



**Administrative Services Staff Meeting  
March 11, 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 March 4<sup>th</sup> was approved.

❖ **Jo Ann**

1. Mediation with Faculty likely in March.
2. Mediation with Classified is on March 13<sup>th</sup>.
3. Some of you have not given me the future project list. Forward them to me as soon as possible.

Committee Reports/Division Issues:

❖ **John & Will**

1. Emailed Griselda Castro for more information on student orientation.
2. We will be purging the system every semester for inactive students.
3. We are replacing Window XP computers and additional PC's that are out of warranty.
4. Vendor installed new computers in the Social Science building. ITS will be contacting each division 2-3 days before installation. Notification was sent out asking everyone to remove their photos, videos and music off the hard drive.
5. Met with Public Information to discuss "end of business deadlines" for payments to be included in the class schedule.
6. Attending Tracdat training.
7. Senior Network Administrator interview will be March 19 and 20<sup>th</sup>.

❖ **Bob:**

1. I&T
  - a. Lend Lease has sent a color coded floor plan on where each department is housed.
  - b. Meeting with Dean and staff on where I&T equipment's will be placed.
  - c. Project is on schedule.
  - d. Dean knows that the Natural Science building south side will have no access in or except for emergency exit out and away from the building.
2. Student Services
  - a. Currently the square footage is workable.
  - b. Scheduling meeting with architect for entrance and exit.
3. STEM
  - a. Furniture will be arriving on the 28<sup>th</sup> and the floors will have to be done by then.
  - b. Grand opening date not determined yet.
4. Shops
  - a. Project is on schedule and completion by late fall.

- b. Meeting set up with Dean regarding of the installation of the HVAC system.
- 5. Bookstore Elevator
  - a. Brick and stucco work being done.
  - b. Sidewalk behind the stair will be done by end of next week.
  - c. Project completion by April.
- 6. Proposition 39
  - a. Receiving pricing from vendors is due today on the lighting project.
  - b. Attending CCC/IOU meeting on Thursday.

❖ **Rob:**

- 1. Working on resolving the lighting issue in parking Lot H & F.
- 2. Rocky, Valerie and I will be looking into roof safety on campus.
- 3. We have five to six new staff members.
- 4. Two lead night custodians have been hired.
- 5. Since Ora retired, others have been instrumental in doing some of what she did.
- 6. The mesh screens for Financial Aid have not been installed yet.

❖ **Tom:**

- 1. Met with Rory & HMC on the Gymnasium.
- 2. All campus projects are going well.
- 3. Power will be shut down to the North side of the campus for electrical work.

❖ **Mike:**

- 1. Campus Police updates.
- 2. March 21<sup>st</sup>, we will be doing active shooter training at the north gym.
- 3. March 25<sup>th</sup>, will be traveling to Saddleback College to observe their active shooter training.
- 4. Presentation tomorrow to counseling on the Clery Act.
- 5. Meeting with Union reporter to clarify various emergency notification methods used at ECC.

❖ **Babs & Janice:**

- 1. Working on budget to actual report.
- 2. County is not willing to do the report. They said it is out of their scope of work and will defer it to the individual district to do it. (Jo Ann said to ask them if they will do it for a fee).
- 3. Working with Foundation on the correct accounting procedures.

❖ **Julie & Andy:**

- 1. Doing pre-inventory over spring break to add all of the general merchandise into the new system. Inventory will be done on April 10 & 11<sup>th</sup>, with fiscal year ending on April 30<sup>th</sup>.
- 2. Returning excess textbooks.

❖ **Rocky:**

- 1. Friday, March 14 is the Pre-Proposal meeting for the CDC.
- 2. Car show is this weekend in parking lot J & K.

Meeting adjourned at 10:30am.