



**Administrative Services Staff Meeting
March 13, 2012**

PRESENT:

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

Minutes from February 14 meeting has been postponed to the next meeting.

❖ **Jo Ann :**

1. Thanks to all of you who attended the Board meeting yesterday.
2. At yesterday's Board meeting the board decided not to cancel Winter session. The President has warned, there is no guarantee there will be two summer session.
3. Tom B. – make the necessary arrangements to get the President's office and Human Resources cleaned during the day.
4. Academic Senate is considering a vote of no confidence in the collegial consultation process, which names President Fallo and Dr. Arce.
5. In this environment we are in currently dictates that if any mistake is made, than first thing to do is "own it", then apologize and finally fix the problem immediately. Prime example, is the check distribution issue that occurred with Campus Police couple of weeks ago.
6. Unit Plan – has everyone completed their unit plan:
 - a. Everyone has, except for Julie, who is in the process of completing it.
 - b. Make sure that you talk about it with your staff and get their feedback.
 - c. Last year I put together and selected safety & security as the #1 priority. This year I will be doing the same.
7. Mike – give me the future crosswalk sting operation.
8. Open college forum on the budget will be sometime in April or May.

Committee Reports/Division Issues:

❖ **Tom B.:**

1. MBA courtyard is scheduled to be open after Spring Break.
2. They will be sandblasting the ramp this Thursday (3/15) and Friday (3/16).
3. At 1pm today we are meeting with Sherman and Taisei.
4. Got email from HPI, they went to DSA and project has been accepted by.
5. Modular will be demolished over the summer.

❖ **Janice:**

1. Auditors will be here the week of April 9th.
2. VLS started work on the federal overheard rate at the end of February.
3. We are working with the Compton and ECC Financial Aid offices asking them to clean up old batches, stop posting for a specified day, so we can cut over to a newly automated

system that will force the Compton Federal Aid transactions onto El Camino's General Ledger account history, which will satisfy an audit recommendation

4. Waiting for Compton to finish inputting the adjustment on Datatel so that last year's books can be closed.
5. To Tom B. - when can the cahiers area be done? (Tom B. - we will get the information back from DSA by May and by the end of this year or beginning of next year construction will be done. The additional elevator is not in the project scope right now).
6. To Jo Ann – Last year Tentative Budget went in the June board. Same for this year. (Jo Ann – we will have a May and June version).

❖ **John:**

- a) The ceiling on the Compton MIS building is down.
- b) Accreditation at Feather River went well.

❖ **Rocky:**

- a) Getting ready for year end closing. Information was sent out on March 1st.

❖ **Mike:**

1. Busy last Thursday with crosswalk sting.
 - a) 23 tickets issued
 - b) 7 out of the 23 issued to ECC students
 - c) 2 suspended license
 - d) No cars were towed

❖ **Tom C.:**

1. Trying to get all of the projects as completed as possible before the end of this month.

Meeting adjourned at Noon.