



**Administrative Services Staff Meeting
February 18, 2014**

PRESENT:

√ Babs Atane	√ Robert Brobst	Reuben James	√ John Wagstaff
excused 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 4th and 11th were approved.

Service Area Outcomes (SAO)

Bob Klier was invited to talk about the SAO's to the group.

There were three handouts given:

1. Services Area Outcomes (SAO) Assessment Plan.
2. Administrative Unit Outcomes (AUO) Assessment Report.
3. El Camino College – Administrative Unit Outcomes – a sample of a completed AUO Assessment Report.

He mentioned that the Service Area Outcomes main objective was to find out how each department is doing. Are you doing what you say you're doing and how well are you doing what you say you're doing. A survey is the best tool to achieve the goals set forth in each department. If needed, Irene Graff in Instructional Research has said she will help. Goal of improvement begins with a baseline target and each year increase the target. To show progressions do a survey each year.

Under AUO

Need to complete one for each unit in your area by Fall of this year.

- AUO Statement - each unit will have its own statement. AUO Statement can be the linked to the Strategic Initiative (SI) or the PRIDE statement under Administrative Services web page.
- Participants in AUO Assessment – who is responsible and who participated in the discussion.
- Method used to measure AUO – survey
- Target/ Standard for AUO – faculty, staff, managers and students

Question came up on Compton Center doing their own SAO or combine with our area:

In regards to the Police, Bookstore and Information Technology department – Combined statement, separate assessment and combined reporting of the data. In regards to Facilities, Fiscal and Business Services department – keep everything separate.

Question by Police: four department under Campus Police, how do we report this?

Bob said to do four different AUO for each area.

If you need further assistance, you can call Bob Klier at x 3928 or email at Rklier@elcamino.edu.

Committee Reports/Division Issues:

❖ **John & Will**

1. Received proposals from PlanNet and Sigma Net. There are few things that still need to be ironed out.
2. Technology committee meets today.
3. Faculty laptops replacement early part of next year.
4. Weekend maintenance was a success, still more to do.
5. Fiber wires in I&T building was cut. (Tom and Bob will look into this issue).
6. March 18th the portal will be down all day to move live to the new portal. Email message will be sent out to the campus.

❖ **Bob:**

1. I&T
 - a. Framing is in progress.
 - b. Project is on schedule
 - c. STEM - Informed area not to buy any more furniture, there is no place to store them.
2. Shops
 - a. Framing is in progress.
 - b. Rough electrical, plumbing and HVAC in progress.
 - c. Met with users for the welding area and they would like to put a machine that requires exhaust fan. The system does not have a self-contained exhaust, so an exhaust fan to the roof needs to be installed, this mean the roof will need modification. The information has been forwarded to the Dean.
3. Student Services
 - a. Meeting scheduled with VP on Thursday to further review reductions in space.
 - b. Meeting with Deans and architect to further reduce the square footage.
4. Proposition 39
 - a. Rocky and Rick may have found a piggyback contract for the light fixtures. Need to expedite the procurement of material and labor for installation.
 - b. Year-end allocation is not encumbered, but we have spent it for the Natural Science Air Handler.

❖ **Tom:**

1. HMC is on the board agenda as the architect for the Gymnasium Replacement project.
2. Programming for the Gymnasium Replacement project will begin in March.
3. Working with IPD on the Parking Lot C project.
4. Working on getting the square footage decreased for the Student Services Center.

❖ **Rob:**

1. Completed the custodians review report.
2. Working on the statue unveiling for this afternoon.
3. Working on plan builder.

❖ **Mike:**

1. Campus Police updates.
2. Last week Honda cars were broken into in Lot L. Photo was shared with the area agencies.
3. Also had theft of catalytic converters on Toyota Tacoma vehicles.
4. Active shooter training during spring break.

❖ **Babs:**

1. Going over the government compensation report for 2012 and will email Jo Ann after it is formatted correctly.
2. Meeting with LA Fire has been postponed due to scheduling.

❖ **Andy:**

1. Migration of information to the new systems will be on going until the end of this fiscal year.

Meeting adjourned at 9:40am.