



Administrative Services Staff Meeting
June 5, 2012

PRESENT:

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

Minutes from May 22nd meeting was approved.

ITS – problem with help desk and with the portal. New students are being redirected by the Microsoft SharePoint software. ITS is working on this issue with Microsoft.

Program Review:

Facilities presentation of their area Program Review was postponed until the next meeting.

1. Discussion with the group on excessive absenteeism.
2. Discussion with the group on credit card charges on personal credit card and who should get reimbursed (the individual or the credit card company).
3. Discussion with the group regarding sub-difference pay.

❖ Jo Ann:

1. Shobhana will send out the Wall Street Journal article on cutting back pensions for cops and firefighters.
2. PBC meeting – the draft actuarial report will be taking to the June 7th meeting. I would recommend that if you can attend please do so.
 - a. Don't know if Fund 14 & 15 will be ready to be presented at PBC. At tomorrow's VP's meeting this item will be discussed.
 - b. Janice, need a graph showing the amounts from past actuarial study and what ECC has set aside.
 - c. 5-year grid with two draft (1- with percentages; 2- with dollar amount) and update the bottom portion showing that it went to PBC.
3. Trying to reschedule my weekly meeting with the President from late afternoon to mid morning around 10 or 11:30. If this happens I will have to move our meeting back to 8 am.
4. Janice & ITS – meet to discuss whether or not an “opt out” function for paying a fee can be added to the payment screen. Let me know if this function can be put in place for the Spring semester.
5. Tom - I have scheduled a meeting with you, me and the President to discuss tree issues. Please bring with you the listing of trees that have been approved by the Horticulture department.
 - a. Update on the MBA building – per Tom, Randy is in the process of meeting with Taisei this morning on the new schedule that was received.

- b. Update on Bookstore building- per Tom, Said is writing the report. Regarding the lawsuit, it is not going to arbitration but moving into the hearing stage. We are in the process of collecting evidence.
 - c. Parking Lot – per Tom, Said is working on the drawing but would like to know if PV is included or not; repair existing or build next level. The plan would depend on which version.
 - d. LPA invoices – Find out which project the outstanding invoice are for (the Stadium or for the MBA). (Shobhana will ask Rocky to find out which project it is for). (at this time Tom was dismissed to go meet with Taisei).
6. Janice – regarding the amusement park tickets purchases. Show me the last reconciliation of the amusement park ticket.
 - a. Update on Sally Mae – Title 4 unused debit card amount. (Janice said that Sophie is on vacation and as soon as she gets back will ask her to check on it.) Email me in the next week with an update.
 - b. Soccer Medical Reimbursement – ECC pays for the deductible: are we getting reimbursed by the student insurance. Please trace it and find out. Email me your findings.
 7. Rocky – need to send a draft letter to all vendors explaining the PERS and STRS changes that affect them.
 8. Rocky & Babs – Accounts payable is paying about 600 people from the Accounts Payable system and not withholding FICA. We need to clean this up immediately. Communication needs to be drafted to all in Community Education on understanding what and why this needs to be done. Please include Human Resources. In this communication that will need to go to all employees explain to them that they will be moving to the payroll side and they will need to be fingerprinted. Try and make it as easy as possible for these individuals. (Mike said his area is all setup for the process).
 9. Janice & Babs – in coordination with Human Resources there needs to be a letter sent to all faculty, classified and management explaining the law changes in regards to STRS & PERS and who it will or will not impact.
 10. I will likely be out June 26 through July 9th. I will not be checking emails or in communication from June 26, 27, 28 & 29. After June 30 I will slowly start to check emails, but will not be in the office until July 10th. In my absence Rocky & Mike will be sharing the duties and will coordinate that information with Shobhana, who then will send it out to all of you including the Vice President's and Kathy.
 11. Include Compton on all end of year closing meetings.
 12. Mike- email information on the dollar amount of the Compton annual parking sticker sales.
 13. Compton Center graduation is June 7th at 5:30.
 14. El Camino graduation is on June 8th at 4:00
 15. Janice & Babs - need to talk with you both about personnel issues. Talk with Shobhana to schedule this meeting.
 16. Stipend for Compton - employees have to work 10% or more to qualify for stipend.

Committee Reports/Division Issues:

❖ **John**

1. AT&T is coming out this week to put equipment into the MBA building, but it seems the space is two feet less than originally thought. (Jo Ann – first talk with Randy. Then when AT&T comes have Randy and the architect involved in the discussion. Jo Ann also mentioned that in the future ITS needs to initial on the final drawing before it goes to Bid. John, please let Randy know this per Jo Ann).

2. Edwin Brooks started on Friday and is doing very well.

❖ **Julie & Andy**

1. Julie wanted to know from Tom when the Cashier's window work will begin. She would like it to begin two weeks after the Fall semester has begun. Can it begin after September 15 (Tom said yes).
2. Selling caps and gowns.
3. Casual employees will be needed for four weeks of the year. Will use sparingly.

❖ **Janice**

1. Has there been a decision made as to how the monthly cycle on the new system for faculty will be. Will it be 10 month or 11 month payroll cycle? (Jo Ann wants an email asking this particular question so it can be discussed at the next Vice Presidents meeting).

❖ **Update on items from May 22 minutes:**

1. Item 1 under Mike - IT needs to sign off on the POST Police Academy security agreement - done by ITS.
2. Item # 2 under Babs - *Need to meet with ITS in getting a program setup so everyone can see what they have in regards to their sick leave and vacation.* Regarding getting access for everyone for their vacation: Jo Ann would simply like to get part time faculty sick leave balance correct and information sent to all part time faculty (letters to each). We are not going to have its write program for anything or install software that cannot be supported on campus. (Janice would like MS Access installed on four computers in payroll). ITS determines the database to use on this campus.
3. Discussion centered on whether sick leave and vacation can be reported on paychecks. To answer this question Babs has been instructed to call Deanna Hart in the payroll department at Cerritos to find out if they have their sick leave/vacation is on their paychecks and find out how they do it.

Meeting adjourned at 11:10