



**Administrative Services Staff Meeting
August 21, 2013**

PRESENT:

√ Babs Atane	√ 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 August 6th was approved.

❖ **Jo Ann:**

1. Bond Oversight Committee meets at 4:30pm today
2. Rob & Tom – need the black gum spots removed from walkways. (Tom said they are doing power washing in the necessary areas).
3. There are 5 candidates campaigning for the Board of Trustees vacancies. They are Nilo Michelin, John Vargas, G. Rick Marshall, Cliff Numark and Aria Shafiee. I will be sending out a letter to each one of these candidate inviting them to our next board meeting (September 3rd) and asking them to RSVP.
 - a. Mike – please have at least five parking spot blocked off. Also have a cadet outside.
4. Babs –
 - a. Look at the July payroll report from the county and give Jo Ann the total hours worked on the casuals.
 - b. Find out if we sent out a notice to employees regarding their address correction prior to W-2 mailing.
5. Babs, Janice & ITS – has drop for non-payment occurred. (They all said, “yes”. It was noted that there was a total of 860 students dropped (this includes Compton).
 - Out of the 860 - 650 were ECC students
 - Out of the 650 - 72 where out-of-state students and 44 where out-of-country
 - (Per Will, three days prior to the drop for non-payment, ITS has an automatic email notifying students of the deadline).
6. Janice – thank you for redoing the budget letter. Budget assumptions will not be ready before PBC.

Committee Reports/Division Issues:

❖ **Will & John:**

1. John is attending the CISOA meeting tomorrow.
2. Two weeks ago LACOE changed some coding on their systems and we could not transmit couple of our reports. This issue have been corrected and the reports where transmitted before the due date.
3. TracDat software for “SLO” will be going live soon.
4. Will is on three committees under student services : college policy, priority registration and new student initiative.

5. Next week meeting will begin on going live with Open CCCapply. This is through the Chancellor's Office.

❖ **Mike:**

1. Doing two presentation on Flex day.
2. Received the evacuation chairs and had training on it. Rory gave us permission to have the chair stored and plugged in the MBA building storage area.
3. Campus Police did a short YouTube video on how to use the parking permit machines and it will be posted on their webpage.

❖ **Rob:**

1. Dust collector project is moving along slowly. It should be up and running by Spring semester.
2. Kiln work is done.
3. Human Resource is working on getting more part-time custodians.
4. Still down three full-time custodians and six forty hour temps and six twenty hours.
5. Supervisor position will be posted this week and filled by Spring.
6. Signed a five year contract through CMASS with Schindler Elevator for elevator repairs.

❖ **Bob B:**

1. Lot F will be open by Monday except for 10 spaces. Currently doing some paving and other miscellaneous clean up.
2. Paving at East end of the Shops project.
3. Putting additional temporary lighting around the Central Plant and Old Community Advancement building area.
4. Emergency phone will be up by Friday. Checking on the Emergency phone next to the Central Plant.
5. Steel delivery will start on Monday. Crane will be on campus by Friday.
6. Shops project foundation concrete will be poured on Thursday and Friday.
7. Demolition for the elevator is done and excavation of dirt will be put on hold for couple of week because of classes starting.
8. For the IT building, currently roof work is being done. There will be a flagman outside the construction area for safety of students and staff.
9. Have specified to the contractor that student access needs to be keep open on STEM project.
10. The east side access road between Bookstore and new Shops building will only be open for delivery.
11. By January 2014, we will have \$90 million worth of work going on campus.

❖ **Tom:**

1. There are three architecture firms that have been selected to be interviewed on September 6th for the Stadium project.
2. Demolition plan for the Stadium will be brought to Cabinet.

❖ **Rocky:**

1. Email will be sent to the campus regarding the Earthquake Drill on October 17th at 10:17.
2. Scheduled a two day class on Chemical hygiene in September. Keenan will conduct class.

❖ **Janice:**

1. Block Grant report is due to the State on September 17th.

Meeting adjourned at 2:20