



**Administrative Services Staff Meeting  
July 8, 2014**

**PRESENT:**

√ Babs Atane	vac 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 June 3<sup>rd</sup>, 17<sup>th</sup> and July 1<sup>st</sup> were approved.

❖ **Administrative Unit Outcomes:**

1. The group decided they would use the same questions that have been used in prior surveys for continuity.
2. ITS and Facilities will turn in the AUO's by Tuesday. Bookstore will turn in their revised.

Committee Reports/Division Issues:

❖ **John & Will**

1. Friday and Saturday MyECC will be down. All parties have been notified.
2. Last week one thousand financial aid students were moved to Higher One's system.

❖ **Julie:**

1. Second six week session began on Monday and the bookstore was busy.
2. Question to Bob or Tom – When will the road to the dock be open. Bob said he would have a better understanding by next week. It will definitely open before Fall semester begins.

❖ **Tom:**

1. Are we using the new timesheets? Janice said starting July new timesheets should be used.
2. Question for ITS regarding surplus equipment?
3. Question for ITS regarding manger laptops.

❖ **Janice & Babs:**

1. Drop for non-payment is in a week.
2. Payroll will be working on getting the retro pay and adding the extra step for classified employees.
3. Year-end closing.
4. Working with Higher One to get the financial aid system going live in a month.
5. August 18<sup>th</sup> is the second drop for non-payment.

❖ **Bob:**

1. No changes from last week.
2. Prop 39 lighting project is complete. To Mike – can you have the cadets do a walkthrough of the campus and check if the sensors are working?

Meeting adjourned at 9:35am.