



**Administrative Services Staff Meeting**  
**May 5, 2015**

**PRESENT:**

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

Minutes from April 21<sup>st</sup> were approved with minor changes.

❖ **Jo Ann:**

1. Mike - talk with Erika regarding the Board Policies and Administrative Procedures that was emailed to her last week.

Committee Reports/Division Issues:

❖ **Bob & Tom:**

1. Two desk need to be finished off in the ITech building.
2. Prop 39 monies will be used to finish off Lot J & K lights. Year 3 monies will be used to do the rest of the exterior lighting and maybe the HVAC project in the Science building.
3. Bond server protocol meeting went well between ITS, Lead Lease and Facilities last week. Need to talk with Claudio on how to transfer the documents.

❖ **Babs:**

1. Janice has returned back to work.
2. Having a meeting with Renee and the consultant regarding the summer retro.
3. Getting ready for preliminary audit. They will be on campus the week of May 18<sup>th</sup>.
4. Working on some preliminary numbers for the budget book. (Let Janice know that preliminary number for Fund 11 is needed.)

❖ **Will:**

1. Experiencing come problems with the network. Someone is physically plugging into the network on campus. Investigating the issue.
2. Dell delivered the computers this morning. We will be installing them this week. There are still two class rooms that don't have desks. (Bob said there are two programs (CADD & Fashion) that will be moving on May 18<sup>th</sup>.)

❖ **Mike:**

1. Campus Police update.
2. Getting ready for graduation.
3. Talked with HR and they will be reposting the Police Officer position at Compton.

❖ **Rob:**

1. Walked the cashier's area with Rocky and Babs. We have come to agreement that tinting the window would work. We are also moving the cashier line under the shading. We will paint the lines after graduation is done.
2. This week Facilities staff is busy coordinating twenty six events around campus.
3. Relocating the cherry tree offices.
4. Preparing summer clean-up project. (Jo Ann said to email her the summer project list).
5. Hiring for the HAVC and gardener position.
6. According to HR they are still waiting for the DOJ to return the fingerprint information for six of the temporary custodians.

❖ **Rocky:**

1. Interview for Lead Accounting Tech position has taken place.
2. The CAT building is getting a safety award. Contractor for the building had fewer amount of injuries.
3. Working with the Dean Rodriguez to get safety signage for CAT & ITech building classrooms.

❖ **Andy:**

1. Inventory is done.
2. Summer school, graduation and the golf tournament have us all busy.
3. HR informed the Bookstore that students must be enrolled during summer in order to work. So we are scrambling to get casual workers for daytime hours.

Meeting adjourned at 9:30 am.