



**Administrative Services Staff Meeting
August 6, 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 July 23 were approved.

Committee Reports/Division Issues:

❖ **Mike**

1. Plan Builder for 2012-2013 should be completed. It should be in alignment with Program Review. Irene Graff suggested that as you wrap-up 2012 -2013, it is also a good time to review Plan Builder for 2013-2014.
2. Rocky is not able to get into Plan Builder since April. For problems on this program, Donna Manno should be contacted because she oversees this program. Irene Graff might be able to help.
3. Tom Brown - Bob Gann and Bruce Hoerning cannot be removed from Plan Builder. John W. - Donna is the only person who can make changes to Plan Builder.

❖ **John**

1. The El Camino Compton Educational Center LRC was designed in 1998/1999 and constructed in 2004. The building will be brought-up to where DSA approved it prior to construction. Category 6 network cable lines will be used. Sometime in the future, Compton Center will need to make the changes.

❖ **Tom:**

1. Mike – JoAnn expressed concerns about vehicles having easy access around the bollards at the entrances into campus.
2. Facilities will meet with William about raising the barrier at the Financial Aid office.

Meeting adjourned at 9:08