



**Administrative Services Staff Meeting  
February 4, 2014**

**PRESENT:**

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

Minutes from January 14<sup>th</sup> was approved.

❖ **Jo Ann:**

1. Directive: Purpose of a room cannot be changed without everyone (Cabinet) knowing and agreeing to it.
2. California Community College Chancellor's Office is putting a pilot program to allow each Community College District in the State to offer one Bachelor's degree. Each district can select its own program.
3. Governor's budget information: COLA for next is year is .86% and growth projection is 3%.
4. P1 will be out in middle of February.
5. At the next PBC all members should attend. One of the discussions will be the 5 year budget projection.
6. Regarding the mass email from a student. He will be receiving a letter from Student Services asking to cease and desist.
7. Janice – get RFQ proposal together for the regular audit firm.

Committee Reports/Division Issues:

❖ **John & Will:**

1. To Andy – we will sit down with Cheryl and come up with a plan to help the Bookstore. Currently we have three major projects including the Windows project.
2. Waiting for PlanNet to finalize the proposal.
3. We will be meeting with Rocky to get a process together so we can call upon a vendor for small campus projects.
4. Staff computers are coming in.
5. Constituency error program fix will happen this Thursday and Friday. After 48 hours they can log in.
6. Going to Riverside College to look at how they are doing with their automatic batch degree program.
7. All but two rooms (Stadium and Decathlon) have Wi-Fi at the Bookstore building. The two rooms should be done this week or next week.
8. Wi-Fi in Administration Room 131 needs to be located in a higher area, so no one can take it or knock it out.
9. There was a presentation on the Open CCC BOG waiver done at 3CDUG.
10. My Team sites are up. Datatel had to fix the issue.
11. 519's should be utilized for all moves and additions.

❖ **Bob:**

1. STEM
  - a. Glass is up and the room is tempered.
  - b. Paintings of rainbow colors are progressing.
  - c. Furniture will arrive at the end of March.
  - d. Punch list done in March.
  - e. Grand opening will be the third week in April.
2. I&T
  - a. Excavation of the exterior.
  - b. Framing, plumbing and electrical work in progress.
3. Shops
  - a. Framing will begin soon.
  - b. Deck on roof and concrete on lower roof.
4. Stadium
  - a. Demolition is in process and 90% is being recycled.
5. Student Services
  - a. Setting up meeting with Dean to go over the programs and decreasing of the square footage.
6. Bookstore Elevator
  - a. Completion by the beginning of April.
7. Proposition 39
  - a. Meeting with Rocky and Rick on the bidding of the project to be sent out ASAP.
8. Off campus on Thursday at the Prop 39 meeting.

❖ **Rocky:**

1. SWACC inspection went very well.
2. We are in preparation for the LA County HAZMAT inspection.
3. Has the travel procedure gone to College Council? (Jo Ann said, not yet).

❖ **Mike:**

1. Campus Police updates.
2. Beware: there have been thefts on campus of the catalytic converter on Toyota Tacoma vehicles.
3. Last week met with John, Will and the blue pole technician regarding the outages on the blue poles. Firmware update took care of the most of the problems.

❖ **Tom:**

1. Meeting with Rocky regarding the HMC issue.
2. Working on IPD's contract.
3. Graduation.
  - a. Got the ok from the Fire Chief.
  - b. Meeting with Rebecca, Joe, and the rental company on Thursday.
  - c. Bruce Spain will take care of the sound system.
4. Starting to see work orders for the Social Justice Program.
5. Just like John said 519 should be used by everyone.
6. For the preliminary cost in doing the Prop 39 project which monies should be used? (Jo Ann said to use the local capital outlay fund).
7. Regarding water heater issue in the library. The only major damage was to the UPS in the telephone room. That needs to be replaced.

❖ **Janice & Babs:**

1. VLS came in to perform the Bond audit and three areas will be written up.
  - a. Renee from VLS will be setting up exit interview with various managers.
2. Josie will be out for a couple of weeks. Her assignments will be redistributed.
3. Government compensation report was emailed to Jo Ann. (Jo Ann said that the payment for health insurance was not being captured. Babs needs to look into it).
4. New payroll employee is doing very well.
5. Challenge in trying to get the sick leave balance for part-time faculty. Babs will be taking over the task.

❖ **Andy:**

1. Got through rush with the new system.
2. Will be needing ITS to assist us with the new system.
3. Bookstore will be a resource center within the next five year period.
4. Students have given us a positive feedback for the new system

Meeting adjourned at 10:30am.