



**Administrative Services Staff Meeting
April 8, 2014**

PRESENT:

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

Minutes from April 1st were approved with minor changes

❖ **Administrative Services Unit Plan Presentation**

1. Mike presented Campus Police unit plan:
 - a. Item #1 – need to add four mobile video systems for Compton Center with total cost of approx. \$40,000. Also add six systems for El Camino. Need to add dollar amount for maintenance under ongoing cost.
 - b. Add blue poles as #1 division priority.
 - c. Add two mobile data terminals for Compton patrol cars, at cost of \$20,000.
 - d. The division will meet and reprioritize the items.
2. Julie will present the Bookstore plan next week.

❖ **Jo Ann**

1. Babs – update the 5yr spreadsheet and will need to meet with you before the PBC meeting on Thursday.
 - a. Tom – find out how long our current electrical rates are locked in for; what will be the rates for the following year or estimate the rate. Once you get the information, please give Babs the information. Babs put a reference to note where we got this information.
 - b. Babs work with Janice on the election cost.
 - c. At last PBC meeting all members were present; please make sure you attend all PBC meetings until September.
 - d. We also need to work on getting a graph together on the OPEB information (letter) that was sent to the Board on last month's agenda.
2. Janice – call Futurist regarding the interest income for this year, projection through June 30th. Babs use this for the graph.
 - a. Talk with Jeff at Total Comp. regarding what happens when we are fully funded and payment are made from this fund. What happens after another actuarial report is done with the accrued liability?
 - b. Please email Linda inquiring if the item from the County Bulletin regarding infinite retro for active salary has been taken care of. Please copy me on this email.
 - c. Call for credit ratings on the two companies that have put in proposals to rent the CDC. Shobhana will email you the names.

3. Mike – April 15th, we need to pick up Fred Harris and Susan Yeager from the airport and take them to Compton.
4. Tom, Bob and Randy – need to brainstorm about our meeting from last night.
5. September 8th is the CCFC meeting.
 - a. Bob can you call and find out when the deadline is to submit proposals.
6. Blue Poles – identify the consistently down poles, try and fix it. If it cannot be fixed get a third party vendor to give you an estimate of cost for maintenance repair contract.
 - a. Mike add this item to your unit plan (standardize the blue poles and cost of yearly maintenance cost).
7. Smoking policy went to College Council yesterday. It has been changed to smoke free campus. There are some changes to be made and it will go back to College Council. This will be effective Fall 2014.
8. Employee Campus Climate Survey was done by the Research department. Read it and have a response prepared in a couple of weeks.

Committee Reports/Division Issues:

❖ **Bookstore**

1. Will be closed on Thursday and Friday for inventory. Campus wide message was sent out.

❖ **Janice**

1. To John- can the new Datatel UI (web based) be accessed from anywhere off campus? John said he would look into and get back to everyone. (Update: no one can access from outside).
2. Need to have the County do a separate special payroll cycle for the casual/non-cert timesheets.

❖ **Babs**

1. Demo software meeting with the companies went well. The last firm's product can be incorporated into our system. System has the ability to do online timesheets. (Jo Ann said we will still need hard copy of timesheet).

❖ **Facilities**

1. Prop 39 project will begin in the middle of May after graduation.
2. Lot F (Channel Parking Lot) will lose all of its cameras when construction begins. (Jo Ann said to email her the details).

❖ **Mike**

1. Ten cameras in lot F are not working. ITS will look into this issue.

Meeting adjourned at 10:50.