



**Administrative Services Staff Meeting
July 3, 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 26th was approved.

❖ **Update on items from June 26th minutes:**

1. 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. Checks delivered.*

❖ **Program Review:**

1. *At the next staff meeting, everyone is to bring their department Plan Builder so we can prioritize according to Administrative Services manager's needs. It was decided to postpone this item until the next meeting when everyone.*

Committee Reports/Division Issues:

❖ **Tom:**

1. Around July 16, Phase 1 of the Stadium/Track Field will start. Will coordinate with Campus Police on where the closures will happen.
2. Parking lot lighting work is continuing.
3. Contacted the structural engineer for Lot F.

❖ **Rocky:**

1. No Administrative Assistant, so things are getting prioritized. Some work has been distributed among other staff members.

❖ **John & Will:**

1. One more faculty member gave up their user id and password. (Group discussion on how to best handle the situation with faculty members. Mike mentioned taking hard copies of flyer to flex day presentation, but he said he will have to get approval from Jo Ann before anything is finalized).
2. Easier solution is to buy software that will prevent the attack from happening to our system itself. This is in our plan.
3. Kudos to Lois and Linda for helping ITS for the end of year items.

❖ **Babs**

1. Year end closing is going well.
2. Accounts Receivable desk – working on getting caught up on all billings and postings.
3. New Payroll cycle for July is in effect – Part-time and Full-time faculty affected.

❖ **Mike:**

1. Next Thursday, City of Compton working with FEMA will conduct a tabletop simulation drill on the Emergency Communication. To see how communication will take place between Compton Center, City of Compton, Sherriff, Highway Patrol, and Dominguez PD in an emergency.

Meeting adjourned at 9:45