



**Administrative Services Staff Meeting
April 1, 2014**

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 18th was approved.

❖ **Administrative Services Plan Builder 2014-15**

1. It was decided that Mike will present his plan at the next meeting. Jo Ann asked if anyone else would like to present on April 8th and Julie said she would. The rest of the group will present on April 15th. April 22nd meeting will be VP prioritization. Since Rocky will be on vacation, he needs to give his plan to Janice for her to present to the group.

❖ **Jo Ann**

1. Will - can you get the Wi-Fi document to show which building has high density coverage and also to show which building will be identified next with increased density. (Tom said he would email the document done by S&K showing the Wi-Fi on campus).
 - a. Need to meet with you this week regarding the Portal (MyTeamSite) issues.
 - b. Need to send out the message of what will be happening in the next six months.
 - c. Gave an update of this issue at yesterday's College Council meeting.
2. Shobhana will send out the campus climate survey done by the Research Office. (2-page document handed out at College Council).
3. Faculty mediation is scheduled for April 11th.
4. Fiscal Services – Janice thanks for your help on Friday in speaking with the Chancellor's Office.
 - a. PBC meeting this Thursday would like to have the GASB letter from March board, which says, (1) the balance of the monies from Fund 14 & 15 will be move to Irrevocable Trust Fund. (2) Remaining balance of the Trust Fund will be funded by Fund 15 monies. If the Trust is fully funded than the retiree benefits can be charged to the trust and this will free up fund 11.
 - b. New GASB 68 has been passed by the AICPA for FY 2015-16. This will have a major impact on the balance sheet as a huge negative number.
 - i. Forwarded the email to Rod Carter asking him what impact it will have with the rating agency.
 - ii. Emailed to our auditor asking him what impact it will have on the opinion letter to the audit.
 - c. Come up with the multi-year budget using all of the updates from School Services. Do it only in percentages.
5. Accreditation rewrite is due by the end of April.

- a. Babs – has the fiscal section rewrite done? Babs talked with Rory and so far nothing has been done. Jo Ann has asked that he write an email to Rory and Gary asking when they have time to discuss the rewriting.
 - b. John – ITS need to fine tune their section. John said he will be spending time this week to the rewrite.
 - c. Facilities – Bob, Tom and Rob need to meet and go over the Facilities section. See if the information about the Compton square footage is correct. Also have Mike look over the safety portion of the report.
 - d. *The entire rewrite has to be done and time given for Jo Ann to look over the sections before the final document is sent to Jean by the end of April.*
6. Top priority is Accreditation item updates and second is unit plan presentation.
 7. Rocky – after you get back from vacation we need to look at earthquake preparedness

Committee Reports/Division Issues:

❖ **Mike**

1. Part-time dispatcher issue. (Jo Ann said she will take it to VP meeting tomorrow).
2. Two officers went to Saddleback College to observe their inter-agency active shooter training.

❖ **John**

1. Candidate for Sr. Network Tech. declined the job offer.
2. Ellucian wants a multi-year maintenance contract, need a decision quickly. Jo Ann said to let them know if will be a couple of months before anything will be done. Janice will look into how many payments we have done and also how “prepaid” are handled).

❖ **Facilities**

1. To John, where are we on the bond server. (Jo Ann said she want a quote emailed to her by this afternoon).
2. Prop 39 monies – we will be spending as much of it on the parking lot lighting.

Meeting adjourned at 11:00.