



**Administrative Services Staff Meeting
July 22, 2014**

PRESENT:

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

Minutes from July 8th was postponed.

❖ **Jo Ann Higdon:**

1. July 30th will be at Budget workshop with Babs and Janice.
2. Tom – find out from June if the Marsee is rented for the month of October.
 - a. At your next Facilities’ staff meeting inform the groups that if they see any safety issue to immediately report it.
 - b. Email me the budget and actual expenditure for the STEM project.
3. We need to revise three board policies and Administrative Procedures. Will email appropriate areas.
4. Rocky & Tom – regarding Bloodmobile. Who did we have come before, who controls who gets to come on campus and do they fill out facilities use forms.
5. AUO’s, are they done? Everyone said “yes”
6. Rocky- need to know the background on who does CPR/AED training on campus. Include the cost of payment and who is currently doing the training.
7. Please update Program Review – Shobhana will send out the grid of what needs to be updated. Make sure to update last year’s request be updated. Reflect if your request was funded or not.
8. Accreditation visit will occur October 6-9th.
9. Tom & Randy – get changes orders to the board in a timely manner.
10. Give me your plans for taking vacation days up to December 31st. If your supervisors request for more than 2 ½ weeks, please discuss with me before approval is given.
11. Classified contract and pay schedule went to board.
12. We do not have an interim hired for John’s position.
13. Mike – send Jo Ann the information regarding AQMD survey.
14. Bob – you have been selected to participate on the selection committee for Instructional Building 1 Architect at Compton.

Committee Reports/Division Issues:

❖ **John:**

1. They will be decoupling the Summer and Fall registration.
2. Laptop is arriving.
3. Technology committee will be meeting tomorrow.

❖ **Mike:**

1. Tomorrow we will host the University and Colleges Investigation meeting in the Alondra room.

2. July 30th we will host the University and Colleges Chief's meeting in the Alondra room.
3. Active shooter training at Compton.

❖ **Julie:**

1. Getting ready for Fall semester. (Jo Ann asked is the close out of the books is done. Julie said not yet).

❖ **Tom:**

1. CDC – all student records have been taken out and stored in the warehouse.
2. Facilities Steering Committee? Jo Ann said we are waiting for dates from the President's office.
3. User meeting? Jo Ann said we are waiting for dates from the President's office.

❖ **Bob:**

1. The road going to the Bookstore will still need to be closed for piping work for the stadium project. Deliveries can be made to the warehouse.
2. Shops & I&T project are going well. I&T building will be ready by December.
3. Floor plan meeting with Student Services will be on Thursday.
4. Lot F – out of DSA in a week.

❖ **Rocky:**

1. Decision on the membership topic. Jo Ann said to email her a complete list of individuals who wants membership to which organization and the account number they are using to pay for it.
2. International student insurance office issues. Jo Ann said to email Bill and copy Jo Ann and John asking that the list be updated.
3. SWACC mandate that 80% managers get trained on child abuse prevention. Jo Ann said to extend the time of one of the management forums and do the training then.
4. At Flex day, AIMS and campus emergency preparedness awareness group will present.
5. Buyer position interview will be on July 30st.
6. The committee for the Accounts Payable position has not been setup yet.

Meeting adjourned at Noon.