



**Administrative Services Staff Meeting
June 19, 2012**

PRESENT:

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

Minutes from June 12th was approved.

❖ **Jo Ann Higdon:**

1. Program Review will have to be done as soon as possible. All day Vice President's meeting on July 24 to discuss program review.
2. Mike - look into increasing the daily parking fee; need to visit associated students to talk with them this not effecting student parking fees. Also need to look into increasing the parking tickets violation fee.
3. Tom – for future, review the agenda items and check the figures. Luukia brought up the calculation error that was missed.
 - a. President and the Board are favoring a 3rd floor on the channel parking lot with solar panel. Talked with Jeanie about demo cost of technical arts and resurfacing the parking lot which gives them a few more parking spaces.
 - b. When you get time, Jo Ann would like to take a peek at the management use of SchoolDude.
 - i. Write Jo Ann an email asking if it was possible to get an outside contract to input preventative maintenance information into SchoolDude so it will automatically generate work order, and also link SchoolDude into Fusion.
4. ITS – the President has authorized the spending of money for the extra security system. Send an email Jo Ann reiterating what was said. Let Jo Ann know immediately if the cost increases from what was originally estimated.
 - a. It is highly likely that the MBA will be done much later than originally anticipated. Please find a secure area to store all computers, network, and other equipment. Keep a running tab on how much we spend on storage for these items.
 - b. Talk with Tom and Randy to look at the latest schedule Taisei has provided.
 - c. Check and see if SchoolDude can work in the IT helpdesk.
5. Rocky – at the board meeting a question was posed on the contractor entry fee that ECC pays: Do we have insurance liability? Please find out and email Jo Ann the information.
 - a. Do not release the CMTA contract until Arvid find out from Jose if they get any overhead and what is the percentage?
6. Babs – find out if the “Nutcracker” show paid the district what was owed.
7. Faculty negotiation is going on. The classified negotiation has not yet begun.
8. Board Meeting - was glad to have the information on the AT&T purchase order.

- a. ITS - Someday when there is time, I would like to know how much money ECC has saved moving to a voice over IP.
 - b. At last night's meeting, the tentative budget was passed by the Board.
 - i. Janice – in the tentative budget there is a line item for gasoline for \$70,000. Need to know what is being charged to this budget item. Per Janice some transportation expenses are being charged to Auxiliary Services account. Jo Ann – there should be a drastic reduction in auxiliary services budget due to the bookstore not having money to support the program.
9. State reimbursement for Compton: Babs received two checks: Please check and see that it does not include any payment to Lend Lease. Babs says no. Then both the checks need to be given to Compton ASAP. Babs has been assigned to take on this task.

❖ **Program Review –Facilities Planning Services:**

1. Tom went through the Facilities Planning Services program review on the Building Systems & Maintenance and Operations. The following are some changes and additions that were suggested:
 - a. Under evaluation process - break it into two items:
 - i. Survey – say “....not done for 2010-11, but intends to do for....”
 - ii. Work order (SchoolDude)
 - b. John – find and bring survey for the next meeting. Look at it and see if we can send out.
 - c. Part of the review should be a look back to see if there were any resources that were received in the last four year and evaluate how this resource was used. If you had asked for resources and did not receive it, say so.
2. At the next staff meeting, which will be June 26, Business Services & Fiscal Services will present their program review.

Committee Reports/Division Issues:

❖ **Tom:**

1. Interview for Assistant Director is next Tuesday.

❖ **Janice:**

1. Vacancy in Fiscal Services – Talk with Shobhana & schedule a meeting with you, Babs, and Rocky. The meeting was scheduled for Thursday, June 21 at 11:30.

Meeting adjourned at 11:35