friday. The Channel Parking lights are in storage on campus.

❖ **Tom:**

1. Working on the day to day activities.
2. Met with Debra last week regarding the Facilities Master Plan.

❖ **Will:**

1. Working with Lend Lease and doing the punch list for the ITech building.
2. Support end as of April of the year for the server that hold 60% of the data. (Jo Ann said to give her a written recommendation of cost and other details).
3. Mobile App - we had a major breakthrough. Still needs some work.

❖ **Babs:**

1. Retro check for the part-time & full-Time faculty will be delivered to the division office on February 12<sup>th</sup>.
2. Getting the W2 information together to submission to the State Controller's Office.

❖ **Mike:**

1. Leaving at 9:30 to meet and to discuss new amendment or new board policy that need to be in place by October for the Clery Act.
2. Got a letter from the Chancellor's Office that states parking service fee could be increased up to \$75 per semester \$36 for summer session \$36 for intersession (4 weeks) and \$36 per quarter.

❖ **Rocky:**

1. Dr. Arce has said no to the Smog program located in the Shops building. The person from the Foundation for California Community Colleges Air Quality Program has been asking about the lease. Need guidance?
2. Need to do an RFP for Student Insurance. Will meet with the Lyndsey Ludwig and get specific for the RFP.

Meeting adjourned at 10:30 am.