



**Administrative Services Staff Meeting
May 6, 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	

1. Jo Ann will be out of town tomorrow and Thursday. Mike is in charge.
2. Rocky is doing the Board Agenda Review on Thursday. Tom said there are lots of item on the Measure E. (Jo Ann said to do a letter to the Board explaining each item).
3. Vice President's had their planning prioritization meeting last Friday. Bob, Tom and ITS need to sit down and take a look at the items being requested by the different areas.
 - Would like to take a trip to the Fire Academy with Dr. Arce, Bob, Mike and myself.
 - Would like to walk the campus with Dr. Arce and Tom, maybe Bob.
 - Three items were moved: Golf cart, license plate recognition system and Compton Police item. The Compton item can be funded through fund 14.
4. Bob –how is the STEM center.
 - AV is set up, ITS is doing their work.
 - Vender will do final punch list.
 - Glass wall will have something put on so that no one runs into it.
 - Grand opening is May 8th.
 - Everyone is ok with Shops setup.
 - Meeting with Dean on May 15 at 3pm regarding setup of Shops.
5. Thanks to Bob and Tom for a job well done on the STEM Center.
6. Bob – Can you present something on Prop 39 at the next Facilities Steering Committee meeting?
 - Can you look at the items in the VP Priority listing and see if Prop 39 can be used (in regards to the changing out lights in building hallways).
7. Will – please email me the phone number for the help desk if you are calling from the outside.
 - How is the User Support Tech committee going?
 - John said the questions have been sent to HR and they are waiting for HR to release the application to the committee. Jo Ann is a member of this committee.
8. I&T renovation – everything is going fine.
9. Bookstore – Andy said they need to replace the Asst. Supply Buyer. Jo Ann said to email her the information.
 - Let Julie know that I have not yet received the aged payable report.
10. Babs – gathering information for the auditors. They will come the week of May 19th.
 - Working on Government Compensation report for the Chancellor's Office.
 - PBC last week went well.
 - Jo Ann said to have Janice give her the finalized numbers for Fund 14 & 15 by this afternoon.

- You or Janice needs to convert the percentage on the 5-year grid to actual dollar amount.
11. Rob – working on personnel issues.
- President Fallo and I had a walkthrough of graduation last Thursday. Jo Ann said there will be two more walkthrough next week.
 - Financial Aid move, we will be installing a speaker sign in the hallway for queuing.
 - Email was dictated by Jo Ann to be written to Dr. Nishime regarding the Financial Aid speaker sign.
12. Get your Program Review updated. It is all due by June 30th.

Meeting adjourned at 11:10