



Administrative Services Staff Meeting
May 12, 2015

PRESENT:

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

Minutes from May 5th was approved with minor changes.

❖ **Jo Ann:**

1. Rob - email the summer project list before noon today.

Committee Reports/Division Issues:

❖ **Bob & Tom:**

1. Where will they be holding the luncheon on Friday, since the forecast says rain?
2. Working on the swing space for the pool.
3. Walked the ITech building. Finishing up last minute items.
4. The lights are up on the parking lots.
5. Need to meet one more time with Claudio regarding documents transfer from Lend Lease to the new server.
6. Stadium project is going well. Concrete pour will occur for the next couple of weeks. Audio visual meeting which included Howard, Will and Claudio for the Stadium Wi-Fi occurred.
7. Design meeting with metro people for the traffic signal. The bus stop will be closed on Manhattan Beach Blvd.
8. Next week central plant will be turned off so that the stadium can be connected.

❖ **Babs:**

1. Met with Renee and the consultant regarding the summer retro. They have taken copies of documents and will do their own calculations. Jo Ann said she spoke with Renee and told her she needed to talk with Linda Beam.
2. The auditors will be on campus next week.

❖ **Will:**

1. Admissions changed their office hours, so now they will be open M-Th until 7pm and Friday until 1:30pm.
2. I was the only one representing ECC at the Ed Plan Initiative kick off meeting.
3. Internal meeting has been scheduled for next week with the ECC group and the vendor for further discussion.

4. ECC is contracting with Starfish instead of Grades First.
5. Working with A&R on refunds.

❖ **Mike:**

1. Campus Police update.
2. Getting ready for graduation.
3. Flyer for the Campus Police open house went out. It will on Friday, May 15th from 8:00am - 10:00am.

❖ **Rob:**

1. Working on graduation.
2. Meeting at 10am to go over Plan B in case of the rain.

❖ **Rocky:**

1. RFP for the Administration building will close May 20th.
2. RFP for the Pool will be going out next week and to the Board in August.
3. Working on RFP for Student Activities.
4. Selection interview is tentatively scheduled for June 23rd.

❖ **Andy:**

1. Summer school and graduation have us all busy.

Meeting adjourned at 9:15 am.