



**Administrative Services Staff Meeting
March 12, 2013**

PRESENT:

√ Babs Atane	√ Robert Brobst	Reuben James	conf 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 5th was approved.

❖ **Jo Ann:**

1. Mike will be accompanying me to the LA County Board of Supervisors to protest the Clean Water, Clean Beaches Measure that is being proposed by the County.
2. Program review for this year needs to be completed. Priority plan request needs to be done quickly.
 - a. Irene is challenged in reading the program reviews and tying it into the unit plan. Please go back and check your unit plan to see if it ties into your program review.
3. Tom – after you meet with Kelly, please send an email to myself, Ann, Rocky & Mike.
 - a. Draft an agenda for the Facilities Steering Committee.
4. Bob – Update on MBA building glass. (Bob said he and Randy are working on a solution for the heat gain on the south side at the lower level).
5. Mike – continue to put the yellow flyer on bicycles.
6. Rocky and Mike work together on the safety issue of power wheelchairs.

Committee Reports/Division Issues:

❖ **Will:**

1. John and William are at CISOA conference where Illusion will be presenting.
2. Working with Bill on priority registration.

❖ **Mike:**

1. Manhattan Beach Police Department has donated a vehicle to Campus Police. (Rocky said donations need to go through the Foundation).

❖ **Bob B.:**

1. 2nd Elevator in the Bookstore is going to be bid today.
2. STEM will be going out to bid tomorrow.

❖ **Tom:**

1. Brought the draft EIR for you and the President. Timeline: Final draft to be done by end of March and going to board in May.

❖ **Janice:**

1. Met with staff regarding accreditation and program review.
2. The transcript process will be moved over the cashiers once they have moved over.

❖ **Julie & Andy:**

1. Getting ready for inventory at the end of April.
2. Preparing for audit.
3. When will ITS move to Communications building. (Tom said the award to bid is on the board agenda for Monday. Once approved, meeting will be setup with contractor to over scheduling. ITS should be out of their area by the 2nd week in April.)

Meeting adjourned at 9:15