



**Administrative Services Staff Meeting
September 1, 2015**

PRESENT:

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

Minutes from August 11 was approved.

❖ **Jo Ann:**

1. Will - update the grid and send it by this afternoon. Also, call the vendors regarding the SQL conversion.
2. Tom - need to get the Facilities Steering Committee meeting scheduled to discuss Urban Land Institute report and the Marsee Auditorium.
3. We will have a new CTO very shortly.
4. Approved equipment listing (prioritization list) will be going out shortly.

Committee Reports/Division Issues:

❖ **Babs:**

1. Preparing COTOP letter to go out this month and it will include the past due ones also.
2. Memo from LACOE on the new enterprise system.
3. Thanks to Facilities, the queuing system for the cashier lines worked very well.

❖ **Will:**

1. October 1st is when the gainful employment report is due to the Feds.
2. Wi-Fi assessment kick off meeting is this Friday.

❖ **Rob:**

1. AFT office has been relocated.
2. Six positions in total will be vacant.
3. New bike racks have been installed around campus.
4. Working on getting everything ready for the CAT & ITech building grand opening on Sept 17th.

❖ **Mike:**

1. Campus Police report.
2. The Union newspaper has done a public records request on the number of full-time administrators, faculty and staff. They also wanted to know how many parking stall we have and how many we will lose due to construction.

3. Wednesday, Officers had issued 40 warning citations to skateboarders. Jo Ann wants an updated listing.
4. AIMS committee has invited Dr. Nishime to come to the meeting. Jo Ann you are welcome to come. Meeting will be held on September 9th @ 2:30 - 4:30 in Adm 131.

❖ **Bob & Tom:**

1. We will be coming to Cabinet on Tuesday, September 8th.
2. Dealing with staffing issues.
3. Has the salvage list been signed? (It will be signed by this afternoon).
4. Communication building needs to be cleaned out.
5. Tech Arts area is fenced off for demolition. Three construction signs with pictures will be put up on the east, west and front side of the site saying Student Services will be coming in 2018. Pictures were approved by Ann's office. Jo Ann wants the pictures brought into Cabinet on Monday.
6. Prop 39 monies will be used to finish the rest of the exterior lighting and areas near the bookstore. Balance plus schedule maintenance monies will be used to do the fume hoods in the Natural Sciences building.

Meeting adjourned at 9:45 am.