



**Administrative Services Staff Meeting**  
**June 2, 2015**

**PRESENT:**

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

Minutes from May 12<sup>th</sup> was approved.

❖ **Jo Ann:**

1. Janice - please expect a phone call from Renee at VLS regarding the part-time salary schedule.
  - a. Please find money for Will to pay for Omni maintenance.
2. Will - you and I need to work on the PlanNet recommendation timeline.
3. Babs - can you send me the history of student accounts receivable?
4. Bob & Tom - on Prop 39 year 1 & 2, give me the summary on savings. Need the calculated savings on the air handler for Natural Science. Also need the electrical savings from putting in the new central plant (information is in the tri fold).
5. Met with Ann and provided her with all the articles on water conservation.

Committee Reports/Division Issues:

❖ **Bob & Tom:**

1. We have direct connect with the utilities on what our usage numbers so we can report to the Chancellors office what our utilities usage are for Prop 39 by June 2016.
2. Rebid on Lot F is due by July 9<sup>th</sup>. Had the job walk last week.
3. Will be meeting with the demo contractor. Placeholder put on for June board.
4. Gymnasium, parking lot and Student Services are at DSA.
5. RFP out for the Pool.
6. Meeting this afternoon on the Administration Building.
7. Stadium is going ok. Big concrete pour this Thursday and Friday on the home side.
8. Working on Prop 39 year 3 projects. There are 181 light poles that need to be done.
9. Gone to the Facilities management and outreach meeting on June 17<sup>th</sup> and 18<sup>th</sup>. Tom will only be gone on June 18<sup>th</sup>.
10. Will, we need to get the bond server setup done quickly.

❖ **Babs & Janice:**

1. Auditors were here and everything went well. Question about position control came up again.
2. Sent the budget worksheet to the departments and they are due back by this Friday

3. Had a meeting with the Compton staff regarding year end closing.
4. Tentative budget transfers are on the June board agenda.

❖ **Will:**

1. Working on getting winter intersession information together.
2. Mobile application is working great. Students can look up their grades.

❖ **Mike:**

1. Campus Police report.
2. Active shooter training will be done on June 4<sup>th</sup> for classified week and on Flex day.
3. HR sent out the Compton stipend paperwork. Completed and sent it back.
4. On May 22<sup>nd</sup> Compton Sergeant completed the supervisor leadership institution training.
5. July 12<sup>th</sup> the Colleges & University Consortium will meet at Pepperdine and they have invited me to talk about drones.
6. Two bicycle sting operations on campus netted to two suspects.

❖ **Rob:**

1. Successful panel for the grounds position, individual will be on the June board.
2. HVAC position will have to go out again.
3. Staff member is resigning and will be on the June board.
4. Summer project have started.
5. Finishing clearing out Tech Arts and Shops for demolition.
6. Working with Tom on getting Community Advancement relocated.

Meeting adjourned at 9:15 am.