



**Administrative Services Staff Meeting  
September 11, 2012**

**PRESENT:**

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

Minutes from August 24<sup>th</sup> was approved.

**❖ Jo Ann:**

1. On vacation from September 12 through the 28<sup>th</sup>. Mike will be acting Vice President and in the absence of Mike, Rocky will fill in.
2. Over the winter break, Jo Ann will be out of the country and would like ITS to take proactive measures to avoid the issue from last winter break.
3. Rocky – before the October 18<sup>th</sup> ShakeOut, can you come to the VP meeting and prepare all of us.
4. John – send an email to Jo Ann letting her know that the financial aid issue had nothing to do with Datatel and that it was a compatibility issue.
5. Julie – can you find out how many textbooks are in each of the room (EOP&S and reserve book room) in the Library at both campuses?
6. Andy – after I get back from vacation, need to speak with you on ideas for increasing revenue in bookstore.
7. Janice – send an email to Gail Beal at Keenan regarding the check.
8. Babs & Janice – in a week need, please do a final email regarding the faculty payroll: “as of this day there were \_\_\_ employees affected .....”.
9. Everyone needs to do a final reflection on issues that come up with all of the facts and if anyone disagrees to the fact they can reply all.

**Communication:**

1. We are better at communication, but, please let Shobhana know of you whereabouts in case something comes up and I need to get a hold of you quickly.

**Policies and Procedures (One page handout was passed out to the group):**

1. There are three procedures under Jo Ann that has to be completed before the accrediting team arrives.
2. Procedure 6520, Mike will send to everyone to get their input for a final draft.
3. Procedure 6200 and 6300, Babs will also be sent to everyone to get their input for a final draft.
4. Try and get the final draft ready for Jo Ann’s review in two weeks.

## **October Management Review:**

1. It was decided that Mike would do a portion in regards to the introduction of the Threat Assessment group and Rocky will do a portion on the Keenan online training and the October 18<sup>th</sup> ShakeOut.
2. For the Spring Administrative Services management forum, Jo Ann would like all the managers to showcase their area in a fifteen minute presentation.

## **Committee Reports/Division Issues:**

### **❖ John & Will:**

1. The main IDF in the MBA building fits the room, but cannot expand.
2. Need procedures on taking any of the hold off the system. Talking about the recent issue of been told by Admissions to remove Academic hold off students. (There was a lengthy discussion on this topic. Jo Ann said that ITS needs to come up with a written check list of things that will be impacted if a hold is removed. For example, will it affect anything in Financial Aid, cashiering etc.?)
3. Data center physical move, planned outage sometime over winter break. Jo Ann said, be prepared for unforeseen challenges.
4. Portal activity is increasing.

### **❖ Rocky:**

1. October 18<sup>th</sup> at 10:18 is the Great Shakeout.
2. Will be scheduling the SWACC safety inspection for the campus.
3. Did the training on the night custodian. Jo Ann said to get a list out to all the managers showing all of the training that is available.

### **❖ Mike:**

1. Since the semester has started two bikes have been stolen.
2. Area Chiefs are getting together to discuss/brainstorm on what happened at Pasadena, Santa Monica, and Mt Sac college.
3. Thanks for all your support for the loss of Officer Tonori.

### **❖ Julie & Andy:**

1. Book rental has started for fall semester and it is going well. One third of the titles are rentable. On the bookstore webpage there is a button for online rental of books (rent it directly from the vendor).

### **❖ Janice:**

1. Had a meeting with both the campuses Financial Aid staff on the return to Title 4 procedure. (Jo Ann said to do a brief write up on the meeting and email it).
2. Federal Auditors are here this week, looking into the Sally Mae debit card disbursement. Looking to see if the students are being charged a fee to use an ATM.

### **❖ Tom B:**

1. Working on the 519's.
2. Dust collector is at the DSA.

Meeting adjourned at 10:40