



**Administrative Services Staff Meeting
October 1, 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 September 10th was postponed.

❖ **Jo Ann:**

1. Tom – three copies of the accreditation update for facilities. Please go through the shaded area and give me more information.
2. ITS – please explain the *Infonet*. John said, Infonet was an in-house program written by Satish and it was more of a student oriented program. It was replaced by the current portal.
 - a. The President would like you to figure out how to keep a diary on what is down and when.
3. Babs- where are we on the Fine Arts and PE ticket spreadsheet. (Babs said, the Fine Arts spreadsheet should be done by late tomorrow afternoon and only a summary sheet of the PE ticket).
4. Call w/IRS regarding 1098T– Janice gave a brief summary of what needs to be done next to try and minimize penalties.
5. Babs & Janice – I will forward you both the email from School Services newsletter regarding how to calculate the step & column. Please follow the instructions and see if you can do it.
6. Administrative Services has three policies that need to be done quickly.
7. Janice – please try and find the policy on the reserve with a wording that says, “at least 6%”.

Committee Reports/Division Issues:

❖ **John:**

1. By tomorrow we will receive a draft of a statement of work from PlanNet. (please forward a copy to Jo Ann and Shobhana). John said first of all PlanNet would like to know what are cabinet’s expectations for the system. (Jo Ann said, the President’s expectation is that the system be up and running 24/7 except for a few hours of down time for maintenance on Sunday’s).
2. SARS/MIS – SARS is a third party schedule package for counselors and students to make appointments. MIS is a tool used to transmit “0” error data such as 320 and MIS reports to the Chancellor’s office. JoAnn asked John to check with his counterpart at Riverside to see if they have had any success in combining the two.
3. April 8th deadline is arriving soon. ITS will migrate the staff over before the deadline and then move over to the computer labs. The labs will be fully migrated by Fall 2014. (Jo Ann would like a detailed timeline, please send it to Shobhana).

❖ **Will:**

1. Met with Facilities regarding the IT floor plan.
2. Got the COTOP for the new year.

3. Gave refund list to Fiscal Services.
4. Online ESARS for Compton Center is scheduled to be up and running after they finish testing.
5. Had a three day training session on the new portal. Five staff members were included.
6. This year's Financial Aid MIS report is the cleanest, because Illusion released patches for new changes.

❖ **Bob B:**

1. Lot F is open and all work is done.
2. Prop 39 will be paying for Natural Sciences HVAC unit replacement.
3. Shops – outside area is open.
 - a) Steel is in the air.
 - b) This week working on deck for the structure.
 - c) Underground utility work is starting.
 - d) Lots of meeting with I&T faculty to coordinate as to what needs to be ordered and where to place them.
4. Emergency phones (near Central Plant and lot F) – there is dial tone. Need ITS or Police to check and see if it is working.
5. Lifted the HVAC from I&T. Structural work (layout of walls in the basement and 1st level).
6. STEM project is moving along.
7. Stadium is out to Bid.
 - a) Bid will close on October 24th.
 - b) Bid award will be send to the November board.
 - c) Notice to proceed out in December.
8. On vacation October 11th through 18th.

❖ **Tom:**

1. Met with ITS and HPI regarding IT floor plan. There are minor changes that need to be made.
2. STEM – meet with the Architect about the design.
3. Met with Sherman about the DLR contract.
4. There are many 519 that have been produced. Last week met with Dr. Arce and some of them were dismissed.
5. Would like to use S&K Engineers for the Prop 39 project in Natural Sciences. (Jo Ann said we don't need a new contract. Have S&K specify which project the invoices are for).
6. Dust collector is up and running.
7. Rob is in interview's for custodians.
8. Two more custodians are retiring.

❖ **Rocky:**

1. Thursday at 1:30pm Ricoh will be on campus to provide us information on their document imaging products. Meeting will be held in the Bookstore Conference Room, 2nd Floor.
2. Met with building captions. Thirty-two out of fifty-four building captions were in attendance.
3. We need fifty more radios.

❖ **Janice & Babs:**

1. 311 report is almost done.
2. Standard & Poor's have sent us a memo with questions regarding the financial and Academic performance. It is due on October 20th. (Forward a copy to JoAnn).

Meeting adjourned at 10:15