



**Administrative Services Staff Meeting
February 12, 2013**

PRESENT:

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

Minutes from January 8th and February 5th meeting was postponed.

❖ **Jo Ann:**

1. John – before you write to Trustee Gen, call the other campus that use Gmail and find what issues they have with it.
2. Received an email from Fred Harris regarding issues another California campus is having with Taisei.
3. Tom – update on the Kilns. (Tom said kilns will be removed and will talk with Connie to see what exactly they want. Will also forward emails from Connie to Dr. Arce).
4. John & Will – regarding the student survey, any specifics on where they needed more Wi-Fi. (Will said nothing was mentioned).
5. Have not received a letter from the Accreditation Commission on status.
6. Janice – need to go forward with Accounting Director position. At least get the committee together. (Janice said the deadline is Feb 28th).
7. The closure of the CDC is on this month's board agenda.

Committee Reports/Division Issues:

❖ **John & Will:**

1. MCS building is closed for classes.
2. Math faculties are very pleased with the smart classroom and the new building.
3. Second temporary classified was cleared by HR to work and doing a good job.
4. Wi-Fi inside the MBA is working well and the external Wi-Fi is not up and running yet.

❖ **Bob B.:**

1. The low bidder for the Shops building project is Pinner. We are meeting with them at 1pm.
2. The low bidder for the Industry & Technology (MCS building) renovation is SJ Amoroso. Randy is in the process of setting up a meeting with them.

❖ **Robert Brobst:**

1. Getting to know the staff and getting all of the work orders processed in a timely manner.

- ❖ **Tom:**
 1. No issues with the MBA building on the first day of classes.
 2. Don Goldberg is ecstatic with the new building.
 3. All swing space issues are resolved.
 4. Still working on the issue with the Deans office.

- ❖ **Rocky:**
 1. Continuing work with construction bids.
 2. STEM project is the next bid.
 3. Purchasing is working on the Equipment list of 2012-13.
 4. Deposition for tomorrow is canceled.

- ❖ **Janice:**
 1. Auditors will be on campus the week of Spring Break.
 2. Wrote a letter to instructor for a student to be reinstated into class. This student should not have been dropped, since an outside agency pays for the tuition.
 3. For ITS – can we look at just dropping a student from the class that has not been paid for, instead of dropping them from all classes.
 4. Meeting is being rescheduled with Sallie Mae representative and Financial Aid office.

- ❖ **Mike:**
 1. According to the Foundation there will be two reception at the MBA on March 6th
 - 4pm reception for Elizabeth Noble.
 - 5pm Grand Opening of the MBA.
 2. Active shooter training on flex day went well. Staff has asked that a training be done at various location throughout the campus.
 3. Planning to attend the Cyprus College active shooter train this month.

- ❖ **Babs:**
 1. Have a scheduled meeting with HR and Payroll regarding pension reform act on new hires. LACOE does not have the system setup for the new contribution rate of 6% so they are refunding employees the 1%.

Meeting adjourned at 9:55