



**Administrative Services Staff Meeting
June 12, 2012**

PRESENT:

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

Minutes from June 5th meeting was approved.

Program Review:

Facilities presentation of their area Program Review was postponed until the next meeting.

Committee Reports/Division Issues:

❖ **John & Will**

1. Almost finished correcting the issue with portal. Four hundred students have registered through the portal. Found the corrupt file and have asked the vendor to fix the issue.
2. “It was all hand on desk” for the past couple of days. Everyone has been working together to fix the problem.

❖ **Janice**

1. The Final Tentative Budget will go to print today and to board on Monday.
2. Over the weekend the State severely decreased the monthly apportionment payment. So we were looking to see if instead of borrowing 10 million on July 1st, we could borrow more money. In looking at the numbers ECC cannot borrow any more money, because we cannot pay it off before our next borrowing.
3. Starting year end closing.

❖ **Mike:**

1. We have had a rash of illegal entries into the faculty office in the Fine Art building.
2. Please let all your employees know to keep their belongings put away.
3. Graduations went well.
4. Looking into posting surrounding communities crime status on ECC Police website.
5. Paving work is going on parking lot K and L this week.
6. EASE program – encourage any staff member that is having difficulties or issues.
7. Final interview with the President for the Clinical Psychologist. This is a new position in the Health Center under Rory Natividad. This individual will be part of the Crisis Intervention Team Committee.

❖ **Update on items from June 5th minutes:**

1. Item 4 under Jo Ann- *Janice & ITS – meet to discuss whether or not an “opt out” function for paying a fee can be added to the payment screen. Let me know if this function can be*

put in place for the Spring semester. ITS will be exploring different options with the help of Janice.

2. *Item # 3 under update of May 22nd minutes - Babs has been instructed to call Deanna Hart in the payroll department at Cerritos to find out if they have their sick leave/vacation is on their paychecks and find out how they do it. Babs said before he called he found a bulletin from LACOE issued February 2012 on the guidelines on how to upload vacation/sick leave into HRS. LACOE has an Excel template that can be used to do a monthly upload into HRS. (John & Will both want copies of this bulletin sent to them). There are two issues currently: (1) the current software, MS Access will no longer be needed. (2) How do we capture the information from prior years? Payroll will have to be diligent in updating the Excel file monthly that will be uploaded into HRS.*

Note: Campus Police will be opening the outer doors to the Administration Building Monday through Friday.

Meeting adjourned at 9:15