



**Administrative Services Staff Meeting
June 26, 2012**

PRESENT:

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

Minutes from June 19th was approved.

❖ **Update on items from June 19th minutes:**

1. Item #2 under Jo Ann - *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. Got the information from the surrounding campus on how much they charge for daily permits and parking tickets. Will get information together for ECC.*
2. Item #4a under Jo Ann - *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. Have located storage space on campus and off campus. Dell will store our computers for us. Working out the details with them.*
3. Item #9 under Jo Ann - *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. Checks have been processed.*

❖ **Program Review –Business Services & Fiscal Services :**

1. Janice went through the Fiscal Services program review. There were minor changes that needed to be done.
2. Rocky was not at the meeting, but copies of his Program Review was passed out to the group: The following are the group suggested:
 - a. Please add page numbers.
 - b. Under Performance indicators - add Compton information.
 - c. Under Customer Satisfaction survey – cut and paste the data.
 - d. Under staffing – add Compton information.
3. Please have your Program Review changes made and a final copy emailed to Shobhana so that it can be posted on Administrative Services web page.
4. At the next staff meeting, everyone is to bring their department Plan Builder so we can prioritize according to Administrative Services manager’s needs.

Committee Reports/Division Issues:

❖ Janice:

1. 2012-13 budget worksheets have been sent to the departments. As soon as they are received back to accounting office it can be can be inputted.
2. On July 1st full-time faculty will be paid on the last work day of each month and part-time faculty will be paid on the 5th of each month.
3. The STRS and PERS letter will be sent out soon.

❖ Andy

1. Second week of summer session.
2. Walk-in student decreasing, but online activity increasing.
3. Changing hardware on the registers.
4. In store rental will begin in July.

❖ John & Will

1. Three faculty members gave up their user id and password.

❖ Babs

1. Year end closing
2. Getting the Accounts Receivable desk cleaned up. Checking on any outstanding billing, what bills have been processed, and what needs to be posted on Datatel.

Meeting adjourned at 10:00