



**Administrative Services Staff Meeting
March 26, 2013**

PRESENT:

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

Minutes from March 12th & 19th were approved.

❖ **Jo Ann:**

1. Rocky - send me an update on the “cats” issue before my meeting tomorrow with the President.
2. Update was provided on the campus forum at Compton.
3. Combined prioritization needs to be done quickly, so next Tuesday we will be going over everyone’s unit plan.
4. Send Shobhana your unit plan information, so she can combine all areas in one spreadsheet.
5. Will – check with John to see if he has sent in the description summary on the accreditation. As of last Thursday it had not been done.
6. Janice – by end of day today, send an email on the total dollar amount we anticipate paying into PERS this year. Also identify how much from Fund 11 and at what percent rate we contribute.
7. FTES is down all over the State. We will have to borrow from Summer and book a applicable accrued revenue and expenditure.
8. Rocky – the due date for the RFQ – per Rocky it is April 4th at 2pm.
9. Make sure you connect your current unit plan to your past program review (far back as two years) saying, “our program review done in ____”.

❖ **Presentation of Unit Plan 2013-14 from Campus Police & Bookstore:**

1. Campus Police:

- a) Mike went over the unit plan and discussed some of the items that campus police had in their plan:
 - i. Page 4 talks about past surveys. Jo Ann would like Campus Police to do their own climate survey.
 - ii. Page 6 & 7 discusses the need for new patrol cars, electric golf carts, new voice recorders, and purchasing a new training delivery system. Overall cost about \$135,000. The group will like to see cost for each item separately.
 - iii. Page 7 discusses the need for a dispatch IT firewall system. Cost-\$55,000.

- iv. Page 8 talks about parking services citation machines, which are currently seven years old. Also discusses a mobile license plate recognition camera. Total cost - \$80,000.
- v. Page 10 talk about live scan operation and how over the years it has decreased in revenue. Need to market ECC live scan. No cost

2. Bookstore:

a) Julie went over the draft unit plan for the Bookstore:

- i. Updated the statistics from last year.
- ii. Need to add the Strategic Initiative into the unit plan.
- iii. Rental of textbook is the direction of the bookstore. Currently an outside vendor is doing the rental, because our current system cannot support it. We would like to upgrade our system so we can increase our rental of books.

Meeting adjourned at 9:45