



**Administrative Services Staff Meeting  
March 19, 2013**

**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 5<sup>th</sup> was postponed to the next meeting.

❖ **Jo Ann:**

1. Julie will receive her five year award at the Management meeting tomorrow. Congratulations.
2. At yesterday's board meeting, staff from the CDC was in attendance. CDC will remain open. Trustee Gen would like to see substantial improvement in enrollment in the fall for the CDC
3. Richard Foss from the Sheet Metal Workers' Union was in attendance and spoke at the Board Meeting. Trustee Beverly directed Mr. Foss to work with staff on this issues.
4. Rocky – write up a explanation on the issues with the Bookstore contractor.
5. Mike – please send the student trustee an email asking her what she was referring to at the Board Meeting.
6. At our next meeting Campus Police and Bookstore will present their program review. Plan builder prioritization for 2013-14 needs to be finished quickly.
7. Area Council meeting for next week needs to be canceled, instead a staff meeting will be scheduled.

Committee Reports/Division Issues:

❖ **Will & John:**

1. Sent an email to remind everyone on the appropriate use of campus radios.
2. With the help from Ora's staff, two to three ITS staff is moved daily.
3. Help desk will be moving on Wednesday.
4. April 3<sup>rd</sup> the timesheet printer will be moved out.
5. This Friday is the Faculty Technology Committee Summit. There are 71 faculty signed up.
6. After the move we will be looking into priority registration.

❖ **Mike:**

1. There is 99% compliance, since putting the warning notices on bicycles.
2. We have been invited to do safety presentation around campus. Did two safety presentations at the Library.
3. Since doing these presentations, the numbers of calls have increased due to more awareness by staff on campus.

❖ **Rob:**

1. Working on Accreditation with Tom.
2. We are still down nine employees.

❖ **Bob B.:**

1. Had the post bid meeting yesterday with the contractor.
2. Notice of intent to award was sent out on the second elevator at the Bookstore.
3. Today we will have the post bid meeting with STEM.
4. MBA glass - contractor is working with Lend Lease to getting pricing on the replacement glass.

❖ **Tom:**

1. Working on the Environment Impact Report (EIR), getting it finalized for August board meeting.
2. During Spring Break we will be getting the logistics together for the new construction area.
3. Moving ITS to Communications.
4. Need to get the issue with the MBA elevator figured out.
5. Work in progress for the construction manager.

❖ **Janice:**

1. Working on the financial aspect of the ACCJC report, which is due by the 31<sup>st</sup>.
2. Auditors will be on campus the week of April 9-12.
3. Cashiers area is being cleaned out for their move.

❖ **Babs:**

1. Working on Accreditation.
2. Also getting the pre-audit item together.

❖ **Julie & Andy:**

1. Getting ready for physical inventory.
2. Preparing for audit.

❖ **Rocky:**

1. The pre-qualification meeting is tomorrow at 10am.
2. Requisition is approved for the campus radios.
3. Need to speak with individuals on the feeding stations for cats on campus.

Meeting adjourned at 10:55