



**Administrative Services Staff Meeting  
July 17, 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 July 10<sup>th</sup> was approved.

❖ **Jo Ann:**

1. Next Tuesday, July 24 is the all day off campus Vice Presidents meeting on Plan Builder.
2. Mike – in the next couple of weeks, we need to talk about “name change”.
  - a. Follow-up with Inglewood, would like to schedule a lunch with Mayor Butts, Ann, myself and you.
3. Tom- we need to talk ASAP about the applicants.
4. Babs – need to schedule a meeting with you, ITS, Lee C. (at Cerritos) and Deanna Heart (Cerritos) about how they are uploading the vacation/sick leave on paycheck. Please include Felipe and Janice.
5. Arvid is leaving for a position at Citrus College.
6. Board Meeting went long. Debra Shepley’s presentation was very good. Randy Hartman’s also did a very good job.

❖ **Plan Builder:**

1. Central theme of Administrative Services is Safety & Security.
2. All of the areas presented their plan to the Group including Jo Ann. There were discussions and suggestions made. Voting will be done tomorrow.
3. Suggestion was made by Jo Ann to the group to add “no cost” items to each of their Plan Builder. It was also noted that the group should go back into their plan and add comments “as of this date...” if item was funded or unfunded or no action was taken.
4. All of Administrative Services Board Policies and Procedure will need to be scheduled for a revision. Make this as one of your no cost goals.

Meeting adjourned at Noon