



**Administrative Services Staff Meeting
February 14, 2012**

PRESENT:

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

Minutes were approved with changes.

1. Under Jo Ann:

- a. Seventh bullet – add “...cannot work”
- b. Eighth bullet – take Mike out and put “Rocky (Mike)”

❖ **Jo Ann :**

1. Tom C. & Janice – need to talk with the county regarding the W2 and when we will be receiving the disk. There is public information request for payroll information.
2. Fall Management Forum - first half can be done by Mike and the Crisis Intervention Team and the second half can be network security.
3. Need to call SDI again.
4. Tom B. – can you find out from Bob or Randy what is going on about the “Tank” removal at Compton.
5. John – do you know if we do assessment testing at high schools. Can you get in contact with Lee at Cerritos and see if they are doing it and how well it is going.
6. On the February Board Agenda, Tom Brown will be appointed as the Acting Director of Facilities Planning & Services.
7. The Compton Infrastructure Phase I bid, which was pulled from prior meeting will be going in the ECC board this month and it will be going to the Compton board tomorrow.
8. Be diligent in doing division meetings and once they are scheduled, please let Shobhana know, so it can be put on my calendar.
9. Update your Unit Plan for 2012-13; it is due by February 29th.
10. Shobhana will send out the Program Review grid so please check and see if your area items are updated.
11. Letter from the Accreditation Commission was passed out to the group to read

Committee Reports/Division Issues:

❖ **John:**

1. If we are offering a second session of summer classes just for the graduating high school students, it is doable if we have them register at the time of orientation.
2. Update on the meeting with Arvid and Financial Aid: Highland is trying to migrate from Hershey to On Base since Highland bought out Hershey. (Jo Ann, Rocky setup meeting with Arvid, Jo Ann, John, Will and Claudio re: Hershey).
3. Network position will be discussed at tomorrow’s VP meeting.

4. March 17 & 18 Colleague (Datatel) will be down for installing of upgrade and testing.
5. Library is up and running the energy savings software.

❖ **Rocky:**

1. Talk with Shobhana to setup the meeting regarding Coke contract.
2. Thanks to HR for the clarification at the Management Forum regarding the contract with classified union.
3. On the final step with the field trip procedure.

❖ **Mike:**

1. April 26th is the Council of Deans meeting and the topic of presentation will be Student Discipline. Deans want to know the step by step procedure on when to involve each area in case there are student discipline issues.
2. Kick-off of the website where students can register their bicycles started this semester. Compton Center will also have one.

❖ **Tom B.:**

- MBA inside courtyard work is being done right now.
- Parking lot lighting contractor has revised the schedule. It will be six to eight weeks before the project can be started.
- Meeting with Debra Shepely this Thursday.
- Facilities Steering Committee will meet on February 27 at 2pm.

❖ **Janice & Tom C:**

- Going to send another member to Area Council to replace Momi.
- Bond Audit this week and it will be presented to the Citizens' Bond Oversight Committee at their March meeting.

Meeting adjourned at 10:00 a.m.