



**Administrative Services Staff Meeting
February 25, 2015**

PRESENT:

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

Minutes from February 10th with minor changes.

Minutes from February 24th minutes was not presented to the group.

❖ **Jo Ann:**

1. Andy - Thanks for all doing the research on the copyright issue.
2. Julie & Andy - do you advertise the Foundations for Community Colleges reduced software purchases. (Julie says there is no signage in the bookstore, but there is one on the web page. Jo Ann would like signage posted in the Bookstore.) (Julie also mentioned that she could not find any information on the LA Times article on copyright.)
3. Janice - the expenditure for the Lincoln Welder will either come from Fund 11(6000 account) or Dr. Arce's equipment fund.
4. Rocky - Need to do an RFQ for ADA assessment. Please give me the committee members before next Wednesday.
5. Fund 12 equipment has to be ordered by June 30th of this year.
6. Tom & Bob - need to do a debriefing after the facilities lawsuit is completed.
7. Mike - it is come to my attention that the Night Duty Deans are not on campus and are on-call. (Mike said that is correct). My directive to my staff is to call dispatch after 4:30p.m. if need arises.
8. Very important - as managers you will be receiving notification asking you to volunteer to be on the selection committee for the Presidential search. Please consider responding in a positive way. There will be a special Board meeting on March 30th to interview the search firm.
9. Update your Plan Builder immediately.
10. TracDat - do your plan (recommendation) by end of next week.
11. Directive - need to have division staff meetings. Take attendance at the meeting and discuss the planning process. Discuss and get input from staff on the TracDat plan. Make sure all of your staff is present.
12. Directive - if you have any employee issues, make sure you brief me on it. If Human Resources calls you to tell you that you are going to EEOC or OCR, you are to call me immediately. If you do anything without letting me know, it will be insubordination on

your part. You are to let HR know “I am under directive from my boss to immediately get her and include her in this meeting.”

❖ **Andy & Julie:**

1. Prepping for summer session.
2. Looking into new streams of revenue.
3. Book vouchers from EOP&S at Compton has gone up from \$300 to \$500. This will increase sales. At El Camino the amount is \$275.

❖ **Bob:**

1. Waiting for furniture to arrive for some of the programs in ITech building. (Jo Ann wanted to know why?) It was ordered late.
2. Still working on the punch list items in the ITech building.
3. Gymnasium is submitted to DSA.
4. Parking structure did go to DSA.
5. Stadium - updated schedule is being followed. Work is going well.
6. Tom and Rocky did walk through the CAT building to look at the safety issues. All equipment was placed in their respective positions according to the plan that was done during construction. In addition to this equipment, staff brought their items and placed in locations. The domino effect of finding room was the Lincoln Welder changed the configuration of the area. Welding area has safety issues that need to be addressed as does the ITech building machine tool technology area. (Jo Ann wants Rocky, Tom, Keenan and the Architect to walk the areas).
7. Prop 39 - I was up at the Chancellor’s office last Friday and we have submitted year 3. We will finish the exterior lighting. We are doing savings by design for the Student Services building and the Gymnasium.
8. Bond server is up and running. We will be meeting with Lend Lease to establish filing and protocol.

❖ **Tom:**

1. Since the President released the funds he has stated getting calls from divisions on work that needs to be done. Fine Arts called about getting the Kilns ordered and installed. (Jo Ann wants an email on what R. Brobst has told the Fine Arts department about the kilns and when he told them).
2. Working on demolition package for the Tech Arts building and need to know what is happening with the cherry tree offices. (Jo Ann said to email her the dimensions and when you want them out by.)
3. Will, when are you moving to your new office? We can move you in sections. (Will said they will probably move over the spring break).
4. There is furniture delay for some of the ITech programs. AutoCAD furniture should have been delivered on Feb 17th and it did not arrive. (Jo Ann wants to know why? Who is going to follow up to ask why it has not been delivered on the promised dates? What other furniture has not been delivered? Grand opening for these buildings has not happened yet.)

❖ **Will:**

1. Mobile app is ready to go live. (Jo Ann said work with Ann’s office to get it out).

2. Programmers spent three days cleaning up incorrect dates on Monday only classes. (Jo Ann said to find information on the rules for class hours, she said talk with Lovell.)
3. March 19 the Chancellor's Office EPI team members will be on campus. Meeting will be held in the Alondra Room from Noon to 3pm. (Jo Ann wants to attend).
4. Closed out prior fiscal year and have opened 2015-16 and ready to open 2016-17.
5. Working with Student Services on the Cal Grant check distribution.

❖ **Babs & Janice:**

1. Finished with all retro check.
2. Working on the compensation report to the State Controller's office, which is due by the middle of June.
3. Redistributing Janice's work to other in the office, since she will be out for six to eight weeks. Four staff members' including Babs has all the pages for the budget book.
4. Final interview for cashier position will be on Friday.

❖ **Mike:**

1. The Chief at the Fire Academy left message if they can park one of their Fire Trucks on ECC campus. (Jo Ann said to email the message to her and to Dr. Arce.)

❖ **Rocky:**

1. End of the year purchases deadline are almost upon us.
2. Asked Mike about the fire academy thefts. (Jo Ann said she has the information from Mike.). Only reason for asking is there is a requisition from the Fire Academy on replacement of a fire hose that was stolen, which I have no record of. (Mike will find out where it was reported to and get the police report.)
3. Received the reimbursement check for the International Student Insurance. (Jo Ann said, if the student owes us money, we decrease the refund amount by that and whatever is left we mail it to the current address on our systems.)

Meeting adjourned at 11:30 am.