



Administrative Services Staff Meeting
June 17, 2014

PRESENT:

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

Minutes from June 3rd meeting was postponed.

1. Janice and Babs at the next PBC meeting we need to take the updated 5-year plan.
2. At last night's board meeting the OPEB item got approved.
3. Would like Janice and Babs to attend the budget workshop on July 30th in Riverside.
4. Budget will be approved on the September 8th board meeting.
5. CDC lease was approved at last night's board meeting. We will remove the computers and keep everything else there. August 1st PACE operation will begin at CDC.
6. Would like all of you to attend the Management Meeting tomorrow at 8am in the Alondra Room.
7. Shobhana will be on vacation June 19th through June 30th. Delores and a Cadet will be the backup in the office.
8. Mike, Tom, Rocky and John or Will, please meet and come up with a solution for the Blue Pole issues.
9. Janice and Babs – need to do the SSSP survey, which is due June 27th.
10. Accreditation – send your changes to Jean Shankweiler, ASAP.
11. Rocky – Accounts Payable position will be taken to the VP meeting tomorrow.
12. New fiscal year (2014-15) purchase orders can be entered into the system.

Meeting adjourned at Noon.