



**Administrative Services Staff Meeting
June 3, 2014**

PRESENT:

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

Minutes from May 6th was approved

1. Please make sure we are fully staffed one week before and after the semester starts.
2. Discussion on AB1266 which became effective on January 1, 2014. Need to create a subcommittee to further discuss this issue.
3. Thanks to Bob for attending the meeting regarding AB1266.
4. Thanks to Mike for attending the meeting with Jo Ann last week at Inglewood.
5. Shobhana the topic discussion with the President on June 19th will be Gym, FMP and custodians.
 - Tom, gather all the information regarding the custodians into one document with how many will retire at the end of calendar year. Also add the information that Rob gathered for me a couple of months ago.
6. John & Will – new computer purchases in regards to the XP issues will be charged to the Bond funds. New scantron machines that has to do with the XP issues will also be charged to the Bond funds.
 - Find out from your staff if they have had any reports or were aware on any issues in regards to “online orientation”.
 - New faculty laptops need to be ordered now. Order at least fifty with five year warranty. In the fall we will do an inventory of all faculty laptops, training and timing of replacement.
 - Will said Open CCCApply will be going live. We are one of the colleges that deployed CCCApply before the July 1st deadline. (Jo Ann would like an email sent to the campus in regards to the new application system).
7. Julie said that the Bookstore was busy with start of summer session.
 - Working on reconciling the books.
 - Jo Ann wants Babs to work with Julie on getting the schedule of aged accounts payable report. Format will be: vendor; total owed; 30 days or less; 30-60 days; 60-90 days; more than 90 days. Everything as of April 30th.
8. Accreditation – review the draft accreditation and give feedback to Jo Ann before Friday, June 6th. Babs & Janice can go over the Fiscal section; Tom, Bob & Rob can go over the Facilities section; Will, John and Mike can go over the IT section.
9. AUO’s – the group decided that since John had the previous survey questions and results for each area done, that they would use those to have continuity of data.

Meeting adjourned at 10:00