



**Administrative Services Staff Meeting
May 15, 2012**

PRESENT:

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

Minutes from, February 14, March 13, April 10, May 1st and May 8th were approved.

❖ **Jo Ann Higdon:**

1. Congratulations to Tom Brown, he is the new Director of Facilities Planning & Services.
2. Tomorrow's Management meeting is at Compton and I will expect all of you and your supervisors in attendance.
3. Janice & Babs – you both will be doing the webinar regarding the State Budget today at 3pm. I will expect a write up from both of you by this evening.
4. FCMAT – will let them know they will need to talk with Janice, Rocky, Linda and Capri. Since Babs is due to meet with FCMAT today I will have them change it so you can attend the webinar.
5. Next week at ACBO, but will be flying down for the Board Meeting on Monday.
6. Mike will have to attend VP meeting on Wednesday.
 - a. Too late to increase parking fees for Fall semester, maybe Spring. Look into changing daily sticker rate.
7. Janice, Babs & Rocky – work on the 5-year grid and fill in everything. This will be taken into PBC this Thursday. Do the new number in color. Also, the bookstore fund will go to PBC. We will not be taking Fund 14 or 15 to PBC.
 - a. Employees need to be moved from the Accounts Payable side to Payroll, so that FICA is removed from everyone. This needs to be done by July 1st. (Mike- they would have to be finger printed and TB tested).
8. Janice – redo the President's letter for the budget book with two scenarios.
9. Rocky – starting July 1st each of the vendors will have to report to us if they have STRS or PERS retiree working for them. We will have to send out letters on a monthly basis.
10. John & Will – need write-up on ESARS update.
11. Tom – need to talk with Randy to see where he is on the write-up on the Compton Capital Outlay project.
 - a. Agenda item for Facilities Steering Committee – signage on campus regarding skateboarding. Mike – talk with student government on this matter.
 - b. Need grid on Taisei issue from Randy.

❖ **Program Review – Bookstore:**

1. Andy went through the Bookstore program review. There are some changes to be made. But overall it was done well.
2. At the next staff meeting ITS will present their program review.

Committee Reports/Division Issues:

❖ **Mike**

1. Power outage at Compton for a few seconds.
2. Last night the lights went out in Lot L and Facilities brought over flood lights.

❖ **John & Will**

1. Schedule for work on the MBA is on time.
2. Preparing for data center migration project.
3. Compton MIS is coming along. They will be installing equipment in a couple of weeks.
4. Another person has given out their password and the system is being hacked.
5. Google has black listed ECC.

❖ **Andy**

1. Preparation in progress for inputting the faculty textbook orders.
2. Right now it is slow but in a couple of weeks is going to get very busy.

❖ **Janice**

1. Tentative Budget for 2012-13 was taken to last week's PBC meeting and it will be taken to the May Board Meeting.
2. Rita Bruce is retiring at the end of this month.

❖ **Babs**

1. Working on the public information request for employee salary.
2. Met with Gary & Diane regarding the procedure for cash control.
3. Working with Rita on what exactly she does and getting a process together for improvement.

❖ **Tom**

1. Getting ready for graduation.
2. Getting the work plan together for repair on Lot F.

❖ **Rocky**

1. Get all invoices to Accounts Payable so it can be paid in time for year end.
2. Capri has been going to Compton and will get a report from her this afternoon.

Meeting adjourned at 10:10