



**Administrative Services Staff Meeting
May 7, 2013**

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	

Minutes from April 2nd & 9th were approved.

❖ **Jo Ann:**

1. Mike – write up information about the Clery Act and what needs to be done to comply.
2. Rocky – write up information about upcoming plans regarding the “cat” situation.
3. Tom – write up information on proposed Student Services building issue and the dust collector system.
4. John – write up information on the progress of identifying those computers that need to be replaced throughout campus due to Microsoft issue.
5. Babs & Julie talk with the auditors regarding changing the Bookstore inventory period.

Committee Reports/Division Issues:

❖ **Will & John:**

1. Testing is in progress for the initial phase of the migration.
2. May 20th will be working on the migration fixes with the programmers.
3. Priority registration – currently evaluating the different third party software’s.
4. Since the Health Center will be getting a new electronic medical record keeping system, ITS staff needs to be trained on HIPAA.

❖ **Mike:**

1. Went to the Police Chief’s Conference, where the new Federal mandate on the Clery Act was discussed. Effective 2014, the new compliance includes keeping data on date rape, domestic violence and stalking. Deans, Health care providers and the Athletic department on campus need to be trained on the new changes. Clery Act data also needs to be kept for seven years, if audited and violations are found, a fine of \$35,000 will be assessed per violation.
2. Mike Travis did a presentation at the conference on workplace violence and restraining orders.
3. Will be setting up meetings with the cashiers in Accounting regarding safety procedures.
4. Getting ready for graduation.

❖ **Rob:**

1. We are down two more custodians.
2. Cleaning out the STEM area.

3. Cleaning out the last of the items from MCS building.
4. Purchase order issued for the Kilns to be removed and replaced.
5. Dust collector – currently testing for lead in the area.
6. Meeting with Community Advancement on Thursday for their move into the Nursing area. Kids college will occupy the entire Nursing area. Restroom will be relocated to the baseball field trailer.
7. Selection has been made and will be on the May board for the painter, electrician and custodial supervisor.
8. Getting ready for graduation.

❖ **Bob B.:**

1. Had a pre-construction meeting with the contractor for the STEM project.
2. I&T building project is underway. They are trying to rewire the Police antenna to keep it in operation.
3. Shops project – the trees have all come down.
4. Coordinating with the Athletic department regarding the baseball field.
5. Pre-construction meeting this afternoon on Rocky's elevator project.
6. Lot F repair bid had only one responsive bidder. Notice to award to Harik Construction Inc.
7. Stadium project will be out of DSA by summertime. Start of construction by December or January.

❖ **Tom:**

1. South road next to baseball will be closed for Shops project.
2. Community Advancement will be relocated next week. Will be meeting with Betty Sedor.
3. Dust collector system was approved by DSA and is on the May board.

❖ **Babs:**

1. Draft of the Accreditation report has been sent to you for your review.
2. Cashiers have moved to their new location (next to the Bookstore) and the rest of the staff is upstairs.
3. Still waiting for LACOE to send information, so the government compensation report can be done.

❖ **Julie & Andy:**

1. Finished inventory last week.
2. Since the change in calendar for next year, inventory date will have to be changed. As it stands currently, inventory will have to be done when finals will occur. (Jo Ann said for her and Babs to talk with the Auditors when they come at the end of May).
3. Getting ready for graduation.

❖ **Rocky:**

1. Met with the group regarding the "cats".

Meeting adjourned at 10:45