



**Administrative Services Staff Meeting
March 4, 2014**

PRESENT:

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

Minutes from February 18th was approved.

❖ **Jo Ann**

1. Are all of your area plans completed? (Note: the group has done their plans).
2. Use of facilities - be aware that club events are the only ones that does not get charged for using the facilities. Any others programs on campus or off campus need to pay for the use of our facility; if it is vendors they need to have insurance, have county business license and sellers permit (sales tax).
3. Encourage everyone to attend the Management Forum. Mike is presenting the Clery Act information.
4. In the next few days, please send your future projects (3 to 4 months) that your area will be working on. Do not want routine projects.
5. Tom – setup custodial academy.
6. John & Will - send information to Student Services regarding the March 18th portal migration.

Committee Reports/Division Issues:

❖ **John & Will**

1. Trying to get copies from the two colleges that have done their AUO's.
2. Did a walk through with Arey-Jones a sub-contractor of Dell who will be involved with setting up new computer.
3. Don Treat's staff will be walking ahead of the Dell staff to put tags on computers that need to be replaced.
4. Next three weeks is a very busy time for ITS.
5. We have the Sigma Net and PlanNet contract. Rocky is fine with contract.
6. ECC has been asked to beta test the Chancellor's Office Ed Plan 2016-17. Decision has yet to be made.

❖ **Bob:**

1. I&T
 - a. Framing is in progress.
 - b. Project is on schedule.
 - c. Met with Dean about the Natural Science south side having no access in or out except for emergency exit.
 - d. Need to let offices that have grant monies know, not to order any more equipment until they have spoken with Facilities. (Jo Ann would like an email sent to the Deans).
2. Student Services

- a. Met VP and Dean last week and the square footage are workable.
- b. Rory needs to talk with Dipte regarding the Special Resource Center area.
- c. Architect is working to put all of it together.
- 3. STEM
 - a. Furniture will be arriving on the 28th and it will be assembled in the building.
 - b. Grand opening is sometime in April.
- 4. Proposition 39
 - a. All except for \$6,000 met the allocation.
 - b. Rick has done a great job in finding the piggyback contract and the project is out to Bid.
 - c. Monies encumbered for projects include the internal campus lights, parking lot L and replacement of pool pumps.
 - d. Year 2 monies will be used for air handler.

❖ **Tom:**

- 1. Architect, Engineer and Bob talked with the County in regards to Manhattan Beach entrance pertaining to Student Services building and Lot C.
- 2. Since Ora retired we would need the list of assets that need to be removed from asset management. Also we will need the list of surplus computers.
- 3. Meeting with Rory and HMC regarding the gymnasium.

❖ **Mike:**

- 1. Campus Police updates.
- 2. Thursday Management Forum presentation on Clery Act and Nixle.
- 3. Talked with the Director of Foundation regarding student housing option.
- 4. Have a call into the Clery department for clarification on what is to be reported in regard to the housing. *Note: Cost per Clery Act violation is \$35,000.*

❖ **Babs & Janice:**

- 1. Met with LA County Fire regarding the processes and billing.
- 2. Progressing on the comparison of budget to actuals. Should be done by tomorrow.
- 3. Talked with LACOE in regarding to getting the final report on separating salary and insurance, the County said we can run the report through PC Product database. In talking with ITS, HR has access to this database. According to ITS, HR has not run the report in two years and the information is not up-to-date. ITS said they need to install it on Babs computer give him access, which is going to take time. (Jo Ann said Babs needs to call the County and ask them to run the report this time because it will be time consuming to do it ourselves).
- 4. Payroll is back on track except for part-time faculty sick leave balances.
- 5. Do we need to continue with the casual employees who work over 100 hours, since HR is also doing a report? (Jo Ann suggested that Babs meet with Maria to discuss the report).

❖ **Andy:**

- 1. Book returns are in process.
- 2. Will be doing early inventory and getting ready for earlier summer session.

Meeting adjourned at 10:00am.