



**Administrative Services Staff Meeting
March 5, 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 January 8th, February 5th and Feb 12th were approved.

❖ **Jo Ann:**

1. ECC has received the letter from the Accreditation commission stating ECC is on Warning. The issue stated that Student Learning outcomes were not tied to program area outcomes.
 - a. Part of the problem under the Academic area was that CurricUNET wiped out the old program review when the new ones were uploaded. John said he is talking to the help desk at CurricUNET after this morning's meeting.
 - b. Administrative Services unit plans should have been completed by the end of February. Make sure you give Shobhana a hard copy of your plan in the next couple of days.
 - c. Each department needs to establish service area outcome.
 - d. Areas need to think of doing a matrix or survey.
 - e. Program review for 2012-13 needs to be done by the end of April.
2. John or Will – one of you needs to attend the web conference on March 21st from 1-2:30.
3. Steve Haigler is the Interim Director of Accounting at the Compton Center.
4. Tom – in the past we have done post occupancy survey. Work with Randy, we should do a similar survey with MBA occupants.
 - a. Research and see if there is a “Purpose Statement” written up for the Facilities Steering Committee.
5. Bob – MBA building glass issue. (Bob stated that the glass is not reflecting sunlight and the south facing side of the MBA is heating up. Bob also said they are sending a letter to Taisei stating they have 72 hours to notify us on what and how they will be fixing the issue).
6. Spend the monies in your budgets under 4000 and 5000 accounts before the cut off date.

Committee Reports/Division Issues:

❖ **John & Will:**

1. Attending the CISOA conference on March 10-12 and doing a presentation on accreditation. (Jo Ann would you a copy of the presentation).
2. Bill Mulrooney would like ITS to look into the new model of CCCApply and priority registration. Further discussions on these topic are needed.
3. Help desk attendance issues is still on going. Working with HR.

4. Wiring projects on any new building will be outsourced and the existing building will be done in-house.
5. Since the MBA classroom has the most up-to-date technology, it is pertinent that we look into upgrading the Natural Sciences and Humanities classrooms.
6. The Portal upgrade will cost approximately \$25,000 to \$30,000.

❖ **Mike:**

1. Campus Police is putting yellow warning notices on all of the bikes that are locked up to the railing. This will be done for two weeks after that the bike will be taken and stored at Campus Police.
2. Had a meeting with Diptie regarding her concerns for SRC students who are in power chairs. She wanted to know how campus police would get those students out of the basement or second floors of a building in case of an emergency. Will be speaking to Rocky on this issue.

❖ **Bob B.:**

1. Bid award for the Shops and I&T building will be going into the March board.
2. Out to Bid are the Business Services elevator and STEM project.
3. The award for STEM project will be going into the April board and work starting in May
4. DSA had issues with Stadium and update will occur on Friday.

❖ **Robert Brobst:**

1. Currently the priority is Accreditation.
2. We are down six employees.
3. We are authorized to fill all vacant position. The positions for Utilities Worker, Electrician and Custodial Supervisor will close on March 7th. The Painter position is in the review stage.

❖ **Tom:**

1. Coordinating the ITS move into the Communication building.
2. Grand opening of the MBA is on tomorrow.
3. To Jo Ann – where are we on the Smoking Policy? (Jo Ann said she will have to bring it up again in College Council.
4. To Jo Ann – where are we on ordering the Radios. (Jo Ann said to talk with Rocky).

❖ **Janice:**

1. Auditors will be coming and they have not given accounting their list yet.
2. Still fielding 1098T questions.
3. Discussion on saving files on thumb drive came up. (John said to have everything saved on the shared drive so the files can be backed up daily).

❖ **Babs:**

1. Met with Renee from VLS regarding the Bond audit.
2. Finished the project and have emailed it to Jo Ann.
3. LACOE has fixed the new contribution for PERS on the new employees.

❖ **Julie & Andy:**

1. Looking at doing the rental of books in house. Currently it is done by a third party.
2. Gone back to regular hours: 7:30am to 6:00pm.
3. Sales are 1½% down from last year.
4. Got through the beginning of semester with five less full-time employees.

Meeting adjourned at 10:20