



**Administrative Services Staff Meeting  
February 11, 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 February 4<sup>th</sup> was approved.

❖ **Jo Ann:**

1. Bob Klier will be invited to present at the next meeting.
2. Thanks to everyone who attended the PBC meeting.
3. ECC is off “Warning” for Accreditation.
4. Discussion on San Francisco College Accreditation.
5. Shobhana will send out the Administrative Unit Outcomes handouts electronically.
6. Babs – need to get the rewrite on the Fiscal part of the Accreditation done quickly.

Committee Reports/Division Issues:

❖ **John & Will:**

1. Blue poles work in progress at Compton.
2. To Facilities: There is a janitorial supply that needs to be removed Natural Sciences MDF room. (Rob said all of those supplies have been removed).
3. Met with Dr. Arce regarding the equipment for Music department.
4. Will need money to replace the aging UPS batteries on campus. (Jo Ann would like and email sent on the cost).
5. Working on the 1098 and invalid SSN’s
6. XP expiration is impacting some printer programs.
7. Timesheet printer belt broke.

❖ **Bob:**

1. I&T
  - a. Met with machine shop user to review and coordinate the installation of equipment purchased with STEM grants. One new piece to be installed 3 pieces of equipment will not be installed.
2. Shops
  - a. Framing is in progress.
  - b. Rough electrical, plumbing and HVAC in progress.
  - c. Met with users for the SHOPS buildings about equipment that has been purchased with STEM grants. Users are to provide plans and specs for where they want the equipment installed. Asked Associate Dean to not purchase any equipment until they first meet with facilities personnel to coordinate utility and space needs of the equipment.
3. Student Services

- a. Meeting scheduled with VP on Thursday to further review reductions in space.
4. Proposition 39
  - a. Met with Rocky and staff on Monday to discuss procurement of material and labor for installation. Need to expedite as fast as legally possible. Many campuses are dealing with the same issues.
5. Attended the Prop 39 forum and CCC-IOU management meeting on Thursday last. No new developments. Many campuses trying to get in place projects by June 30.

❖ **Rob:**

1. Flood on the first floor the Library is cleaned up and the air quality is good.
2. HVAC is monitoring for the area for any issues.
3. Getting to the back logged work orders.
4. Working on the report how many custodians are needed per square footage. (Jo Ann would like the report compared to the national book/report produced by ACCA).

❖ **Rocky:**

1. Keenan will be coming out for the HAZMAT inspection next week.
2. Need to replace the broken HP printer in our office. (Jo Ann has given approval).

❖ **Mike:**

1. Campus Police updates.
2. Because of the Stadium work they will be turning off power to Lot F today.

❖ **Janice & Babs:**

1. Revised government compensation report from the County and it looks correct, will double check the amount.
2. Meeting with LA Fire on the 18<sup>th</sup> to over our processes.
3. Reassigned some of Josie's duties. She will be out until the middle of April.
4. On a hiring panel for I&T.

❖ **Andy:**

1. All is going well.
2. Trying to get some time to meet with John.

Meeting adjourned at 9:50am.