



**Administrative Services Staff Meeting
February 3, 2015**

PRESENT:

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

Minutes from December 2nd, 9th, and January 13th were approved.

Jo Ann talked about some of the topics that were discussed at the SWACC meeting last week. Three of the main items were: ADA transition plan, Title 9 and cyber protection. SWACC has taken the position to provide cyber insurance for the community colleges that are part of the coalition.

❖ **Jo Ann:**

1. If you are given authority to hire, please do so quickly.
2. Make sure that everything we post on our website do conform to copyright laws.
3. Will – provide me with the information on which class and how many sections are affected on the MIS reporting.
4. Janice – need to know what was allocated and what has been ordered and which department still has not ordered equipment from the block grant instructional equipment for this year. All items need to be ordered and installed by June 30th.
5. Rob – talk with Tom about the Fine Arts electrical work.
6. Get your unit plan into TrakDat immediately.
7. Will be assigning the policy & procedure to the departments that it falls under.
8. Rocky – we need to do the Rodium contract.

❖ **Julie:**

1. Start of semester. Everything is going well.
2. Instructors are getting their book orders in on time.

❖ **Janice:**

1. Auditors will be on campus the week of May 18th.
2. Meeting with Wells Fargo tomorrow regarding their rates. (Jo Ann said to call LACOE to see if they have a contract with a bank for better rates).
3. Meeting with cashiers to debrief on auxiliary services stickers.
4. Cashier window – sent an email to Tom with three options. (Rob please discuss with Tom).

❖ **Will:**

1. The new telecommunications technician will start on March 1st.
2. Just got the application released form HR for the Technical Services Supervisor position.

❖ **Babs:**

1. Retro check for the part-time & full-Time faculty will be delivered to the division office on February 12th. (Jo Ann said to send an email to Linda Beam on this matter.)

Meeting adjourned at 10:50 am.